

# Addendum to the 2005 General Catalog

Volume 68A  
January 1, 2005

National University  
Administrative Headquarters  
11355 North Torrey Pines Road  
La Jolla, CA 92037-1011

**(858) 642-8000**  
Nationwide Toll Free Number  
**1 800 NATUNIV (628-8648)**  
or visit our website at **www.nu.edu**

Accredited by the Accrediting Commission for Senior Colleges and Universities  
of the Western Association of Schools and Colleges (WASC)  
985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510) 748-9001, wascsr@wascsenior.org

Approved by the California Commission on Teacher Credentialing (CCTC)  
1900 Capital Avenue, Sacramento, CA 94244

Accredited by the Commission on Collegiate Nursing Education (CCNE)  
for the Bachelor of Science in Nursing Program  
One Dupont Circle, NW, Suite 530, Washington, D.C., 20036-1120, (202) 463-6930

Accredited by the International Assembly for Collegiate Business Education (IACBE)  
for the School of Business and Information Management  
P.O. Box 25217, Overland Park, KS 66225, (913) 631-3009, iacbe@grapevine.net

Note: the University reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees,  
or any other aspect of its programs described in this catalog at any time.

Not all courses or programs listed in this catalog will be available at every learning facility or online.

Not all facilities, equipment and other resources will be available at every learning center.

Addendum Effective Date: January 1, 2005



## National University System

**Jerry C. Lee, Ed.D.** Chancellor, National University System  
**Richard Carter, B.S.** Vice Chancellor, Business Operations  
**Patricia E. Potter, M.B.A.** Vice Chancellor, System Communications  
**Troy L. Roland, M.B.A.** Vice Chancellor, Extended Learning

## National University System Affiliate Members

National University  
National University Nevada  
National University Hawaii  
National Polytechnic College of Engineering and Oceaneering  
College of Oceaneering  
Advanced College of Technology  
Spectrum Pacific Learning Company LLC  
National University Virtual High School  
California Medical Institute  
National University Center for Human Advancement  
Institute for Persons Who Are Hard of Hearing or Deaf  
National University Institute for Community Research and Civic Entrepreneurship  
National University Center for Peak Performance

# Addendum to the General Catalog 68

## General Education

### AREA G: MODERN LANGUAGES

ASL 120	American Sign Language I
ASL 220	American Sign Language II (Prerequisite: ASL 120)
ASL 320	American Sign Language III (Prerequisite: ASL 220)

### ASL Course Descriptions

#### ASL 120

##### American Sign Language I

Designed as an introduction to American Sign Language (ASL) for those with no previous experience. Students will learn basic ASL skills used in a variety of situations. The class is taught using American Sign Language. Voice and written communication are kept to a minimum.

#### ASL 220

##### American Sign Language II

(Prerequisite: ASL 120)

Designed as a continuation of American Sign Language I. It is intended for those with some background and experience in ASL and American Finger-Spelling. Students will learn intermediate ASL skills used in a variety of situations, including the kinesics, morphology, and syntax of ASL. Idiomatic expression is included. This class is taught using American Sign Language. Voice and written communications are kept to a minimum.

#### ASL 320

##### American Sign Language III

(Prerequisite: ASL 220)

Designed as a continuation of American Sign Language II. It is intended for advanced students with intermediate background and experience in ASL and American Finger-Spelling. Students will learn advanced ASL skills used in a variety of situations. The class is taught using American Sign Language. Voice and written communication are kept to a minimum.

## College of Letters and Sciences

### BACHELOR OF ARTS

#### Major in English (Modification)

(610-111)

Faculty Advisor: John Miller • (714) 429-5146 • [jmiller@nu.edu](mailto:jmiller@nu.edu)

The Bachelor of Arts with a Major in English provides a strong background in the study of English. The program stresses literary analysis, diversity, critical thinking, and written and oral communication skills through a rigorous curriculum of literature, composition, language and linguistics, and communication studies. It is an excellent preparation for careers in teaching, media, advertising, writing, and publishing; for graduate or professional studies in English, communications, or law; and for advancement in any field in which communication skills are important.

Note: Students interested in teaching English or Language Arts in middle or secondary schools should consider enrolling in the Single Subject Matter Preparation Program (610-114) described below.

#### Degree Requirements

To receive the Bachelor of Arts degree in English, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree.

#### Program Outcomes

- Students will demonstrate knowledge of major writers and their works and major periods of both British and American literature
- Students will demonstrate the ability to analyze and interpret works of literature in a variety of genres both orally and in formal written work
- Students will demonstrate understanding of major critical approaches to the interpretation of literature
- Students will demonstrate the ability to analyze and interpret the use and effects of literary and rhetorical features of both literary and non-literary texts
- Students will demonstrate the ability to situate and analyze literary works within historical and cultural contexts
- Students will demonstrate understanding of various literary genres, their development and persistence over time, and the role of genre in the understanding and analysis of literary and non-literary texts
- Student writing will demonstrate mastery of conventions of Standard Written English

#### Preparation for the Major

(1 course, 4.5 quarter units)

LIT 100 Introduction to Literature\*  
(Prerequisite: ENG 101)

\* may be used in general education

#### Requirements for the Major

(9 courses, 40.5 quarter units)

LIT 311 British Literature I  
(Prerequisite: LIT 100)  
LIT 312 British Literature II  
(Prerequisite: LIT 100)

# Addendum to the General Catalog 68

LIT 321	American Literature I (Prerequisite: LIT 100)
LIT 322	American Literature II (Prerequisite: LIT 100)
LIT 338	Shakespeare (Prerequisite: LIT 100)
LIT 342	World Literature (Prerequisite: ENG 101)
LIT 360	Literary Theory (Prerequisite: LIT 100)

And select **two** of the following courses:

COM 360	Representation and Diversity in Media (Prerequisite: ENG 101)
ENG 350	Fundamentals of Linguistics (Prerequisite: ENG 101)
ENG 365	Creative Writing (Prerequisite: ENG 101)

## Major in English with Single Subject Matter Preparation (Modification)

(610-114)

Faculty Advisor: John Miller • (714) 429-5146 • [jmiller@nu.edu](mailto:jmiller@nu.edu)

The Major in English with Single Subject Matter Preparation is designed to prepare students for careers teaching middle or secondary school English or language arts. The program is approved by the California Commission on Teacher Credentialing: students who complete this program, including the required portfolio, will not be required to take the California Subject Examination for Teachers (CSET) in English in order to receive their teaching credential. To fulfill the Single Subject Matter Preparation standards mandated by the State of California, the program requires additional study in certain areas beyond what is required by the regular Major in English and the selection of a Concentration. In order to receive the equivalency letter, students must also submit a portfolio of work produced in program courses, the requirements of the portfolio are covered in ENG 300.

### Program Outcomes

- Students will demonstrate knowledge of major writers and their works and major periods of both British and American literature
- Students will demonstrate the ability to analyze and interpret works of literature in a variety of genres both orally and in formal written work
- Students will demonstrate understanding of major critical approaches to the interpretation of literature
- Students will demonstrate the ability to analyze and interpret the use and effects of literary and rhetorical features of both literary and non-literary texts
- Students will demonstrate the ability to situate and analyze literary works within historical and cultural contexts
- Students will demonstrate understanding of various literary genres, their development and persistence over time, and the role of genre in the understanding and analysis of literary and non-literary texts
- Student writing will demonstrate mastery of conventions of Standard Written English
- Students will demonstrate knowledge of fundamental concepts of linguistics
- Students will demonstrate understanding of the major stages of language development in children
- Students will demonstrate familiarity with and the ability to apply technologies relevant to the study and teaching of English
- Students will demonstrate the ability to use and analyze a variety of communications media, including creative writing, journalism, electronic media, theater, and mass media

### Preparation for the Major (3 courses, 13.5 quarter units)

COM 200	Effective Communication*
LIT 100	Introduction to Literature* (Prerequisite: ENG 101)
THR 200	Theatre Arts

\* may be used for general education

### Requirements for the Major (11 courses, 49.5 quarter units)

COM 360	Representation and Diversity in Media (Prerequisite: ENG 101)
ENG 300	Preprofessional Practicum (This course should be taken as early in the student's program as possible; it requires a 31.5 hour observation in the public schools)
ENG 350	Fundamentals of Linguistics (Prerequisite: ENG 101)
ENG 365	Creative Writing (Prerequisite: ENG 101)
LIT 311	British Literature I (Prerequisite: LIT 100)
LIT 312	British Literature II (Prerequisite: LIT 100)
LIT 321	American Literature I (Prerequisite: LIT 100)
LIT 322	American Literature II (Prerequisite: LIT 100)
LIT 338	Shakespeare (Prerequisite: LIT 100)
LIT 342	World Literature (Prerequisite: ENG 101)
LIT 360	Literary Theory (Prerequisite: LIT 100)

### Upper Division Concentrations (4 courses, 18 quarter units)

All students enrolled in the Single Subject Matter Preparation program must also complete at least four courses in one of the following Concentrations.

### Concentration in Communications and Media (169)

ART 315	Film as Art (Prerequisite: ENG 101)
COM 380	Democracy in the Information Age (Prerequisite: ENG 101)
GLS 310	Global Communications and Information Technology (Prerequisite: ENG 240)
GLS 320	Technologies of Culture (Prerequisite: ENG 240)
GLS 330	Film in an International Context (Prerequisite: ENG 240)
GLS 331	American Film in an International Context (Prerequisite: ENG 240)
MUL 330	Communication Tools (Prerequisite: ENG 101 and COM 100)
MUL 332	Electronic Design and Layout (Prerequisite: ENG 101 and COM 100)
MUL 335	Desktop Publishing (Prerequisite: MUL 332)
MUL 340	Principles of Web Design (Prerequisite: ENG 101 and COM 100)
SOC 325	Contemporary Popular Culture (Prerequisite: ENG 101)

# Addendum to the General Catalog 68

- SOC 332 Contemporary American Society  
(Prerequisite: ENG 101)
- SOC 336 American Film and Society  
(Prerequisite: ENG 101)

## Concentration in Letters (170)

- ENG 352 Origins of English
- ENG 375 Nature Writing  
(Prerequisite: ENG 101)
- HIS 410 California Experience  
(Prerequisite: ENG 101)
- LIT 345 Mythology  
(Prerequisite: ENG 101)
- LIT 430 Children's Literature  
(Prerequisite: ENG 101)
- LIT 443 World of the Short Story  
(Prerequisite: ENG 101)
- LIT 446 Studies in Poetry  
(Prerequisite: LIT 100)
- LIT 450 Studies in the Novel  
(Prerequisite: LIT 100)
- LIT 456 Studies in Drama  
(Prerequisite: LIT 100)
- LIT 460 Gender and Literature  
(Prerequisite: ENG 101)

## The Portfolio Requirement

In order to receive the Single Subject Matter Preparation equivalency letter, all students must submit a portfolio of work completed in program classes. (Note: the portfolio is not a graduation requirement.) The specific requirements of this portfolio are discussed in ENG 300. The portfolio itself is submitted upon completion of the program. Students who have completed required program course work at other colleges or universities will need to submit work from those courses or eligible substitutions. Students or prospective students with questions about this requirement should contact the program Faculty Advisor.

## Minor in English (New) (486)

### Program Requirements

(6 courses, 27 quarter units)

Choose at least three of the following courses:

- LIT 311 British Literature I  
(Prerequisite: LIT 100)
- LIT 312 British Literature II  
(Prerequisite: LIT 100)
- LIT 321 American Literature I  
(Prerequisite: LIT 100)
- LIT 322 American Literature II  
(Prerequisite: LIT 100)
- LIT 338 Shakespeare  
(Prerequisite: LIT 100)

Choose the remaining course(s) from the following list:

- ENG 350 Fundamentals of Linguistics  
(Prerequisite: ENG 101)
- ENG 365 Creative Writing  
(Prerequisite: ENG 101)
- ENG 375 Nature Writing  
(Prerequisite: ENG 101)

- LIT 342 World Literature  
(Prerequisite: ENG 101)
- LIT 360 Literary Theory  
(Prerequisite: LIT 100)
- LIT 345 Mythology  
(Prerequisite: ENG 101)
- LIT 430 Children's Literature  
(Prerequisite: ENG 101)
- LIT 443 World of the Short Story  
(Prerequisite: ENG 101)
- LIT 446 Studies in Poetry  
(Prerequisite: LIT 100)
- LIT 450 Studies in the Novel  
(Prerequisite: LIT 100)
- LIT 456 Studies in Drama  
(Prerequisite: LIT 100)
- LIT 460 Gender and Literature  
(Prerequisite: ENG 101)

## For Interdisciplinary Studies program (Catalog #68, p. 98)

(Modification)

**4.5 quarter units in literature (LIT) are required. The following are recommended:**

- LIT 321 American Literature I  
(Prerequisite: LIT 100)
- LIT 322 American Literature II  
(Prerequisite: LIT 100)
- LIT 338 Shakespeare  
(Prerequisite: LIT 100)
- LIT 342 World Literature  
(Prerequisite: LIT 100)
- LIT 345 Mythology  
(Prerequisite: ENG 101)
- LIT 446 Studies in Poetry  
(Prerequisite: LIT 100)
- LIT 450 Studies in the Novel  
(Prerequisite: LIT 100)
- LIT 460 Gender and Literature  
(Prerequisite: LIT 100)

## For Multiple Subject program (Catalog #68, p. 100) (Modification)

### Reading, Language, Literature

(3 courses, 13.5 quarter units)

- ENG 350 Fundamentals of Linguistics  
(Prerequisite: ENG 101)
- LIT 321 American Literature I  
(Prerequisite: LIT 100)
- or
- LIT 322 American Literature II  
(Prerequisite: LIT 100)
- LIT 430 Children's Literature and Literacy  
(Prerequisites: LIT 100, ENG 350, PSY 301)

## New or Revised Course Descriptions

### LIT 311\*

#### British Literature I

(Prerequisite: LIT 100)

A survey of important British authors and literary trends from Chaucer through the middle of the 18th century.

### LIT 312\*

#### British Literature II

(Prerequisite: LIT 100)

A survey of important British authors and literary trends from the late 18th century through the modern era, with a focus on Romantic,

# Addendum to the General Catalog 68

Victorian and Modernist writers and texts. Some attention will also be paid to colonial and post-colonial writing in English.

## LIT 321\*

### American Literature I

(Prerequisite: LIT 100)

A survey of important American authors and literary trends through the late 19th century. Texts will be situated in relation to cultural, philosophical, social and historical contexts, e.g., Puritanism and its legacies, varieties of American Romanticism, debates over slavery and gender roles, formation of national identities.

## LIT 322\*

### American Literature II

(Prerequisite: LIT 100)

A survey of important American authors and literary trends from the late 19th century through the present. Texts will be situated in relation to cultural, philosophical, social and historical contexts. Particular attention will be paid to the modernist canon and to works by women and authors of color that respond to American literary heritage and social conditions.

## LIT 360

### Literary Theory

(Prerequisite: LIT 100)

A survey of major classical and contemporary arguments about the nature of literature, literary expression, and literary experience.

## LIT 446

### Studies in Poetry

(Prerequisite: LIT 100)

Focused study of a particular theme, genre, period, or author.

## LIT 450

### Studies in the Novel

(Prerequisite: ENG 101)

Focused study of a particular theme, genre, period, or author.

\* Indicates new courses.

## BACHELOR OF ARTS

### Major in Sociology (New)

(610-445)

Faculty Advisor: Lorna Zukas • (714) 429-5408 • lzukas@nu.edu

#### Description of the Program

The Bachelor of Arts in Sociology will engage students in the study of social life, social change, and the social causes and consequences of human behavior. Students will investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Since all human behavior is social, the subject matter of sociology ranges from the intimate family to global warfare; from organized crime to religious cults; from the divisions of social class, race and gender to the shared beliefs of a common culture; and from the sociology of work to the sociology of beauty. In fact, few fields have such broad scope and relevance for research, theory, and application of knowledge.

Sociology majors develop analytical skills and the ability to understand issues within many distinctive perspectives. Sociology offers a range of research techniques that can be applied to virtually any aspect of social life: street crime and delinquency, corporate growth or downsizing, how people express emotions, welfare or education reform, health/HIV AIDS, how families differ and flourish, or problems of peace, war and terrorism. Because sociology addresses the most challenging issues of our time, it is a rapidly expanding field whose potential is increasingly tapped by those who

craft policies and create programs. Sociologists understand social inequality, patterns of behavior, forces for social change and resistance, and how social systems work.

The program's stimulating curriculum in social theory, research methods, and key sociological concepts provides a solid base for students to learn to think abstractly, formulate problems, ask appropriate questions, search for answers, analyze situations and data, organize material, write well, and make oral presentations. Sociological training helps students bring breadth and depth of understanding to the global workplace and graduates frequently enter a variety of jobs in such sectors as business, the health professions, the criminal justice system, social services, and government. Sociology provides training for professions such as law enforcement, education, medicine, social work, and counseling. Furthermore, sociology offers valuable preparation for careers in journalism, politics and policy analysis, public relations, business, or public administration and program evaluation—fields that involve investigative skills and working with diverse groups.

#### Degree Requirements

To be awarded a Bachelor of Arts in Sociology, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. All courses required in the major and required upper division electives for the B.A. in Sociology must be completed with a C- or better grade. Students are required to complete a portfolio of their work as part of the degree program. It is strongly suggested that students save all graded work. Students should refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation. The following courses are specific degree requirements.

#### Program Objectives

Many occupations today require a college educated individual who can write and speak well, solve problems, learn new information quickly and work well with others on a team. This means that college graduates use their education in a wide variety of fields, and your future career may relate more to your personal career interests, work values and transferable skills than any specific academic major. The program in Sociology seeks to provide students with a comprehensive background for graduate level study, for students preparing for careers in social service, probation/parole, mental health, and related areas. Sociology provides important background knowledge as well as:

- Professional competencies essential to the independent and collaborative practice of social research and analysis.
- Exposure to the methods used by sociologists to undertake social research and answer questions about society.
- Exploring the connection between the individual and society and analyzing the social construction of reality.
- Interpreting key sociological perspectives and theories and applying them to real-world situations.
- Recognizing the role of race, ethnicity, gender, and class in society and analyze peoples' roles in making, maintaining, or changing society.
- Demystifying social institutions through demonstrated knowledge of social structure, status, roles, groups and organizations.
- Demonstration of undergraduate-level written communication skills.
- Demonstration of undergraduate-level oral communication and presentation skills.
- Application of analytical and critical thinking skills.

# Addendum to the General Catalog 68

## Required Program Prerequisites

(2 courses, 9 units)

- SOC 100 Principles of Sociology\*  
MTH 210 Introduction to Probability and Statistics\*  
\* may be used in general education

## Required Core for the Major

(9 courses 40.5 quarter units)

- SOC 344 Marriage, Sex and Family  
SOC 360 Classical Social Theory  
SOC 370 Contemporary Social Theory  
SOC 380 Methods of Social Inquiry  
SOC 443 Sociology of Deviance  
SOC 455 Organizational Sociology  
SOC 500 Understanding Cultural Pluralism in American Society  
SOC 540 Power and Social Change  
SOC 499 Capstone Seminar

## Required Upper Division Electives\*

(7 courses, 31.5 quarter units)

Students must complete a minimum of seven courses (31.5 quarter units) of electives from the list below to fulfill the unit requirements to earn the Bachelor of Arts in Sociology.

- SOC 449 Sociology of Law  
SOC 460 The Individual and Society  
SOC 331 Social Issues in Health and Illness  
SOC 325 Contemporary Popular Culture  
SOC 328 Intercultural Thinking/Creativity  
SOC 332 Contemporary American Society  
SOC 336 American Film and Society  
SOC 430 Culture, Technology and Society  
SOC 445 Contemporary Social Problems  
SOC 490 Guided Study  
CJA 448 Violence and Society  
GLS 410 Gender Identity in a Global Context  
GLS 430 The Global Economy  
GLS 440 Study Abroad  
HIS 350 Cultural Diversity  
HUM 501 Civic Culture and Global Awareness  
MTH 412 History of Mathematics  
MUL 325 Psychology of Games  
PHL 320 Comparative Religion  
PHL 375 Environmental Ethics  
POL 320 Social Movements  
SCI 300 Geography: Mapping the World

\*Students wishing to complete a Minor in any field may substitute the minor-required courses to fulfill the elective requirements in Sociology. Suggested areas of Minor are: Criminal Justice, Addictive Disorders, Counseling, Global Studies, History and Video Gaming.

## Minor in Sociology (New)

(485)

## Curriculum Requirements

(6 courses, 27 quarter units)

Students wishing to minor in Sociology must take the following three (3) courses:

- SOC 360 Classical Social Theory  
(Prerequisites: SOC 100 and ILR 260)  
SOC 370 Contemporary Social Theory  
(Prerequisites: SOC 100 and ILR 260)  
SOC 380 Methods of Social Inquiry  
(Prerequisites: SOC 100, MTH 210, and ILR 260)

Students must also choose three (3) of the following courses to complete the unit requirements for the minor:

- SOC 335 Contemporary Popular Culture  
(Prerequisites: SOC 100 and ILR 260)  
SOC 328 Intercultural Thinking and Creativity  
(Prerequisites: SOC 100 and ILR 260)  
SOC 331 Social Issues in Health and Illness  
(Prerequisites: SOC 100 and ILR 260)  
SOC 332 Contemporary American Society  
(Prerequisites: SOC 100 and ILR 260)  
SOC 344 Marriage, Sex and Family  
(Prerequisites: SOC 100 and ILR 260)  
SOC 346 American Film and Society  
(Prerequisites: SOC 100 and ILR 260)  
SOC 430 Culture, Technology and Society  
(Prerequisites: SOC 100 and ILR 260)  
SOC 443 Sociology of Deviance  
(Prerequisites: SOC 100 and ILR 260)  
SOC 445 Contemporary Social Problems  
(Prerequisites: SOC 100 and ILR 260)  
SOC 449 Sociology of Law  
(Prerequisites: SOC 100 and ILR 260)  
SOC 455 Organizational Sociology  
(Prerequisites: SOC 100 and ILR 260)  
SOC 460 The Individual and Society  
(Prerequisites: SOC 100 and ILR 260)  
SOC 500 Understanding Cultural Pluralism in American Society  
(Prerequisites: SOC 100 and ILR 260)  
SOC 540 Power and Social Change  
(Prerequisites: SOC 100 and ILR 260)

## Course Descriptions for the BA and Minor in Sociology\*

### SOC 331

#### Social Issues in Health and Illness

(Prerequisites: SOC 100 and ILR 260)

Employs “the sociological imagination” to explore issues of health, illness and medical practice. It examines the social contexts of physical and mental health, illness and medical care and gives prominence to the debates and contrasting perspectives which characterize the field of medical sociology. Exploring the social, environmental, and occupational factors in health and disease, the development of health professions and the health care workforce, doctor patient relationships, the structure and processes of health care organizations, health care and social change, it is designed for students interested in the organization and analysis of health care in the U.S.

### SOC 365

#### Classical Social Theory

(Prerequisites: SOC 100 and ILR 260)

Beginning with the Enlightenment and extending into the 20<sup>th</sup> century, this course examines the foundational theories that have engaged major social theorists. It analyzes the nature and types of classical social theory; it explores the historical, economic, political, intellectual, and biographical contexts within which they developed; and it appraises the extent to which they continue to inform current sociological research and thinking and the ways in which they differ.

### SOC 375

#### Contemporary Social Theory

(Prerequisites: SOC 100 and ILR 260)

Examines the major social theories that have engaged social theorists from the mid-twentieth century onward. The course also investigates the historical, sociological, intellectual, and biographical contexts within which contemporary social theories have developed and the extent to which they inform current sociological research and thinking.

# Addendum to the General Catalog 68

## **SOC 385**

### **Methods of Social Inquiry**

*(Prerequisites: SOC 100, MTH 210, and ILR 260)*

Designed to present students with the key methods of sociological research. Research methodologies guide the defining, collecting, organizing, and interpretation of data. We will systematically study major sociological research designs and methods including survey, qualitative technique, secondary data analysis, network analysis, and experiment. All methods have strengths and weaknesses and we will explore the kinds of conclusions that can be drawn from each method. Finally, students will develop the critical ability to understand the problems faced by contemporary researchers and how they dealt with (but not necessarily solved) these problems.

## **SOC 443**

### **Sociology of Deviance**

*(Prerequisites: SOC 100 and ILR 260)*

Employs a critical sociological approach to deviance and social control in contemporary society. The topics to be considered include: the origins and functions of deviance in society; the institutional production and categorization of deviance; the impact of deviance on personal and social identity; deviant careers; and deviance and social change. We will consider several major theoretical perspectives on deviance within sociology, we will make use of current data on crime and current research in sociological and criminological journals and web sites, and we will examine portrayals of deviance and social control in literature, film and popular culture.

## **SOC 455**

### **Organizational Sociology**

*(Prerequisites: SOC 100 and ILR 260)*

A course about organizations and their behavior. The study of social structure is central to sociology and the study of formal organizations is fundamental to the study of contemporary society. Much of our educational and working lives are spent within and passing between organizations. This course foregrounds the key issues in the sociology of organizations. The focus of the course is the major theoretical approaches and debates in organizational theory, an interdisciplinary field that is primarily grounded in sociology but that also has roots and practitioners in economics, political science, and management studies.

## **SOC 449**

### **Sociology of Law**

*(Prerequisites: SOC 100 and ILR 260)*

Explores the social, political, and economic foundations of law, the study of punishment and criminality, formal systems of social control and their legitimacy in law, and the relationship of political agendas to victimization, human rights, and legalized oppression. Emphasis will be on explanations of social order, legal definitions of appropriate and inappropriate behaviors, the history of law, the political uses and structure of the law, criminal justice system components, and critical sociopolitical analyses of law. The impact of the legal system on society and the individual will also be explored. Assignments and readings are designed to connect historical understandings with present day knowledge about law.

## **SOC 460**

### **The Individual and Society**

*(Prerequisites: SOC 100 and ILR 260)*

About social interaction, that is, the behavior and cognitive processes which occur when people interact in groups. We will consider the individual as a social actor and the development of a person's self-image or identity as well as the social influences on individual behavior, including the process of socialization. Students will engage in detailed analysis of social interaction and explore the processes which occur in groups, including conformity, productivity and leadership. Finally, the course considers the links between the individual and society and phenomena such as status attainment,

social influences on health, and deviant behavior. Central to each of these processes are the unique qualities of human communication via the medium of language and the social construction of meaning.

## **SOC 499**

### **Capstone Seminar**

*(Prerequisites: SOC 100, ILR 260 and ENG 240 or equivalent)*

*Taken near the end of the student's degree program after completion of the 40.5 units of core required courses for the major, and after completion of six or more of the elective courses.)*

This two-month capstone seminar gives students the opportunity to demonstrate their mastery of the principles, theories, and methods of sociology learned in courses required in the major. Students will develop a portfolio of their work consisting of revised papers from previous courses and new essays that will demonstrate the student's sociological imagination, knowledge of theory and methods, and will exemplify extensive research, critical thought, and intellectual engagement. Students will communicate the results of the portfolio through written and oral presentation. Completing the portfolio allows students to reflect on their academic careers and the relationship of their education to their occupational future, to revise earlier course work so that it represents their best efforts, and to create an impressive final project of which they can be duly proud.

## **BACHELOR OF SCIENCE**

### **Major in Environmental Science and Policy**

*(New)*

*(620-123)*

*Faculty Advisor: Dzung T. Nguyen • (858) 642-8467 • dnguyen@nu.edu*

#### **Description of Program and Potential Career Paths**

The Bachelor of Science degree with a major in Environmental Science and Policy explores the complex relationships between natural atmospheric, hydrologic, geological, and ecological systems and human activities in a systematic way. This is accomplished by examining these interactions from a variety of perspectives, including the social sciences, the humanities, and the natural sciences.

The BS in Environmental Science and Policy degree provides excellent training for careers with agencies responsible for environmental protection and natural resources use, consulting firms, and those seeking opportunities for graduate studies.

#### **Program Learning Outcomes**

Upon completing the B.S. in Environmental Science and Policy, the students will be able to examine environmental issues from an interdisciplinary perspective. They should be able to:

- Describe the scientific principles that underlie the dynamics and energy flow within natural ecosystems.
- Recognize the role of biogeochemical, climatological, and geological cycles such as the current late Pleistocene conditions which impact climate, resources, land use and management, economic conditions, extinctions, global warming and cooling, etc.
- Identify the social, historical, economic, and political factors that have shaped our present-day environmental problems.
- Know the constraints for dealing with the above problems.
- Recognize the roles of philosophy, religion, and ethics in shaping human's interaction with the natural surroundings.
- Identify the factors that influence the emergence of the environmental movement and the codification of environmental laws.
- Evaluate the impact of environmental policy on the quality of life.

# Addendum to the General Catalog 68

Students who have completed the major will also be able to appreciate and examine a problem at a variety of scales, from “local” to “global”. Finally, through their work in the capstone seminar course, they will have had the practical experience of working on a few focus issues in a collaborative way, simulating the real-world give-and-take-among parties with different interests and perspectives on environmental questions.

The College of Letters and Sciences is committed to the complete academic development of its students. Consequently, where practical, all mathematics and science course are writing-intensive and incorporate a diversity component. Please note that all mathematics and science courses contain a critical thinking component by their very nature.

## Degree Requirements

To receive a Bachelor of Science degree with a Major in Environmental Sciences and Policy, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

## Program Requirements

To prepare for a major in Environmental Science and Policy, students must demonstrate proficiency in the fundamental concepts of life sciences, earth sciences and mathematics through successful completion of the following courses. Some of these courses may also be used to satisfy general education requirements.

## Preparation Courses

(12 courses, 45 quarter units)

SCI 100	Survey of Bioscience
SCI 100A	Survey of Bioscience Laboratory (1.5)
SCI 101	General Chemistry
SCI 101A	General Chemistry Laboratory (1.5) (The SCI 100 and SCI 101 series fulfill GE Area F)
SCI 103	Fundamentals of Geology
SCI 103A	Fundamentals of Geology Laboratory (1.5)
COM 200	Effective Communications (This course fulfills 4.5/15 GE Area A)
MTH 210	Introduction to Probability and Statistics (This course fulfills GE Area B)
MTH 214	Modeling of the Environment * (This course fulfills GE Area B)
SCI 300	Geography: Mapping the World (This course fulfills GE Area A-G upper division)
CIS 301	Management Info Systems
COM 422	Technical writing and Presentation

## Upper Division Required Courses

(12 courses, 54.0 quarter units)

SCI 303	Introduction to Geographic Information Systems (GIS) and Remote Sensing in Natural Resources.
SCI 330	Ecology
SCI 322	Oceanography
SCI 335	Environmental Science
SCI 336	Natural Resource Conservation, Economics and Policy
SCI 337	Environmental Law, Policy and Sustainability
PHL 375	Environmental Ethics
SCI 411	Biodiversity

GLS 420	Ecological Revolutions: Economics, Technology and the Global Environment (online class)
SCI 491A	Senior Seminars and Capstone Project in Environmental Studies I

(Select a seminar series from the following list)

- Wildlife Management
- Desert /Xeric Watershed Management
- Riparian Ecology and Management
- Waste Water Management
- Environmental Impact Report (EIR) process and preparation
- Urban Open Space Management (canyons, vernal pools, housing corridors, etc.)
- Land use, zoning, development and mitigation process
- GIS/Remote Sensing/Electronic Tracking Data bases

SCI 491B	Senior Seminars and Capstone Project in Environmental Studies II
----------	--

(Select a seminar series from the following list. It must be a different topic from the one in SCI 491A).

- Wildlife Management
- Desert /Xeric Watershed Management
- Riparian Ecology and Management
- Waste Water Management
- Environmental Impact Report (EIR) process and preparation
- Urban Open Space Management (canyons, vernal pools, housing corridors, etc.)
- Land use, zoning, development and mitigation process
- GIS/Remote Sensing/Electronic Tracking Data bases

SCI 492	Agency Internship/Project in Environmental Science and Policy
---------	---

## Upper Division Electives

(13.5 quarter units)

Students may select only 300-, 400-, or 500-level courses in the College of Letters and Sciences to complete the total of 76.5 upper division units for the degree. Some of the suggested upper division courses are:

ENG 375	Nature Writing
SCI 405 and 405A	Cell and Molecular Biology and Lab
SCI 450	Natural History of California: A Field Course
PHI 336	Philosophy of Science

## Program Course Descriptions

### GLS 420

#### Ecological Revolutions: Economics, Technology and the Global Environment

(Prerequisite: ENG 240) (online class)

This course places contemporary ecological concerns in a global and historical context revealing how humans have fundamentally altered their relationship to the natural environment in the last 500 years. Topics include cultural conceptions of nature and non-human species, the value and use of resources in different societies, the consequences of various kinds of economic organization (particularly capitalism) on the environment and the impact of technological revolutions on the world's ecology.

### PHL 375

#### Environmental Ethics

(Prerequisite: ENG 100/101)

An exploration of the justification for moral and legal concerns with



# Addendum to the General Catalog 68

natural objects (including nonhuman animals). Examines humanitarian, ecocentric and utilitarian perspectives. Issues include animal rights, animal experimentation, factory farming, species extinction, habitat loss, pollution, conservation, industrialization and population control as well as Western cultural assumptions of worth and personhood.

## SCI 300

### **Geography: Mapping the World**

A course that emphasizes both human cultural and physical geography. Uses modern and traditional technologies of mapping the earth to help students understand the intimate interconnectedness of the physical, biological and human realms on earth. Explains the relationships between the surface features of the earth, climate, plants, animals and human cultures (politics, languages, economic opportunities, urban vs. rural concerns, migrations and other social factors). Focuses on students' immediacy in interacting with the real (measurable and mappable) world in which they live. Includes a field-lab component.

## SCI 303\*

### **Introduction to Geographic Information Systems and Remote Sensing in Natural Resources**

This course is designed to demonstrate interdisciplinary features in Geographic Information Systems. It will introduce the students to the fundamental concepts of sound geographic analysis in a GIS. Aspects of the class include geography, cartography, and computer science. These aspects will be incorporated in analytical uses of GIS software for scientific, business, and environmental applications. This will include teaching the student how to input spatial data into the computer, organize the data and perform basic spatial operations. Emphasis will be on natural resource data bases and applications.

## SCI 322

### **Oceanography**

An examination of the interactions between oceanographic, geological and astronomical processes on the physical and living components of the world's oceans. The course explores the interactions between the ocean and the atmosphere and how these interactions affect currents, weather and biological activity. The course curricula also explores how marine biological organisms and biological processes modify the oceanic and global environment.

## SCI 330

### **Ecology**

A study of the relationship of plants and animals to their environment and to one another. Emphasizes populations, the population-community interface and community structure and interactions within the ecosystem.

## SCI 335

### **Environmental Science**

A study of man's relationship to the environment and the effects on it. Examines plant and animal community structure, renewable and nonrenewable resources and environmental degradation with emphasis on what is needed for a sustainable society.

## SCI 336\*

### **Natural Resources, Conservation, Economics, and Policy**

This course is designed to provide an overview of the distribution and uses of world natural resources and the application of economic concepts to the management of specific renewable resources. Included will be a review of specific resources such as soil, water, grasslands, forests, marine habitats, fish and game populations and energy resources.

## SCI 337\*

### **Environmental Law, Policy, and Sustainability**

This course is designed to give the student an understanding of the science disciplines which investigate the relationship of laws, national and world policy generation and human society's promotion of a sustainable society.

## SCI 411

### **Biodiversity**

A survey of the form and function of diverse life forms (past and present) on earth. Describes representative members of the five kingdoms within the framework of evolutionary ecology and conservation. May also discuss current issues in habitat loss, extinctions, preservation of tropical rain forests and coral reefs, resource values for humans and restoration ecology.

## SCI 491A\*

### **Senior Seminars and Capstone Project in Environmental Studies I**

This capstone course provides the student an opportunity to examine environmental issues in a focus area, selected from a menu of eight (8) options. The upper division Seminar options, each structured for seven (7) 4.5 hours sessions will compare and analyze the different approaches modes of inquiry historical perspectives and methodologies associated with each environmental issue/ problem will be reviewed. Having completed the seminars, students will select (with approval of the instructor) a topic within one of the completed options for further research. Students will be expected to conduct original research, producing a "capstone" paper based on a practical "hands-on" project, either field-based or agency-based.

## SCI 491B \*

### **Senior Seminars and Capstone Project in Environmental Studies II**

This capstone course provides the student an opportunity to examine environmental issues in a focus area, selected from a menu of eight (8) options. The upper division Seminar options, each structured for seven (7) 4.5 hours sessions will compare and analyze the different approaches modes of inquiry historical perspectives and methodologies associated with each environmental issue/ problem will be reviewed. Having completed the seminars, students will select (with approval of the instructor) a topic within one of the completed options for further research. Students will be expected to conduct original research, producing a "capstone" paper based on a practical "hands-on" project, either field-based or agency-based. The seminar topic chosen in SCI491B should be different than the one selected in SCI491A.

## SCI 492

### **Agency Internship/Project in Environmental Science and Policy \***

This course is designed to give the student a practical "hands-on" work experience with a private or public environmental agency at regional, state or federal levels. The faculty supervisor at National University will work with agency manager/ supervisor and student in designing a specific project or work plan at the agency. A final summative paper is required at the end of the internship.

*\* Indicates new course*

# Addendum to the General Catalog 68

## School of Business and Management

### Alternative Dispute Resolution (ADR) Undergraduate Programs

#### Minor in Alternative Dispute Resolution (New) (482)

Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu

A minor in Alternative Dispute Resolution is available to all students in any bachelor's degree program. The Minor in Alternative Dispute Resolution is designed for those students majoring in Business Administration who may seek entry into the Alternative Dispute Resolution field. ADR is in high demand in the business community, local, state and federal governments, and neighborhood communities. The successful completion of the Minor in ADR will provide students with the necessary skills to become effective negotiators, mediators and facilitators and to promote peace and understanding between diverse cultures.

#### Requirements for the Minor

(6 courses, 27 quarter units)

ADR 400	Alternative Dispute Resolution Processes
ADR 405	Negotiation Fundamentals
ADR 410	Facilitation Fundamentals
ADR 415	Mediation Fundamentals

Choose any two of the following:

ADR 420	Communication and Conflict
ADR 425	Cultural Issues in Conflict Management
ADR 430	Ethics and Neutrality

#### BBA Concentration in Alternative Dispute Resolution (New) (185)

Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu

This concentration is designed for those students majoring in Business Administration who may seek entry into the Alternative Dispute Resolution field. ADR is in high demand in the business community, local, state and federal governments, and neighborhood communities. The successful completion of the ADR program will provide students with the necessary skills to become effective negotiators, mediators and facilitators and to promote peace and understanding between diverse cultures.

#### Requirements for the Concentration

(4 courses, 18 quarter units)

Choose any four of the following:

ADR 400	Alternative Dispute Resolution Processes
ADR 405	Negotiation Fundamentals
ADR 410	Facilitation Fundamentals
ADR 415	Mediation Fundamentals
ADR 420	Communication and Conflict
ADR 425	Cultural Issues in Conflict Management
ADR 430	Ethics and Neutrality

#### Undergraduate Certificate in Alternative Dispute Resolution (New)

(670-000-482)

Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu

The successful completion of the ADR certificate program will provide students with the necessary skills to become effective negotiators, mediators and facilitators. These skills are in high demand in the business community, local, state and federal governments, and neighborhood communities.

Students who wish to pursue a baccalaureate degree, or a second baccalaureate degree, can apply some or all the academic credits awarded in the certificate program toward that degree, assuming they meet the GPA and other requirements of that degree program.

Employment and volunteer opportunities exist for mediators in both the private and government sectors such as:

- Ombudsperson for a corporation or university
- Education, teaching and training
- Human Resources Departments
- U.S. Military
- State Mediation and Conciliation Service (SMCS)
- State of California Department of Fair Employment and Housing
- San Diego City Attorney's Office
- Federal Mediation and Conciliation Service
- Equal Employment Opportunity Commission (EEOC)
- Mediation and Arbitration Private Practice
- Small Claims Courts
- Non-Profit Organizations and Community Mediation Programs
- Restorative Justice Program

#### Certificate Requirements

(6 courses, 27 quarter units)

To receive a Certificate in Alternative Dispute Resolution, students must complete four core courses and two electives from the courses listed below.

ADR 400	Alternative Dispute Resolution Processes
ADR 405	Negotiation Fundamentals
ADR 410	Facilitation Fundamentals
ADR 415	Mediation Fundamentals

#### Electives

Choose two of the following:

ADR 420	Communication and Conflict
ADR 425	Cultural Issues in Conflict Management
ADR 430	Ethics and Neutrality

#### Course Descriptions for the Undergraduate ADR Programs

##### ADR 400

##### Alternative Dispute Resolution Processes

This introductory course will provide students with a broad understanding of ADR. The course will cover Negotiation, Mediation, Arbitration how each is used and the advantages and disadvantages of each method. The course utilizes role plays, simulations, class participation and case studies.

##### ADR 405

##### Negotiation Fundamentals

An introductory interactive course designed for students and the business professional to develop the verbal and analytical skills required to perform effectively as a negotiator in conflict situations.

# Addendum to the General Catalog 68

Students will participate in negotiating exercises, and learn different negotiating techniques through simulations, videos, class participation and case studies.

## **ADR 410**

### **Facilitation Fundamentals**

An interactive, introductory course designed for students and business professionals to develop an understanding of group dynamics and decision making as a basis for learning the roles, processes and techniques of group facilitation. The course utilizes role plays, simulations, class participation and case studies.

## **ADR 415**

### **Mediation Fundamentals**

An introductory interactive and entertaining course designed for students and business professionals to develop the skills required to perform effectively as a mediator. Students will be introduced to different mediation styles such as facilitative, transformative, and evaluative methods. The course utilizes negotiating principles, role plays, videos, class participation and case studies.

## **ADR 420**

### **Communication and Conflict**

This course will explore workplace, interpersonal and team conflict dynamics and methods for effective communication in such conflict situations. Participants will learn communication skills for resolving such conflicts for themselves, between others and within a team or group, and strategies for preventing or defusing rising conflict. Additionally, participants will learn how to integrate conflict resolution into various organizational cultures.

## **ADR 425**

### **Cultural Issues in Conflict Management**

This course will explore the nature of cultural differences in various conflict situations. Through the examination of various cultural perceptions, participants will learn how to apply concepts of cultural fluency in a variety of conflicting cultural scenarios, and employ personal, interpersonal and inter group skills to bridge cultural differences and achieve mutually beneficial outcomes. Students will participate in role plays, videos, and case studies to enhance their understanding of these issues.

## **ADR 430**

### **Ethics and Neutrality**

This course explores the behavior of mediators, arbitrators and other neutrals to avoid conflicts of interest and perceived partiality. Through case study and role playing the participant will learn appropriate behavior that improves the quality of the process, enhances competency and promotes acceptance of and confidence in ADR processes. Students will be introduced to topics such as how to remain impartial during a mediation, avoiding conflicts of interest, quality of the process, competency, confidentiality and promoting public confidence in the mediation process.

## **Alternative Dispute Resolution (ADR) Graduate Programs**

### **MBA Area of Specialization in Alternative Dispute Resolution (New)**

(898)

*Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu*

This area of specialization is designed for students who wish to complete an MBA program while focusing their graduate studies in Alternative Dispute Resolution, which is one of the fastest growing fields in the U.S. and the world at large. The program provides students with a broad knowledge of Alternative Dispute Resolution subjects and will enable students to not only become effective

mediators and negotiators but to also use these skills to resolve conflict in the workplace. Expertise in Alternative Dispute Resolution is in high demand in the business community, local, state and federal governments, and neighborhood communities.

### **Program Requirements**

(4 courses, 18 quarter units)

ADR 600	Alternative Dispute Resolution
ADR 605	Negotiation
ADR 610	Facilitation
ADR 615	Mediation

### **MPA Area of Specialization in Alternative Dispute Resolution (New)**

(898)

*Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu*

This area of specialization is designed for students who wish to complete an MPA program while focusing their graduate studies in Alternative Dispute Resolution, which is one of the fastest growing fields in the U.S. and the world at large. The program provides students with a broad knowledge of Alternative Dispute Resolution subjects and will enable students to not only become effective mediators and negotiators but to also use these skills to resolve conflict in the workplace. Expertise in Alternative Dispute Resolution is in high demand in the business community, local, state and federal governments, and neighborhood communities.

### **Program Requirements**

(4 courses, 18 quarter units)

ADR 600	Alternative Dispute Resolution
ADR 605	Negotiation
ADR 610	Facilitation
ADR 615	Mediation

### **Graduate Certificate in Alternative Dispute Resolution (New)**

(770-000-898)

*Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu*

Expertise in Alternative Dispute Resolution is in high demand in the business community, local, state and federal governments, and neighborhood communities. The successful completion of the ADR certificate program will provide students with the necessary skills to become effective negotiators, mediators and facilitators and to promote peace and understanding between diverse cultures.

Students who wish to pursue a master's degree can apply some or all the academic credits awarded in the certificate program toward that degree, assuming they meet the GPA and other requirements of that degree program.

Employment and volunteer opportunities exist for mediators in both the private and government sectors such as:

- Ombudsperson for a corporation or university
- Education, teaching and training
- Human Resources Departments
- U.S. Military
- State Mediation and Conciliation Service (SMCS)
- State of California Department of Fair Employment and Housing
- San Diego City Attorney's Office
- Federal Mediation and Conciliation Service
- Equal Employment Opportunity Commission (EEOC)
- Mediation and Arbitration Private Practice

# Addendum to the General Catalog 68

- Small Claims Courts
- Non-Profit Organizations and Community Mediation Programs
- Restorative Justice Program

## Certificate Requirements

(6 courses, 27 quarter units)

To receive a Certificate in Alternative Dispute Resolution, students must complete four core courses and two electives from the courses listed below.

ADR 600	Alternative Dispute Resolution
ADR 605	Negotiation
ADR 610	Facilitation
ADR 615	Mediation

## Electives

Choose two of the following:

ADR 620	Arbitration
ADR 625	Crisis Negotiation
ADR 630	Labor Negotiation

## ADR Course Descriptions for Graduate Programs

### ADR 600

#### Alternative Dispute Resolution

An advanced interactive course designed to deepen students' understanding of the field of Alternative Dispute Resolution, including an in-depth analysis of the primary dispute resolution processes currently in use (mediation, arbitration, facilitation, neutral evaluation, and neutral fact finding for employment complaints). This course will trace the history of ADR in the United States and examine its contemporary usage in the commercial sector. Applications of dispute resolution processes in everyday business situations will be emphasized. This workshop style course will utilize role play exercises, interactive exercises, video demonstrations, and other hands-on techniques to enable students to practice dispute resolution skills and to experience various ADR processes.

### ADR 605

#### Negotiation

An advanced interactive course designed to develop the verbal and analytical skills required by ADR professionals to perform effectively as a negotiator in any conflict situation. In addition, the course will provide an opportunity for the student to identify their strengths as a negotiator and to identify and improve any weaknesses. The course utilizes advanced negotiating principles, sophisticated hands-on simulations, written planning documents, videos, written self critiques and case studies.

### ADR 610

#### Facilitation

An advanced, interactive course designed to develop dispute resolutions and consensus building processes for group settings. The course will teach group facilitation theory, and processes and techniques necessary to effectively perform as a group facilitator. The course utilizes large group simulations and role plays, class participation and case studies.

### ADR 615

#### Mediation

An advanced interactive course designed to develop the skills required to perform effectively as a mediator. The course teaches the stages of mediation and the necessary skills a mediator must have in order to perform effectively for each stage. The course also covers the various steps required in reaching settlement and drafting

settlement agreements. The course utilizes advanced mediating principles, sophisticated hands-on simulations, written planning documents, videos, written self critiques and case studies.

### ADR 620

#### Arbitration

An interactive, course that enables students to participate in sophisticated simulations and mock arbitration both as advocates and arbitrators, prepare opening and closing statements and draft written decisions. Students will be introduced to Arbitration Statutes and Commercial Arbitration Rules. The course will also provide students with insight into the Ethical and Professional Standards of Responsibility required of Arbitrators. Areas of focus are labor relations, securities, construction, personal injury, consumer-related disputes and commercial transactions.

### ADR 625

#### Crisis Negotiation

Theory and practice of the dynamics involved in crisis negotiations with emphasis placed on domestic hostage incidents. The course utilizes a combination of psychological and communication approaches to crisis negotiation to signify the dynamics created between hostages and negotiators. Students will gain experience through role playing, class participation and case studies.

### ADR 630

#### Labor Negotiation

Students and business professionals will learn the art of collective bargaining. How labor and management in a unionized environment reach agreement regarding employee wages, benefits and other terms and conditions of employment. Participants will engage in face-to-face negotiations experiencing first-hand the economic dynamics at play, developing tactical strategies to achieve (mutually) beneficial results.

## BACHELOR OF ARTS

### Major in Pre-Law Studies *(New)*

(610-421)

*Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu*

The Major in Pre-Law Studies provides students with the well rounded education needed for admission to law schools. Emphasis is placed on the verbal, critical thinking and analytical skills that are considered vital for success as a law student and as a member of the legal profession. This major also allows students interested in a career in business or government to gain an understanding of the complex legal issues they will face in their professions.

### Requirements

To earn a Bachelor of Arts with a Major in Pre-Law Studies, students must complete at least 180 quarter units as described below. 76.5 quarter units must be completed at the upper division level and 45 must be completed in residence at National University. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

### Preparation for the Major

(4 courses, 18 quarter units)

PHL 238	Critical Thinking in Everyday Life*
ECO 203	Principles of Microeconomics*
ECO 204	Principals of Macroeconomics*
ACC 201	Financial Accounting Fundamentals

\* May be used to satisfy general education requirements.

# Addendum to the General Catalog 68

## Requirements for the Major

(10 courses, 45 quarter units)

ENG 365	Creative Writing
or	
ENG 375	Nature Writing
HIS 350	Cultural Diversity
or	
HIS 320	Culture, Capitalism and Technology in Modern World History
POL 320	Politics of Social Movements
or	
POL 540	The American Political System
MGT 400	Ethics in Law, Business, and Management
or	
HUB 500	Cross-Cultural Dynamics of Human Behavior
LAW 400	Current Legal Issues
LAW 450	Business Law I
LAW 451	Business Law II (Prerequisite: LAW 450)
LAW 405	Analytical Reasoning
LAW 408	Legal Writing, Research and Oral Argument
ADR 405	Negotiation Fundamentals

## Upper Division Electives

(6 courses, 27 quarter units)

LAW 452	Business Law III (Prerequisite: LAW 450)
ADR 400	Alternative Dispute Processes
ADR 415	Mediation Fundamentals
ADR 420	Communication and Conflict
CJA 451	Court Systems and the Judicial Process
CJA 464	Constitutional Law
SOC 445	Contemporary Social Problems
PHL 437	Ethics
ENG 432	Report and Research Paper Writing
GLS 430	The Global Economy
PHL 375	Environmental Ethics
PSY 401	Psychology for Managers

## Minor in Business Law (New)

(483)

Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu

## Requirements

(6 courses, 27 quarter units)

This minor is designed to provide students who have an interest in a career in law, business or government, with an understanding of the complex legal issues that exist in today's business environment.

LAW 400	Current Legal Issues
LAW 450	Business Law I
LAW 451	Business Law II (Prerequisite: LAW 450)
LAW 452	Business Law III (Prerequisite: LAW 450)
ADR 400	Alternative Dispute Processes
ADR 405	Negotiation Fundamentals

## BBA Concentration in Business Law (New)

(484)

Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckelso@nu.edu

## Requirements

(6 courses, 27 quarter units)

This concentration is designed for students undertaking the Bachelor of Business Administration (BBA) degree. The concentration will provide students who have an interest in a career in law, business or government, with an understanding of the complex legal issues that exist in today's business environment.

LAW 400	Current Legal Issues
LAW 450	Business Law I
LAW 451	Business Law II (Prerequisite: LAW 450)
LAW 452	Business Law III (Prerequisite: LAW 450)
ADR 400	Alternative Dispute Processes
ADR 405	Negotiation Fundamentals

## Course Descriptions for Business Law

### LAW 400

#### Current Legal Issues

This course will review contemporary issues including minority rights, abortion, free speech and criminal justice with a special emphasis on the affect these issues have on the business community.

### LAW 405

#### Analytical Reasoning

The development of analytical reasoning through identification of critical issues in the legal, business and political environments, by analyzing historical and contemporary events, followed by the application of established rules of law, ethical standards and social models in developing oral and written arguments for and against specific positions.

### LAW 408

#### Legal Writing Research and Oral Argument

This class is devoted to learning the written and oral skills necessary for presentation of legal issues. Students will prepare and argue an appellate case in moot court format. Each student will prepare an appellate brief for one side of a case dealing with a controversial current legal issue. In team format students will then argue the issue presented before a panel of judges. To prepare for oral argument students will visit and discuss presentations made before the Trial Courts and the California Court of Appeal.

### LAW 450

#### Business Law I

This course will introduce students to legal issues such as ethical business practices, the regulations that affect business, negligence and intentional torts, business crimes and criminal law, contracts, remedies for breach of contract, and other associated topics. Emphasizes prevention of litigation and liability arising from business operations.

### LAW 451

#### Business Law II

(Prerequisite: LAW 401)

A survey of business organizations including agency, sole proprietorships, franchising, partnerships, limited liability companies and domestic and multinational corporations, personal and real property, negotiable instruments, credit and bankruptcy and other associated topics.

# Addendum to the General Catalog 68

## LAW 452

### Business Law III

(Prerequisite: LAW 401)

This course will introduce students to the laws pertaining to intellectual property, information technology, international and comparative law, electronic commerce and internet law, employment and equal employment opportunity law, and environmental protection laws.

## BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) (Modification)

(630)

Faculty Advisor: Brian Simpson • (858) 642-8431 • bsimpson@nu.edu

The Bachelor of Business Administration (BBA) degree prepares students for career opportunities and advancement in business and industry. Successful completion of lower- and upper division BBA requirements ensures that graduates comprehend the relationships among marketing, quantitative theory, accountancy, economic principles and financial, human and organizational management. The Bachelor of Business Administration degree gives students an opportunity to specialize in designated fields by pursuing concentrations and minors, or to choose an individualized set of general BBA electives.

### BBA/MBA TRANSITION PROGRAM

Students who are currently enrolled in the Bachelor of Business Administration program and have at least a GPA of 3.0 and are within six courses of graduation, may register for the BBA/MBA Transition Program by taking up to three MBA classes as electives during the BBA Program. To be eligible, students must apply for and begin the MBA Program within six months of completing their BBA Program. Students may choose up to three of the following courses: MKT 602, LED 601 or ELB 620. The number of courses required to earn an MBA degree for Transition Program students is reduced from 13 to 10 courses.

### Degree Requirements

To receive a Bachelor of Business Administration, students must complete at least 180 quarter units as described below, 76.5 of which must be completed at the upper division level and 45 of which must be completed in residence at National University. (In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.) Refer to the section of undergraduate admission requirements for specific information regarding admission and matriculation.

### Preparation for the Degree

(6 courses, 27 quarter units)

MNS 205	Introduction to Quantitative Methods for Business*
ECO 203	Principles of Microeconomics*
ECO 204	Principles of Macroeconomics* (Prerequisite: ECO 203)
ACC 201	Financial Accounting Fundamentals
ACC 202	Managerial Accounting Fundamentals (Prerequisite: ACC 201)
LAW 304	Legal Aspects of Business I

\* May be used to satisfy general education requirements

### Upper Division BBA Requirements

(8 courses, 36 quarter units)

BKM 400	Business Knowledge Management Strategies (New Course)
---------	---

MGT 409C Principles of Management and Organization  
FIN 310 Business Finance

(Prerequisites: ACC 201 and ACC 202)

MNS 407 Management Science  
(Prerequisite: MNS 205)

MKT 402A Marketing Fundamentals  
MGT 430 Survey of Global Business  
(Prerequisites: ECO 203 and ECO 204)

MGT 451 Production and Operations Management  
BUS 480 Integrated Business Policy (Capstone Course)  
(Prerequisites: All BBA preparation and core courses)

### Upper Division Electives

(8 courses, 36 quarter units)

The elective courses listed below provide students with a well-rounded business education and are directly applicable to today's business world. Students are strongly encouraged to select electives from the following list of recommended courses. Substitutions must be from among courses with the following prefixes: ACC, CIS, FIN, HCA, HRM, MGT, MKT, or HUB. Students may choose to take a concentration of six upper division elective courses.

### Recommended Courses

CIS 446	Data Modeling in Information Technology Environment
FIN 446	International Financial Management (Prerequisites: FIN 310 and FIN 440)
FIN 440	Financial Institutions (Prerequisite: FIN 310)
HRM 409B	Survey in Human Resources Management and Organization Development
HRM 432	Recruiting, Selection, Promotion, and Retention (Prerequisite: HRM 409B)
HRM 439	Legal, Regulatory, and Labor Relations Concerns in HRM (Prerequisite: HRM 409B)
LAW 305	Legal Aspects of Business II (Prerequisite: LAW 304)
MGT 420	Introduction to TQM in the Context of Management and Leadership
MGT 442	Strategic Business Management
MKT 430	Introduction to Global Marketing (Prerequisite: MKT 402A)
MGT 490	Guided Study
MKT 434	Introduction to Market Research (Prerequisite: MKT 402A)
MKT 443	Introduction to Advertising (Prerequisite: MKT 402A)

In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

## BACHELOR OF SCIENCE

### Major in Accountancy (Modification)

(620-411)

Faculty Advisor: Gregory Merrill • (858) 642-8411 • gmerrill@nu.edu

This major is designed to prepare students for entry into the accounting profession. In addition to a series of required core business and accounting courses, students can elect courses in one of two professional accounting tracks:

#### CPA Certified Public Accountant Track

#### CMA/CFM Certified Management Accountant Track

Students who elect the CPA track will be prepared to sit for the CPA Exam upon earning this baccalaureate degree. Students should then

# Addendum to the General Catalog 68

consider enrolling in the MBA program in order to meet the 150 semester units of higher education required by California and most other states. (See also BS/MBA Transition Program, below)

## BS/MBA Transition Program

The BS in Accountancy / MBA Transition Program allows currently enrolled BS in Accountancy students with a cumulative grade point average of at least 3.0 who are within completing their last six courses to register for three MBA courses as electives for their baccalaureate degree. Students can select any three graduate-level accounting or tax courses for which required course prerequisites (if any) have been met, or may select from the following MBA core courses: ELB 620, MKT 602, and LED 601. The number of courses required to earn an MBA degree for Transition Program students is reduced by the number of graduate courses taken in the undergraduate program, with a maximum of three. To be eligible for the Transition Program, students must apply for the MBA and begin their program of study within six months after completing their final baccalaureate degree course. Students must complete their 10-course MBA program within four years with no break exceeding 12 months.

Students must complete graduate-level course work taken as part of the BBA degree with a grade of B or better. This course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student's undergraduate Grade Point Average.

## Degree Requirements

To receive a Bachelor of Science with a Major in Accountancy, students must complete at least 180 quarter units as described below, 76.5 of which must be completed at the upper division level and 45 of which must be completed in residence at National University. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Refer to the section of undergraduate admission requirements for specific information regarding admission and matriculation.

## Preparation for the Major

(4 courses, 18 quarter units)

MNS 205	Introduction to Quantitative Methods for Business *
ECO 203	Principals of Microeconomics*
ECO 204	Principles of Macroeconomics*
ACC 201	Financial Accounting Fundamentals**

\* May be used to satisfy general education requirements

\*\* Eligible for Credit-By-Exam waiver: contact faculty advisor

## Requirements for the Major

(13 courses, 58.5 quarter units)

To receive a Bachelor of Science with a Major in Accountancy, students must successfully complete the courses listed below. Students can request waivers of any of the courses if they have completed an upper division undergraduate or graduate course of similar content at a regionally-accredited college or university with a grade of "C" or better. Students must take at least six of the courses in the major in residence at National University.

## Core Business Courses

(5 courses, 22.5 quarter units)

BKM 400	Business Knowledge Management Strategies (New course replaces CIS 301)
LAW 304	Legal Aspects of Business I

MGT 409C Principles of Management and Organization  
FIN 310 Business Finance  
(Prerequisite: ACC 201)

and

MGT 430 Survey of Global Business  
(Prerequisites: ECO 203 and ECO 204)

or

MKT 402A Marketing Fundamentals

or

MNS 407 Management Science  
(Prerequisite: MNS 205)  
(Recommended for students considering the CMA or CFM designation)

## Prerequisite for All Accounting Courses

Students must have completed ACC 201 or its equivalent with a minimum grade of "C" within two years of taking any of the following accounting courses, unless an equivalent grade is received on the Accounting Aptitude Exam.

## Accounting Core

(8 courses, 36 quarter units)

To be adequately prepared for the accounting courses listed below, students should take ACC 410A first since it starts with a review of the fundamentals upon which much of the subsequent material is based. Students who wish to start at a later point in the program are advised to test their retention of accounting fundamentals by working the end-of-chapter exercises in the first five chapters of an Intermediate Accounting text. Students also have the option of taking the free self-study online course BUS 501A as a refresher.

ACC 410A	Intermediate Accounting I
ACC 410B	Intermediate Accounting II
ACC 432B	Taxation Business
ACC 300	Applied Technology for Accounting**
ACC 433A	Managerial Accounting I
ACC 433B	Managerial Accounting II (Prerequisite: ACC 433A)
ACC 434	Government and Nonprofit Accounting
ACC 435A	Auditing I

\*\*Eligible for Credit-By-Exam waiver: contact faculty advisor

## Upper Division Electives

(3 courses, 13.5 quarter units)

## Recommended Electives for CPA Track

ACC 435B	Auditing II (Prerequisite: ACC 435A)
ACC 410C	Intermediate Accounting III
ACC 431	Advanced Accounting
ACC 432A	Taxation – Individual

## Recommended Electives for CMA/CFM (Corporate Accounting) Track

It is recommended that students considering the CMA (Certified Management Accountant) designation and/or the CFM (Certified Financial Manager) designation select courses in Information Systems and/or Finance.

# Addendum to the General Catalog 68

## BACHELOR OF SCIENCE

### Major in Domestic Security Management *(New)*

(620-417)

Faculty Advisor: Loren Zimmerman • lzimmerm@nu.edu • (714) 429-5193

#### Description of Program and Potential Career Paths

The Bachelor of Science in Domestic Security Management (BS-DSM) provides graduates with a foundation in the politics and cultures of terrorist, and best security practices to cope with a pending emergency, operations during an emergency, and recovery from an emergency. The program focuses on the management aspects of disasters and emergencies. More importantly the program focuses on developing well rounded decision makers with a strong background in leadership and ethics. Students will conduct research on various government and private sector entities and report on suggested improvements in preparing for an emergency. The program prepares graduates to work with a variety of emergency preparedness capacities such as Land Borders, Seaports and Airports, Threat Assessment, Disaster Management and Crisis Response Planning and Management. The goal of the program is to develop both the critical acumen and theoretical outcomes before, during and after emergencies. Graduates will develop the ability to write emergency plans, implement and manage emergency plans, and assist policy makers on recovery issues.

The Bachelor of Science in Domestic Security Management is designed for students who aspire to work in the private security industry or city, state or federal levels. It is also appropriate for military personnel of all ranks, mid-level managers and managers seeking promotion within the private sector to various levels of government.

The BS-DSM program is composed of eleven core courses and six electives offered in an accelerated one-month onsite format. As an introduction, students are offered a broad overview of security management, current issues in domestic security, and the culture and politics of terrorists. The remaining eight courses expose the student to direct management strategies for emergencies including leadership and ethics. Together these courses provide a theoretical and practical foundation for managing emergencies.

#### Program Learning Outcomes

At the completion of the Bachelor of Science in Domestic Security Management, students will possess the knowledge and skills needed to actively participate in writing pre-emergency plans, assisting with the decision making process during and after an emergency, and will be able to participate in writing after-action reports using the skills learned in the capstone course. Specifically, by the end of this program, students will be able to:

- Demonstrate undergraduate level written communications skills.
- Demonstrate undergraduate level oral communications skills.
- Apply analytical and critical thinking skills.
- Conduct independent research and apply relevant criticism in sustained analysis and interpretations of security management thinking.
- Engage in informed critical discussion, both oral and written, pertaining to domestic security management.
- Engage in informed critical discussion, both oral and written, of past breeches of security within the United States.
- Evaluate both oral and written, emergency disaster pre-plans, recovery plans, and after-action reports.
- Apply analytical skills in approaching ethical dilemmas faced in government and private industry.
- Identify the ethical implications of technology's convergence on management.

- Apply honed skills for new hire interview questions as well as interviewing employees suspected of unethical conduct which will assist in determining whether the person will be truthful or deceptive.
- Describe, both oral and written, the political and religious implications of the terrorist climate.

#### Application Requirements

To be considered for admission, applicants must meet the University undergraduate admission requirements listed in the general information for undergraduate degrees.

Students are expected to possess or have access to a computer and Internet connection including an email account outside of National University for course projects and assignments.

#### Degree Requirements

To receive a Bachelor of Science in Domestic Security Management, students must complete at least 180 units as articulated below, 76.5 of which must be completed at the upper division level and 45 of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding application and matriculation.

#### Preparation for the Major

(1 course, 4.5 quarter units)

PSY 100 Introduction to Psychology\*  
or  
SOC 100 Principles of Sociology\*  
(Prerequisite: ENG 100/101)

*\*May be used to satisfy a general education requirement*

#### Required Courses

(11 courses, 49.5 quarter units)

DSM 401 Survey of Domestic Security Management  
DSM 410 Current Issues in Domestic Security  
MGT 400 Ethics in Law, Business, and Management  
CJA 467 International and Domestic Terrorism  
DSM 420 Information Security  
DSM 430 Land Borders, Seaports and Airport Security  
DSM 440 Crisis Response Planning and Management  
DSM 444 Disaster Management  
DSM 470 Legal Issues of Security Management  
DSM 475 Techniques of Interviewing and Interrogation  
DSM 490 Supervised Senior Project\*  
*Prerequisite: (Students must have satisfied all degree requirements prior to beginning this course.)*

#### The Supervised Senior Project

The Supervised Senior Project is designed to be a comprehensive project. Therefore, students should schedule DSM 490 toward the end of their degree program. The minimum requirements are the completion of at least 27 quarter units of core requirements in the DSM program.

To complete the project satisfactorily, students apply extensive effort in research and writing over a period of two months. Due to the time and effort required for this project, it is recommended that students



# Addendum to the General Catalog 68

dedicate themselves to the completion of this project without academic distraction.

\*Students who do not complete the Supervised Senior Project within the two-month period are eligible, at the discretion of the instructor, to receive a grade of "IP" with a maximum of a one-time six month extension. Students who do not complete the project at the end of the extension period will need to retake DSM 490. No grade of "I" (Incomplete) can be given for this course.

## Upper Division Electives

(6 courses, 27 quarter units)

Students can select any six of the seven courses below to complete this requirement:

CJA 434	Survey of Forensic Sciences
CJA 456	Criminal Evidence
COM 380	Democracy in the Information Age
MGT 422	Team Building, Interpersonal Dynamics and Empowerment
MGT 409C	Principles of Management and Organization
HUB 420	Human Communications
CJA 460	Principles of Investigation

## BS IN DOMESTIC SECURITY MANAGEMENT/MASTER OF FORENSIC SCIENCES TRANSITION PROGRAM

The Domestic Security Management/Forensic Science Transition Program allows students who are enrolled in the BS in Domestic Security Management with a cumulative grade point average of at least 3.0 and who are within completing their last six courses to register for two courses in the Master of Forensic Sciences as electives for the bachelor's degree. Students pursuing the Masters of Forensic Sciences program can take any two courses with the exception of FSC662. The two graduate courses are restricted to those that do not require a prerequisite and must be completed with a grade of B or better for the Forensic Sciences program. The number of courses required to earn an MFS degree for Transition Program students is reduced from 12 to 10 courses. Graduate-level course work taken as part of the Domestic Security Management program cannot be applied to the Master of Forensic Sciences program, nor will it transfer as graduate level credit to any other university because it becomes part of the undergraduate degree program.

## BS IN DOMESTIC SECURITY MANAGEMENT/MASTER OF PUBLIC ADMINISTRATION TRANSITION PROGRAM

The Domestic Security Management/Public Administration Transition Program allows students who are enrolled in the BS in Domestic Security Management with a cumulative grade point average of at least 3.0 and who are within completing their last six courses to register for two courses in the Master of Public Administration program as electives for the bachelor's degree. The two graduate courses are restricted to those that do not require a prerequisite. Students pursuing the Public Administration program can take any two courses with the exception of PAD631. The number of courses required to earn an MPA degree for Transition Program students is reduced from 12 to 10 courses. Graduate-level course work taken as part of the Domestic Security Management program cannot be applied to the Master of Public Administration program, nor will it transfer as graduate level credit to any other university because it becomes part of the undergraduate degree program.

## General Elective Requirements

Students can use courses from any area to fulfill total unit

requirements for the degree based on the results of matriculation.

## Course Descriptions for the DSM Major

### DSM 401

#### Survey of Domestic Security Management

A survey course reviewing the history, current practices, and trends in the management of domestic disaster operations. The course discusses the responsibilities different levels of government (federal, state, and local) and agencies have with respect to domestic disasters and their relationships with the private sector.

### DSM 410

#### Current Issues in Domestic Security

A study of the current domestic security issues facing the country today. Topics include: weapons of mass destruction (chemical, biological, and nuclear) and other terrorism activities, immigration, and other issues that affect the domestic security of the nation. Discussions also include current trends and best practices that have been developed to address these issues.

### DSM 420

#### Information Security

A survey of one of the fastest growing international crime problems. Cyber-terrorism has been quick to emerge as an enormous threat to national security and economy. This course exposes the students to the domestic, local, national and international effects of cyber-terrorism. It provides information on the categorizations of computer criminals based on the purposes and spheres of their activities.

### DSM 430

#### Land Borders, Seaports and Airport Security

A study of the substantial vulnerability of the nation's land borders, ports, inland waterways and airports to underwater and aviation related attack. This course educates students regarding operations underwater and at airports and enhances the knowledge necessary to identify, prevent, respond to, and recover from major catastrophes at our nation's borders and ports.

### DSM 440

#### Crisis Response Planning and Management

A study of incident assessment and methods that determine to what degree of a crisis is unfolding and then develop a strategy to manage the consequences of the crisis. This course provides students with the knowledge of how Local, State, and Federal agencies come together and interact in different crisis scenarios.

### DSM 444

#### Disaster Management

A survey course that discusses the management areas of policy, planning, coordination, response, response management, and recovery during emergencies and/or disasters. This course focuses on defining and analyzing the role of managers in critical situations. Identifies critical incidents as any natural or man-made event, civil disturbance, or other occurrence of an unusual or severe nature that threatens to cause or causes the loss of life or injury to citizens and/or severe damage to property. Identifies the extraordinary measures to protect lives, meet human needs, and achieve recovery.

### DSM 470

#### Legal Issues of Security Management

A study of criminal and civil liability issues concerning government and private entities while preventing acts of terrorism, or during the recovery process after a critical incident. Exposes students to new congressional laws as they become effective that apply specifically to homeland and domestic security. Delves into the protection of individual rights explaining the legal background and methods to avoid the pitfalls of liability. Covers legal issues in First, Fourth, Fifth

# Addendum to the General Catalog 68

and Eighth Amendments, and how the U.S. Constitution can be applicable to both government and private entities and the responsibilities of each.

## DSM 475

### Techniques of Interviewing and Interrogation

Provides students with proven techniques which apply to both accusatory and non-accusatory interviews. Students develop skills in preparing for the interview and interrogation with emphasis on planning and strategies. Provides a basic format and fundamentals of specialized interviewing and interrogation methods for those who have little or no experience in this phase of an investigation. Studies one of the most specialized and difficult phases of law enforcement or security investigation-interrogation.

## DSM 490

### Supervised Senior Project

*(Prerequisite: Students must have fulfilled all General Education, Core Courses, and Elective Courses requirements prior to beginning this course.)*

Supervised senior project undertaken by students once they have completed all core courses in the program. Coordinated by the assigned instructor and chaired by a domestic security management faculty member chosen by the students from previous courses taken within the program. Students select a committee and a viable topic or problem statement related to domestic security to research or solve and then meet with the instructor in a classroom environment once a week for two months. Upon completion, students present the project to the committee, other faculty, and peers in an open forum.

## CJA 467

### International and Domestic Terrorism

Exposes the students to the basics of terrorism and its global impact.

## BACHELOR OF SCIENCE

### Major in Financial Management *(Modification)*

(620-409)

*Faculty Advisor: Chang G. Park • (858) 642-8402 • cpark@nu.edu*

The Major in Financial Management combines major elements of finance and accounting with the objective of preparing students for positions in the field of corporate financial management. The program differs from a traditional finance major by including accounting courses in cost accounting and taxation, two topics that are very useful to corporate financial managers. The program differs from an accounting major by including finance courses such as investments, working capital management, international finance and financial institutions, which enable students to understand advanced financial concepts. In lieu of courses in intermediate accounting, students take a financial statement analysis course that gives them the ability to analyze and interpret a firm's financial statements as well as an understanding of how accounting values are derived.

With some minor exceptions, this program prepares students to take the exams for the Certified in Financial Management (CFM) professional designation administered by the Institute of Management Accounting. This relatively new designation signifies to employers that an individual has attained a high degree of technical competence in the field of financial management. In addition, the program also prepares students to take the exam for the Certified Cash Manager (CCM) professional designation. The CCM designation signifies a high degree of expertise in the field of cash and treasury management.

### Requirements for the Degree

To receive a Bachelor of Science with a Major in Financial Management, students must complete at least 180 quarter units as

articulated below, 76.5 of which must be completed at the upper division level and 45 of which must be completed in residence at National University. The following are specific degree requirements.

### Prerequisites for the Major

(5 courses, 22.5 quarter units)

MNS 205	Introduction to Quantitative Methods for Business *
ECO 203	Principles of Microeconomics *
ECO 204	Principles of Macroeconomics * <i>(Prerequisite: ECO 203)</i>
ACC 201	Financial Accounting Fundamentals
ACC 202	Managerial Accounting Fundamentals <i>(Prerequisite: ACC 201)</i>

\* May be used to satisfy general education requirements.

### Requirements for the Major

(17 courses, 76.5 quarter units)

### Core Business Requirements

(7 courses, 31.5 quarter units)

BKM 400	Business Knowledge Management Strategies (New course replaces CIS 301)
MNS 407	Management Science <i>(Prerequisite: MNS 205)</i>
MGT 409C	Principles of Management and Organization
FIN 310	Business Finance <i>(Prerequisites: ACC 201 and ACC 202)</i>
MKT 402A	Marketing Fundamentals
LAW 304	Legal Aspects of Business I
ACC 432A	Taxation - Individual

### Finance and Accounting Courses in the Major

(10 courses, 45 quarter units)

FIN 440	Financial Institutions <i>(Prerequisite: FIN 310)</i>
FIN 442	Investments <i>(Prerequisites: FIN 310 and FIN 440)</i>
FIN 443	Working Capital Management <i>(Prerequisites: FIN 310 and FIN 440)</i>
FIN 444	Risk Management and Insurance <i>(Prerequisites: FIN 310 and FIN 440)</i>
FIN 446	International Financial Management <i>(Prerequisites: FIN 310 and FIN 440)</i>
FIN 448	Seminar in Finance <i>(Prerequisites: FIN 310, FIN 440, FIN 442, FIN 443 and FIN 446)</i>
FIN 449	Analysis of Financial Statements <i>(Prerequisite: FIN 310)</i>
ACC 433A	Managerial Accounting I <i>(Prerequisite: ACC 202)</i>
ACC 433B	Managerial Accounting II <i>(Prerequisite: ACC 433A)</i>
ACC 432B	Taxation - Business <i>(Prerequisite: ACC 432A)</i>

**New Course BKM 400 replaces CIS 301 in SOBM programs.**

### BKM 400

#### Business Knowledge Management Strategies

In the quest for sustainable global competitive advantage companies have finally come to realize that technology alone is not that. What sustains is knowledge. Knowledge lies in your company's people, processes, and experience. The student will learn the process of conducting knowledge audits, knowledge analysis, and how to fill

# Addendum to the General Catalog 68

any knowledge gaps found through exploration and exploitation. The ability to identify tacit and explicit knowledge assets within an organization is related to how to capture knowledge, transfer it, how to share it, and how to manage it. BKM 400 provides the student with practical guidance on linking knowledge management to business strategy rather than approaching KM from a technically biased perspective.

## Minor in Economics (Modification)

(481)

Faculty Advisor: Brian Simpson • (858) 642-8431 • bsimpson@nu.edu

### Requirements for the Minor

(6 courses, 27 quarter units)

This minor is designed for those students who seek to gain specialized knowledge in the field of economics. It emphasizes market process (or free market) economics. Economics prepares students for careers in business, government, and non-profit organizations. Economics also provides very good preparation for graduate level work, including in business (MBA), law, public policy, and public administration.

Knowledge of economics can increase one's earning potential relative to other academic fields (including business and management). According to a U.S. Department of Commerce report, those with undergraduate economic degrees are among the highest paid workers. They place third out of fifteen academic fields (behind only engineering and agriculture/forestry). By minoring in economics, students can take advantage of some of the increased earnings potential that economics makes possible. Students must successfully complete the following courses for a Minor in Economics.

ECO 401	Market Process Economics I
ECO 402	Market Process Economics II
ECO 447	Money and Banking (Prerequisite: ECO 203 and 204)
ECO 415	Labor Economics (Prerequisite: ECO 203 and 204)
ECO 420	International Economics (Prerequisite: ECO 203 and 204)
ECO 430	Economics and Philosophy

### Modified ECO Course Descriptions

#### ECO 415

##### Labor Economics

(Prerequisites: ECO 203 and ECO 204)

A detailed study of the labor market, including the relation of the labor market to other markets, the demand for and supply of labor, the causes of unemployment, labor market discrimination, factors that influences the productivity of labor, the effects of labor unions, and the determinants of wages, among other topics.

#### ECO 420

##### International Economics

(Prerequisites: ECO 203 and ECO 204)

Students apply what they have learned in previous economics courses to analyze the global economic environment. They learn and apply the law of comparative advantage to understand how all people can gain from international trade. Trade agreements, such as GATT and NAFTA are discussed and analyzed, along with currency markets and the different types of monetary systems.

#### ECO 447

##### Money and Banking

(Prerequisites: ECO 203 and ECO 204)

A study of the U.S. monetary and financial systems, and the role

these systems play in facilitating the production of wealth in the economy. Topics include the principles of money; the Federal Reserve System; the determinants of interest rates, bond prices, and stock prices; the different types of financial institutions; monetary theory; and monetary policy.

## MBA Specialization in Accountancy (Modification)

(850)

Faculty Advisor: Gregory Merrill • (858) 642-8411 • gmerrill@nu.edu

Designed for those whose undergraduate degree is not in accounting, the goals of this program are to provide students with the accounting knowledge and skills needed to pursue a career in the financial management of a commercial or nonprofit organization and to help prepare students for national certification examinations. Relevant professional designations include Certified Public Accountant (CPA), Certified Management Accounting (CMA) and Certified in Financial Management (CFM).

Note that the specialization courses listed below provide content in accounting subjects other than managerial accounting, since the latter is contained in the required MBA core course, ACC 604 Managerial Accounting. In order to sit for the CPA Exam in California, candidates are required to have a baccalaureate degree in any discipline and to have completed 24 semester units (8 courses, 36 quarter units) in accounting, plus 24 semester units (8 courses, 36 quarter units) in business which includes business law, mathematics, statistics, computer science and information systems.

Before taking any of the courses in the Area of Specialization, students are advised to contact a full-time faculty person in the department for a brief interview by phone or personal visit. The purpose of this visit is to review the student's career objectives and educational requirements.

### Prerequisite for Specialization

(1 course, 4.5 quarter units)

ACC 201 Financial Accounting Fundamentals

### Program Requirements

(4 courses, 18 quarter units)

ACC 650A	Financial Accounting Theory I
ACC 650B	Financial Accounting Theory II
ACC 652	Taxation for Investors and Managers
ACC 655	Auditing and Internal Control

### Optional Elective

ACC 657 Accounting Information Systems

### Course Descriptions for New Courses in Accounting

#### ACC 650A

##### Financial Accounting Theory I

(Prerequisite: ACC 201 or equivalent taken within two years of the start of the course)

Often referred to as "Intermediate Accounting," ACC 650A and B is a comprehensive two-course sequence covering a substantial portion of the U.S. financial reporting principles known as GAAP (generally accepted accounting principles). In particular, ACC 650A provides us an in-depth review of the accounting process and of the four principal financial statements. This course emphasizes revenue and expense recognition, along with the accounting for cash, receivables and inventories.

# Addendum to the General Catalog 68

## ACC 650B

### Financial Accounting Theory II

(Prerequisite: ACC 650A)

The second course of a comprehensive two-course sequence covering a substantial portion of U.S. financial reporting principles known as GAAP, ACC 650B covers accounting for plant, property and equipment, intangible assets, investments, liabilities, stockholders equity, investments, and accounting for income taxes, compensation and leases.

## EMBA Specialization in Human Resource Management (Modification)

(852)

Faculty Advisor: Michael Pickett • (858) 642-8374 • mpickett@nu.edu

This area of specialization focuses on managing people, the human resource of the organization. Moving beyond common sense and good interpersonal skills, these courses provide students with the knowledge to recruit, select, train, evaluate and compensate employees. Students learn how changes in the workplace, such as governmental regulations, global competition, developing technologies and organizational transformations, influence the performance and productivity of workers. Technical knowledge and practical skills for dealing with a multicultural workforce offer students new ideas on leadership and effective tools for managing human resources.

### Program Requirements

(4 courses, 18 quarter units)

Students electing to specialize in human resource management must select four of the following courses.

HRM 630	Legal, Ethical, and Safety Issues in Human Resource Management
HRM 633A	Seminar in Employee Relations, Labor Relations and Union Management
ODV 600	Theory and Practice of Organizational Development
ODV 601	Integrating Performance Management, Technology, and Organizational Communication
ODV 606	Seminar in Training and Development
ODV 610	Advanced Studies in Organizational Behavior in a Diverse Society
HRM 637	Workforce Planning, Development, and Outsourcing
HRM 667	Compensation and Benefits
MGT 651	Managing Safety Issues and Regulations

## School of Education

### BACHELOR OF ARTS

#### Major in Early Childhood Development

(Modification)

(610-444)

Faculty Advisor: Dr. John Carta-Falsa • (714) 429-5135 • jcartafa@nu.edu

#### Concentration in Administering Early Childhood Programs

(353)

Correction to Catalog 68: There is no prerequisite to this concentration.

#### Program Requirements

(6 courses, 27 quarter units)

ECD 460	Administering Early Childhood Programs
ECD 462	Volunteer Management and Financial Resources (Prerequisite: ECD 460)**
ECD 464	Legal and Ethical Issues in Early Childhood (Prerequisite: HED 320)
ECD 466	Planning the Physical Environment for the Young Child
PSY 401	Psychology for Managers (Prerequisites: ENG 100/101 and PSY 100)
HUB 401	Conflict Resolution (Prerequisites: ENG 100/101 and PSY 100)

\*\*Modification

#### Graduate Degree Programs

### MASTER OF ARTS IN TEACHING (Modification)

(710-716)

Program Faculty Advisor: Dr. Cynthia Schubert • (858) 642-8363 • cschuber@nu.edu

Regional Lead Faculty Advisors:

Bakersfield • Dr. Gary Barton • (559) 256-4946 • gbarton@nu.edu  
Costa Mesa • Dr. Mary Mercier • (714) 429-5311 • mmercier@nu.edu  
Fresno • Dr. Gary Barton • (559) 256-4946 • gbarton@nu.edu  
Los Angeles • Dr. Ed Behrman • (310) 258-6710 • ebehrman@nu.edu  
Redding • Mrs. Laura McCollum • (530) 226-4021 • lmccollu@nu.edu  
Sacramento • Dr. Jo Ann Hammer • (906) 855-4302 • jhammer@nu.edu  
San Bernardino • Dr. James Mbuwa • (909) 806-3329 • jmbuwa@nu.edu  
San Diego • Dr. Cynthia Schubert • (858) 642-8363 • cschuber@nu.edu  
San Jose • Dr. Norman Douglass • (408) 236-1131 • ndouglass@nu.edu  
Stockton • Dr. Shannon Maveety • (209) 475-1446 • sknepper@nu.edu

The Master of Arts in Teaching is designed for practicing and potential educators who want to enhance their teaching skills, broaden their intellectual and professional understanding by interrelating educational theory and practice for the purposes of promoting their lifelong learning efforts as well as sustaining their commitment as instructional leaders in the K-12 settings.

#### Program Goals

National University's Masters of Arts in Teaching degree supports and activates the following goals:

- Teachers focus on student learning through systematic study and reflection of their own teaching practices and share their knowledge to form local learning communities.
- Teachers are committed to educating all students by examining cross-cultural educational issues and relating those to enhancing student learning.

# Addendum to the General Catalog 68

- Teachers know how to teach their subjects by effectively accessing and using research based learning theories, assessment strategies, teaching models, technology and classroom management strategies to educate all learners.

## Degree Requirements

(10 courses, 45 quarter units)

To receive a Master of Arts in Teaching, students must complete 45 quarter units of graduate work. A total of 4.5 quarter units of graduate credit may be granted for equivalent graduate work completed, as it applies to this degree and if the units were not used in earning another advanced degree.

Those holding National Board Certification qualify for a one-course equivalency for MAT 641, MAT 642, MAT 643, or MAT 644.

Note: Students must have access to Microsoft Office on either a PC or Mac platform.

## Program Core Requirements

(6 courses, 27 quarter units)

EDT 612	Creating Meaningful Learning with Technology (Students must have access to Microsoft Office on either a PC or Mac platform)
MAT 641	Cultural Democracy: Contemporary, Local and Global Issues
MAT 642	Program Design: Curriculum Theory, Design and Assessment
MAT 643	Models of Teaching, Theories, Applications and Practice
MAT 644	Foundations and Principles of Curriculum
MAT 640	Applications of Research for the Art of Teaching (To be taken as the last course in the MAT program except in the Reading Specialization)

## Advanced Fifth Year Study Specialization

(749)

(4 courses, 18 quarter units)

Candidates who earn a Preliminary SB 2042 credential on or after August 30, 2004, must complete a Commission accredited SB 2042 Professional Teacher Induction Program, if available, to earn their Professional Clear credential. If a candidate is employed as a teacher and the employing agency verifies that induction is unavailable, the candidate may complete an approved Fifth Year of Study, which includes advanced study of Health Education, Special Populations, and Computer Education.

EXC 604	Exceptionality and Diversity in the Classroom
EDT 655	Issues and Trends in Education Technology
HED 620	Comprehensive School Health Programs
MAT 650	Teaching English Language Learners *

\* The California Commission on Teacher Credentialing requires all candidates who complete their Professional Clear SB2042 credential after June 30, 2005, to complete the advanced English Language Learner course to obtain the credential.

## Applied Behavior Analysis Specialization (New)

(891)

The five course sequence in applied behavior analysis is designed to prepare students for the national certification examination sponsored by the Behavior Analyst Certification Board. Applicants for the Certification as a Behavior Analyst will have to meet additional requirements to qualify. All five ABA courses must be taken from National University in order to earn this Certificate.

Note: Upon successful completion of National University's five course sequence, the student will receive a Certificate of Completion from National University. This is NOT professional certification by the Behavior Analyst Certification Board, Inc. (BACB) and does NOT entitle the student to claim that they are certified behavior analysts or Board Certified Behavior Analysts. Students must take the national certification exam and apply for the professional certificate.

Students who are pursuing a master's degree or a PPS credential in Educational Counseling, School Psychology, or Master of Arts in Teaching may qualify for the Certificate in Behavioral Analysis provided that the student requests the certificate prior to the completion of their degree program. This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met.

Students who already possess a master's degree may also take the listed coursework to obtain the Certificate in Applied Behavior Analysis. This certificate provides students with an overview of some of the most important concepts in behavior analysis.

## Requirements

(5 courses, 22.5 quarter units)

PED 668A	Behavioral Research: Design and Analysis
PED 668B	Basic Behavioral Analytic Principles (Prerequisite: PED 668A)
PED 673	Behavioral Assessment of Children and Adolescents (Prerequisite: PED 668A, PED 668B)
PED 669A	Advanced Applied Behavior Analysis: Application of Behavioral Principles in Classroom Settings (Prerequisite: PED 668A, PED 668B, and PED 673)
PED 669B	Advanced Applied Behavior Analysis: Application of Behavioral Principles in the Technology of Teaching (Prerequisites: PED 668A, PED 668B, PED 673, and PED 669A)

## Course Descriptions for the Applied Behavior Analysis Specialization

### PED 668A

#### Behavioral Research: Design and Analysis

Focuses on behavioral principles and their applications to diverse populations. Students will read about the philosophy of behaviorism as well as experimental and applied behavior analysis. Applied Behavior Analysis is a data based method for understanding human behavior and using that understanding to change socially significant behaviors. The field is based on over 50 years of scientific research on respondent and operant conditioning and its application to everyday situations. In this course students will read classic studies that have defined the field as well as more recent research that has led to paradigm shifts within the field.

### PED 668B

#### Basic Behavior Analytic Principles

Focuses on behavioral principles and their applications to various populations. This course provides a philosophy of behaviorism as well as covering basic experimental and applied behavior analysis. This class is a continuation of 668A.

### PED 673

#### Emotional/Behavioral Assessment

Is the third course in a sequence of five assessment courses. In this course behavioral assessment is contrasted with traditional academic and trait-oriented assessment and is designed to introduce and then strengthen student knowledge and understanding of Applied Behavior Analysis. Practical uses of behavioral assessment in applied context with children and adults are emphasized.

# Addendum to the General Catalog 68

## **PED 669A**

### **Advanced Applied Behavior Analysis: Application of Behavioral Principles in School Settings**

Includes a detailed overview of Functional, and Behavioral Assessment (FBA) procedures and intervention packages that can be implemented based on the results of functional and behavioral assessments. Emphasis is placed on helping students understand the conceptual issues that lead to the development of the assessment methodology and the practical issues in conducting such assessments. In addition, emphasis is placed on providing students with an understanding of both the procedural and conceptual issues regarding developing interventions for students with severe behavior problems following functional assessments. Particular emphasis will be placed on ecological change procedures, reinforcement-based interventions, and dimensions of reinforcement.

## **PED 669B**

### **Advanced Applied Behavior Analysis: Application of Behavioral Principles in the Technology of Teaching**

Examines advanced issues related to designing and evaluating successful behavioral assessment and instructional interventions in schools and educational systems. In this course current and past conceptual frameworks and research will be related to educational outcomes. Students will also examine assessment instruments developed to support functional academic assessments. Content for the course is drawn from research conducted by researchers in a variety of educational settings.

## **Best Practices Specialization and Preparation**

(Sacramento only)

(744)

(5 courses, 22.5 quarter units)

MAT 670	The Theory of Research-Based Best Practice Instruction
MAT 671	Applied Best Practice Strategies in Classroom Instruction
MAT 672	Integrating Multimedia-Interactive Technology in Best Practice Instruction
MAT 673	Differentiated Instruction and Target Teaching
MAT 674	The Theory of Research-Based Practice Instruction

*Note: Best Practices enrollment is for students who enroll as part of the Sacramento school district's Best Practices Program.*

## **Early Childhood Education Specialization (New)**

(741)

(4 courses, 18 quarter units)

TED 650	Physical Development
TED 651	Psycho-social Development
TED 652	Early Childhood Cognitive Development
TED 653	Teaching the Young Child

## **Course Descriptions for Early Childhood**

### **TED 650**

#### **Physical Development in Early Childhood**

The first in four courses to complete the Early Childhood supporting field for the Master of Teaching degree. The other courses are: Cognition in Early Childhood, Psycho-Social Development in Early Childhood, and Teaching the Young Child. This course is designed to communicate the freshness and viability of real, fully dimensional children and the idea that development is, above all, a human process. The physical dimension of development is the primary focus of this course. Scientifically derived information synthesizes classic and recent findings for the developmental principles of the young child. The influence of cultural and social factors on the development of the young child is integral to the study.

### **TED 651**

#### **Psycho-Social Development in Early Childhood**

The second of four courses in the Early Childhood supporting field for the Master of Arts in Teaching Degree. The psycho-social dimension, the development of personality and social behavior, is the focus, and is closely related to the study began in course one on the physical development of a child. It emphasizes scientifically derived information that synthesizes classic and recent findings for the development of is also integral to this course of study.

### **TED 652**

#### **Cognitive Development of the Young Child**

Explores the nature of developmental change as it pertains to cognitive development in early childhood. A brief history of developmental change, current issues in developmental study, methods of studying children and adolescents, as well as the ideas from Jean Piaget to Howard Gardner will be investigated.

### **TED 653**

#### **Teaching the Young Child**

This course is the fourth and final course in the Early Childhood Curricular sequence. This course is designed for prospective teachers of young children to guide their facilitation of healthy development of young children.

## **Early Childhood Special Education Certificate Specialization**

(788)

This certificate is designed for individuals who have completed Level II coursework in special education and hold a Professional Specialist Credential, Mild/Moderate or Moderate/ Severe disabilities. Completion of the certificate extends teaching authorization from birth through 22. Although designed for those with credentials in Mild/Moderate or Moderate/Severe disabilities, it can also be added to credentials in Deaf and Hard-of-Hearing, Physical and Health Impairments, and Visual Impairments for professional growth. In addition, person with Learning, Handicapped or Severely Handicapped credentials may add this certificate.

Professionals in other fields, such as social work, nursing, child development, etc can also complete the coursework for professional growth units or an NU certificate.

### **Prerequisites**

Completion of Level II coursework in either Mild/Moderate , Moderate/Severe Education Specialists credential , Learning, Handicapped or Severely Handicapped credentials and experience in early childhood development with a concentration on infants, toddlers, and preschoolers. Professional in other fields should schedule an appointment with lead regional faculty in special education for admission.

### **Requirements**

(6 courses, 27 quarter units)

EXC 603	Typical and Atypical Development in Young Children
EXC 605	Assessment in Young Children
EXC 606	Family Systems & Partnership
EXC 607	IFSP Process: Collaboration & Consultation
EXC 608	Interventions for Young Children with Disabilities
EXC 609	Field Experience

# Addendum to the General Catalog 68

## Educational Technology Specialization

(745)  
(4 courses, 18 quarter units)

The MAT Program is designed for students who want to specialize in the integration of all types of technologies in the teaching and learning process. The program emphasizes the strategic use of technology to support the classroom instruction of K-12 students. Students develop expertise in all types of technologies, from Internet sites to software programs, to adaptive and hand-held devices, and become experts in selecting and using those technologies strategically with specific student populations in specific curriculum areas.

EDT 605	Technology and Educational Theories and Practices (Recommend to take as first course)
EDT 610	Teaching Online (Recommend to take as second course)
EDT 660	Multimedia and Interactive Technologies (Recommend to take as third course)
EDT 671	Curriculum Design for Online Learning (Recommend to take as fourth course)

## Reading Specialization Certificate

(740)  
(4 courses, 18 quarter units)

MAT 645	Developing Fluency in Reading
MAT 646	Comprehension Strategies and Procedures
MAT 647A	Field Based Language Arts Assessment and Instruction I (Prerequisites: MAT 645, MAT 646)
MAT 647B	Field Based Language Arts Assessment and Instruction II (Prerequisites: MAT 645, MAT 646, MAT 647A)

Completion of the Reading Specialization qualifies the student for a State of California Reading Certificate. Upon successful completion, the student should contact their Academic Center Advisor for the reading certification application procedures.

Candidates applying for the CA Reading Certificate are required to have a California teaching credential and three years of teaching experience.

## Special Education Specialization

(747)  
(5 courses, 18 quarter units)

This area of specialization was primarily designed for Level II Education Specialist majors. Other interested students should contact the Chair of Special Education.

EXC 655A	Professional Induction Seminar (3 quarter units)
EXC 656	Best Practices for Special Needs Students
EXC 657	Community Resources and Transition
EXC 658	Advanced Specialization in Mild/Moderate Disabilities
or	
EXC 659	Advanced Specialization in Moderate/Severe Disabilities
EXC 655B	Exit Seminar (1.5 quarter units)

## Teaching and Learning Specialization

(746)  
(4 courses, 18 quarter units)

Requirements include a combination of any four courses from the described Specialization Areas and/or elective courses.

TED 665	Cognition, Language and Culture
TED 666	The Cultural Foundations of Linguistics

TED 667	Diversity and Change: A Critical Pedagogy
TED 668	Survey of Children's Multicultural Literature

## National Board Certified Teacher Leadership Specialization and Certificate *(New)*

(897)  
Lead Faculty Advisor: Ronarae Adams • (858) 642-8352 • radams@nu.edu

National University embraces the mission and vision of the National Board for Professional Teaching Standards and we encourage and support teachers in their efforts to pursue certification as part of their professional journey.

National University's School of Education and National Board Certified Teacher Center provide the following services, opportunities and program enhancements for new, practicing, and retired practitioners:

- Support and Assistance for Candidates and School Districts
- Access to Resources
- Teacher Leader and Administrator Opportunities
- University Credit
- Celebration and Sharing of Accomplishments.

The five course sequence is designed to meet the needs of two groups of teachers:

- Those who want to improve their teaching and prepare themselves to achieve National Board Certification sometime during their career
- Those who are active NBCT candidates and want to earn graduate level credit as they develop the required portfolio in response to submission deadlines

## Required Courses

(5 courses, 22.5 quarter units)

NBC 680	Measuring and Informing Quality Teaching, Learning and Leadership
NBC 681	Membership in Learning Communities
NBC 682	Evidence of Student Learning - Based on Videotapes
NBC 683	Evidence of Student Learning - Student Work Samples
NBC 639	Capstone Project: The Accomplished Teacher-Leadership Portfolio (NBCT)*

## Course Descriptions for NBCT Courses

### NBC 639

#### Applications of Research for the Art of Teaching~Capstone Project: Accomplished Professional Teacher-Leader Portfolio

This course is designed to provide classroom educators with the knowledge and skills required to understand, interpret, generate and evaluate research relevant to their roles as professional educators. The National Board for Professional Teaching Standards provides a platform, a structure and the tools to examine all aspects of their work in relationship to research and development in the field. The NBPTS provides a national, voluntary system of certifying teachers who meet and exceed high and rigorous standards for the profession that define what accomplished teachers should know and be able to do. This course requires that teachers develop a professional portfolio that incorporates knowledge, understanding, application, interpretation, generation and evaluation of research which will be translated into providing evidence of having met the challenging NBPTS certificate standards as evidenced by performance-based assessments.

# Addendum to the General Catalog 68

---

## **NBC 680**

### **Measuring and Informing Quality Teaching and Learning: Research, Standards, Portfolios and Assessments**

This course will provide students with an overview that leads to clear interpretations and understanding of the various components and interconnections that shape and influence the quality of teaching, student learning, professional development and leadership in our schools and communities. Students will examine the history of significant issues, policies, and topics related to quality teaching and they will have an opportunity to analyze the goals, consequences and impact of resulting reforms, innovations and benchmarks for performance excellence. Students will consider approaches, strategies, practices and programs that yield successful outcomes for diverse learners. The course will emphasize the understanding and use of the Core Propositions, the Certificate Standards, and the Assessment Process set forth by the National Board for Professional Teaching Standards as a tool and resource for learning about, examining, and enhancing the quality of teaching and learning, professional development and leadership skills that require knowledge of adult learning and that leads to desired student outcomes. Fundamental knowledge will be gained in preparation to be successful candidates in the National Board Certified Teacher Process.

## **NBC 681**

### **Membership in Learning Communities: Professional Contributions, Collegueship, Partnerships, and Continuous Growth**

This course will guide students in the review of research and articles that focus on the definitions, features and significance of learning communities in schools, classrooms, and associations. Upon review, students will apply the knowledge and understandings in relationship to the NBCT Core Propositions and Certificate Standards that are aligned with accomplished practices reflecting their own membership in learning communities and in their work with adult learners. We will also explore and determine how commitment to democratic learning can be demonstrated through work with diverse students in the classroom, with families, the community and colleagues. We will consider the effects of democratic and supportive environments for learning, and how to advance students and our own decision-making and advocacy skills. Finally, we will identify and document specific examples of accomplishments as defined in the NBCT Portfolio Entry #4 related to professional development activities, interactions with colleagues and families and professional contributions outside of the classroom that have had the greatest influence and impact on student learning and educational excellence.

## **NBC 682**

### **Evidence of Student Learning ~ Entries and Documentation Based on Videotapes**

This course will provide students with extended time and opportunities to explore and comment on accomplished teaching practices related to the NBCT standards in their fields of expertise. Students will focus on developing responses to the two entries that require video taped segments that capture their abilities to engage and interact with students effectively as they meet identified instructional goals and objectives, and second, to capture students engaged and interacting with each other in well planned lessons supported by effective instructional strategies that require demonstrations of learning. Students will review and explore research related to a variety of "best practices" that result in student engagement, brain compatibility and content-specific approaches that making curriculum accessible to all student populations. Teachers will videotape segments of their teaching that mirror each of the two Entry requirements outlined in their certificate area, and in a collaborative mode, feedback will be provided specific to attainment of the standards and achievement of clear, consistent and convincing evidence of achieving student learning outcomes.

## **NBC 683**

### **Evidence of Student Learning~ Entries and Documentation Based on Student Work Samples and Knowledge of Subject Matter**

This course will provide students with opportunities to review research and commentary that guide and shape decisions and judgments we make when determining the levels of progress students are making toward achieving academic goals, and to identify elements of our practice that contribute to successful learning outcomes. One essential source of evidence about a teacher's practice is student work and in this course we will look at what students are asked to do, how the teacher interprets the responses, what the teacher does with the information, and what might occur next as a result. Students will analyze, describe and reflect upon their instructional practices, lesson designs and assessment strategies related to the requirements that are outlined in the NBCT Portfolio Entries that rely on student work samples as evidence of accomplished practice. Teachers will examine individual and class work as a source for drawing conclusions about their instruction, use of assessments, interpretation of data and next steps that ensure increased achievement. In addition, an overview of the NBCT Assessment Center exercises will be provided and teachers will engage in subject matter examination based on standards and alignment with child development and learning theory. Students will explore and provide written responses to on-demand prompts as outlined in the NBCT tutorial and as generated by colleagues.



# Addendum to the General Catalog 68

## School of Engineering and Technology

### BACHELOR OF SCIENCE

#### Major in Information Systems (Modification)

(620-416)

Faculty Advisor: Ronald Norman • (858) 642-8481 • rnorman@nu.edu

The School of Engineering and Technology offers an IS program that links business and technology. There is great demand in the corporate world for people who can integrate all elements of the enterprise into a comprehensive network of responsive, proactive information delivery systems. The BS in Information Systems (BSIS) requires coursework in: Telecommunications, Electronic Commerce and Database Administration.

#### Requirements for the Degree

To receive a Bachelor of Science with a Major in Information Systems, students must complete at least 180 quarter units, 76.5 of which must be completed at the upper division level and 45, including the senior project courses, must be taken in residence at National University.

*Note: The BSIS program is offered in a 16 course template. It is highly recommended to meet with your faculty advisor for more information regarding this string of course work to ensure maximum success.*

#### Preparation for the Major

Students should be computer literate and have a basic understanding of computer usage.

#### Requirements for the Major

(8 courses, 36 quarter units)

CIS 301	Management Information Systems
CIS 443	Local Area Network Technologies
CIS 446	Data Modeling in an Information Technology Environment
CIS 425	Programming for an Information Technology Environment
CIS 302	Data Mining (Prerequisite: CIS 446)
MGT 409C	Principles of Management and Organization
CIS 420A	Information Systems and Technology Project I (Prerequisite: All preparation and core courses)
CIS 420B	Information Systems and Technology Project II (Prerequisite: CIS 420A)

#### Upper Division Electives

(8 courses, 36 quarter units)

Select four (4) courses from the following list. Additionally, select four (4) more courses from this same list (recommended) or other approved upper division courses from the School of Engineering and Technology or the School of Business and Management.

CIS 444	Wide Area Networking Concepts and Services (Prerequisite: CIS 443)
CIS 404	Remote Access and Wireless Networking (Prerequisite: CIS 444)
CIS 407	Web Development – Static (Prerequisite: CIS 425)
CIS 408	Web Development – Dynamic (Prerequisite: CIS 407)
CIS 414	Data Warehousing (Prerequisite: CIS 446)

CIS 415	SQL for Database Developers (Prerequisite: CIS 446)
CIS 416	Database Administration (Prerequisite: CIS 415)
CIS 418	Database Network Administration (Prerequisites: CIS 416)

#### Modified Course Descriptions

##### CIS 407

###### Web Development – Static

Survey and review of different programming tools used for static website development. Explore the practical aspects and process used for building static websites. Practical application by building a static website.

##### CIS 408

###### Web Development – Dynamic

Survey and review of different programming tools used for dynamic, server-side website development. Explore the practical aspects and process used for building dynamic websites. Practical application by building a dynamic website.

##### CIS 414

###### Data Warehousing

(Prerequisite: CIS 446)

An in-depth exploration of data warehousing using an automated tool, as well as technical instructions on how to select the appropriate hardware architecture, design the warehouse for optimum performance, techniques for distributing and mining data and building and running the database.

##### CIS 415

###### SQL for Database Developers

(Prerequisite: CIS 414)

Offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve and manipulate data. In addition, students learn to create blocks of application code that can be shared by multiple forms, reports and data management applications.

# Addendum to the General Catalog 68

## Division of Extended Learning

### Extended Learning Course Levels and Numbers

1000X-1199X Courses for which undergraduate academic credit may be allowed toward degree requirements.

### Financial Aid

The Division of Extended Learning does work with students who are seeking financial aid for certificate programs that grant academic credit. Additionally, the Division of Extended Learning provides guidance to students who are utilizing funds through Tuition Assistance, Veteran's Assistance, and/or the Workforce Investment Act.

### New Certificate and Course Offerings

#### Orthopedic Technology Certificate

(672-000-492)

The Orthopedic Technician program prepares the graduate to:

- Assist Orthopedic Surgeons in the treatment of patients.
- Apply, adjust and remove casts, splints and braces.
- Set up, adjust and maintain traction configurations.
- Assist with the care of acutely injured patients.
- Assist the physician in the reduction and/or manipulation of orthopedic injuries.
- Manage insurance, medical billing and coding for orthopedic procedures.
- Assume professional, ethical, legal behavior upholding the standards of entry into the profession.
- Be employed in hospitals, clinics and private practice offices.

Successful completion of the Orthopedic Technology program leads to a certificate from National University, Division of Extended Learning. Students who successfully complete the program are eligible to take the National Board of Certification for Orthopedic Technologists certification examination.

#### Admissions

Completion of a college level course in Human Anatomy or Anatomy/Physiology, with a grade of C or better. If the Anatomy course has not been completed a student with medical work experience with a recommendation will be considered. Students admitted to the program must submit a satisfactory physical examination report, record of current immunizations and current CPR card.

The 40.5 quarter unit certificate program consists of the following courses:

ORT1100X	Functional Anatomy and Biomechanics of the Upper Extremity
ORT1101X	Orthopedic Techniques: Clinical Lab A
ORT1102X	Functional Anatomy and Biomechanics of the Lower Extremity
ORT1103X	Orthopedic Techniques: Clinical Lab B
ORT1104X	Advanced Upper Extremity; Trauma/Pathology-Operative/Conservative Treatment Concepts
ORT1105X	Orthopedic Techniques: Clinical Lab C
ORT1106X	Advanced Lower Extremity; Trauma/Pathology-Operative/Conservative Treatment Concepts
ORT1107X	Orthopedic Techniques: Clinical Lab D
ORT1108X	Supervised Hospital Clinical Practicum

### Course Descriptions

#### ORT1100X

##### Functional Anatomy and Biomechanics of the Upper Extremity

A study of the development of the muscular-skeletal systems with the emphasis divided between gross anatomy, the cellular detail (histology) of tissues, arterial and venous perfusion, as well as relevant nervous innervations of these systems, as they relate to the treatment of upper extremity orthopedic injuries.

#### ORT1101X

##### Orthopedic Techniques: Clinical Lab A

An introduction to cast room protocols, including instrumentation, the techniques for the application of the basic types of casts and the special considerations required for treatment of upper extremity orthopedic trauma cases. This course will include application of upper extremity orthopedic casts in the laboratory setting.

#### ORT1102X

##### Functional Anatomy and Biomechanics of the Lower Extremity

A study of the development of the muscular-skeletal systems with the emphasis divided between gross anatomy, the cellular detail (histology) of tissues, arterial and venous perfusion, as well as relevant nervous innervations of these systems, as they relate to the treatment of lower extremity orthopedic injuries.

#### ORT1103X

##### Orthopedic Techniques: Clinical Lab B

An introduction to cast room protocols, including instrumentation, the techniques for the application of the basic types of casts and the special considerations required for treatment of lower extremity orthopedic trauma cases. This course will include application of lower extremity orthopedic casts in the laboratory setting.

#### ORT1104X

##### Advanced Upper Extremity; Trauma/Pathology-Operative/Conservative Treatment Concepts

This course provides advanced instruction in a systems approach to the evaluation and treatment of specified upper extremity orthopedic injuries and disease. Topics include the development, function and interrelationships of the muscular and skeletal systems with emphasis on gross anatomy, cellular structure, vascular perfusion, neural innervations, and congenital and acquired orthopedic pathophysiology.

#### ORT1105X

##### Orthopedic Techniques: Clinical Lab C

This course is a continuation of Orthopedic Techniques: Clinical Lab A with emphasis of cast room protocols, instrumentation, upper extremity orthopedic casting techniques and the assessment and treatment of casting complications. Emphasis will be on the application of special casts, pediatric casts, full body casts and various traction configurations and techniques.

#### ORT1106X

##### Advanced Lower Extremity; Trauma/Pathology-Operative/Conservative Treatment Concepts

This course provides advanced instruction in a systems approach to the evaluation and treatment of specified lower extremity orthopedic injuries and disease. Topics include the development, function and interrelationships of the muscular and skeletal systems with emphasis on gross anatomy, cellular structure, vascular perfusion, neural innervations, and congenital and acquired orthopedic pathophysiology.

#### ORT1107X

##### Orthopedic Techniques: Clinical Lab D

This course is a continuation of Orthopedic Techniques: Clinical Lab B with emphasis of cast room protocols, instrumentation, lower extremity orthopedic casting techniques and the assessment and treatment of casting complications. Emphasis will be on the applica-

# Addendum to the General Catalog 68

tion of special casts, pediatric casts, full body casts and various traction configurations and techniques.

## **ORT1108X**

### **Supervised Hospital Clinical Practicum**

This course is designed to provide clinical application of orthopedic technology in a hospital environment. Students participate in the normal day-to-day activities of an orthopedic service where they develop and refine their skills in the application of orthopedic casts, set up and application of traction devices and the pre and post operative care of the orthopedic patient. The student is required to demonstrate clinical orthopedic competencies as part of this course.

## **Alcohol and Drug Counselor Certificate**

(672-000-490)

The Alcohol and Drug Abuse Counseling program, offered in a California Association of Alcoholism and Drug Abuse Counselors (CAADAC) or a Certificate Track, provides professional development for those working with or want to work with the chemically dependent.

The CAADAC program track is ideal if you are interested in preparing for a counseling career in the addictions field or would like to work, or are working in a state-licensed or non-licensed recovery home or outpatient clinic. The certificate track is an excellent program for therapists, nurses, social workers, probations or corrections professionals with practices or caseloads of clients, or concerned individuals in the community.

### **Admission Requirements**

Both tracks require a minimum of one year of sobriety.

### **Track I: CAADAC Certificate Program**

To earn the certificate you must complete 37.5 units of study. These consist of 10 required courses, including the Supervised Field Practicum, 4.5 unit course, and 255 hours at an approved agency setting where direct supervision is provided by a qualified staff person. For the certificate, a grade of "C" or above must be received for all classes in the program. You must enroll for a letter grade in all classes.

For complete information on the CAADAC certification process, or to order a CAADAC Handbook visit [www.caadac.org](http://www.caadac.org) or call (916) 368-9412.

### **Track II: NU Extended Learning Certificate**

The prevalence of alcohol and drug abuse in today's society, health and human service professionals, counselors, teachers, nurses, ministers, law enforcement, and industry and government officials need education and training with alcohol and drug abuse problems.

This 21 unit certificate will build upon the theoretical and practical basis of the required Alcohol and Drug Abuse courses and provide the student with specialized training in counseling.

### **Course Descriptions**

#### **ADC1101X**

##### **Sociological Perspectives on Alcoholism and Drug Addiction**

This course will examine the history of alcohol and other mood-changing drugs in the United States; the myths and stereotypes of alcohol use; the socio-cultural factors that contribute to the use of drugs; and the patterns and progressions of alcoholism. A variety of different aspects and perspectives for understanding alcohol and drug use behaviors will be explored.

#### **ADC1102X**

##### **Physiological and Pharmacological Aspects of Substance Abuse**

This course is designed to examine the effects of alcohol and similar legal/ illegal psychoactive drugs to the body and in behavior. Areas to be covered include tolerance, gender differences, and the disease model. Students will be presented with pharmacological and physiological treatment/ recovery strategies to assist in forming the most appropriate level of care.

#### **ADC1103X**

##### **Counseling Techniques/Practical Applications**

This course will provide the major theories and techniques of alcohol and drug counseling. The focus is to make practical application of theory and technique to clinical and case study situations. This course is designed to provide familiarity with the relevant techniques and comfort with the applications of those techniques.

#### **ADC1104X**

##### **Counseling Special Populations**

This course focuses on how to provide alcohol and drug counseling to special populations. The basic counseling theories and techniques may be utilized, however emphasis placed on awareness and knowledge of the special population's needs, can positively influence the course of treatment. Therapeutic approaches need to be adapted to the uniqueness of the individual.

#### **ADC1105X**

##### **Treatment Approaches for Alcoholism and Substance Abuse Counselor**

This course is designed to cover the major therapeutic orientations related to alcohol and substance abuse counseling. The course will familiarize students with the therapeutic progression and current issues as applied to the treatment unit. Assessment, formulation of treatment plans, and relapse prevention will be addressed. Utilize individual, family and group counseling for treatment of alcohol and drug abuse.

#### **ADC106X**

##### **Alcoholism and Substance Abuse prevention and Intervention Education**

(3.0 units)

This course is designed to cover the concepts of prevention, community education, and community outreach. In addition, this course will provide education and prevention models and the role of community groups in these models. The effectiveness of alternative prevention strategies, education and training methods, and adult education techniques will be included.

#### **ADC1107X**

##### **Chemical dependency and Psychiatric Illness**

This course is designed to cover the concepts of prevention, community education, and community outreach. In addition, this course will provide education and prevention models and the role of community groups in these models. The effectiveness of alternative prevention strategies, education and training methods, and adult education techniques will be included.

#### **ADC1108X**

##### **Legal and Ethical Practices for Drug and Alcohol Counselors**

(1.5 units)

This course considers various ethical and legal issues that influence the practice of drug and alcohol counseling. Topics include ethical systems and standards, legal systems and issues. Students will have the opportunity to develop their own standards and explore their values for further clarification.

# Addendum to the General Catalog 68

## **ADC1109X**

### **Personal and Professional Growth**

(1.5 units)

The course will focus on two interrelated parts, personal growth and professional growth. In order to be an effective counselor, an awareness of one's own thoughts, feeling, and experience needs to occur. This course is designed to allow students to work through or at least become cognitively aware of their own issues and counter transference. Self awareness is the beginning to becoming a better alcohol and drug abuse counselor.

## **ADC1110X**

### **Practicum – Field Work 255 Hours**

This course consists of 45 classroom hours taught by an instructor who will see that the student completes 255 hours at an approved agency setting where direct supervision is provided by a qualified staff person. The instructor will be available for consultation with the student. Group supervision, individual consultation, and case review will focus on difficult aspects of case management for the beginning counselor. The 255 practicum hours needs to be completed within one year of the practicum class.

## **Paralegal Certificate Program**

(672-000-493)

The Paralegal Certificate Program is designed to give students a practical understanding of legal concepts, terminology, and key applications utilized in several distinct areas of the law. The program is designed to meet the needs of students who seek legal education, skills training, expanded employment opportunities and career advancement.

The demand for paralegals continues to increase. According to the U.S. Bureau of Labor Statistics, law firms are looking more and more toward employing those people 'who have completed paralegal certificate programs.' Through the Paralegal Certificate Program, students will meet the qualifications employers are demanding from their paralegal pool.

### **Program Learning Outcomes**

Upon successful completion of the paralegal certificate program, students will be familiar with the theories and practices of a paralegal through:

- Locating legal authority; read and comprehend statutes and court decisions.
- Procedural rules governing civil action, selection of proper court and place of suit, personal jurisdiction, contents and purpose of pleadings, discovery procedures and motion practice.
- Understanding business organizations including sole proprietorships, general and limited partnerships, limited liability companies and corporations.
- Estate planning and the administration of an estate with emphasis on the living trust as an estate planning tool.
- Criminal law and the elements of various crimes against persons and property, criminal liability and punishment, and defenses to crimes.
- California family law and procedures.
- Legal principles and procedures associated with California Real Estate law, particularly in relation to contracts, deeds and wills.
- Issues of bankruptcy and issues of representing debtors, creditors, and trustees.

### **Certificate Requirements**

To receive the Paralegal Certificate, students must complete at least 40.5 quarter units.

PLC 1100X Legal Research  
PLC 1101X Litigation  
PLC 1102X Corporate Law  
PLC 1103X Estates, Wills and Trusts  
PLC 1104X Criminal Law  
PLC 1105X Family Law  
PLC 1106X Real Estate  
PLC 1107X Bankruptcy and the Law  
PLC 1108X Computers for the Paralegal

### **Course Descriptions**

#### **PLC 1100X**

##### **Legal Research**

This course introduces participants to the fundamentals of legal research and analysis. There is an emphasis on the development of research strategies using both primary and secondary sources of law. Participants will learn how to locate legal authority; read and comprehend statutes and court decisions; interpret legal authority and apply it to factual situations; and present results in memoranda of law. Instruction is also given in the use of administrative regulations, legislative histories, and administrative decisions and how to update research using Shepard's Citations.

#### **PLC 1101X**

##### **Litigation**

Participants study the structure of the California Court system. Participants will learn the procedural rules governing civil action, selection of proper court and place of suit, personal jurisdiction, contents and purpose of pleadings, discovery procedures and motion practice. Participants will be exposed to all of the tasks they will perform in a law office. Coverage of professional responsibilities and ethical issues included.

#### **PLC 1102X**

##### **Corporate Law**

Participants are provided with an overview of business organizations including sole proprietorships, general and limited partnerships, limited liability companies and corporations. Corporate formation, required state filings, shareholder and director management responsibilities, ethics issues, liability, mergers and acquisitions, stock issues and tax implications are included in the curriculum. Preparation of documents such as fictitious name filings, client memoranda, meeting minutes, consents to action and articles of incorporation is covered.

#### **PLC 1103X**

##### **Estates, Wills and Trusts**

Curriculum covers estate planning and the administration of an estate with emphasis on the living trust as an estate planning tool. Participants will learn about methods of ownership assets, advantages and disadvantages of wills and trusts, techniques for drafting wills, ethical issues regarding client representation, and how to transfer assets without probate. Also included is instruction in the formal probate process.

#### **PLC 1104X**

##### **Criminal Law**

This course covers Federal and State court rules. State court practice will be based mainly on California law, but with applicability to other states. Participants will examine substantive criminal law with discussion of the elements of various crimes against persons and property, criminal liability and punishment, and defenses to crimes. The following aspects of criminal procedure are discussed: search and seizure; the role of the police; prosecution and grand juries; instituting the criminal action; the court process; the role and function of sentencing; and victims' rights.

# Addendum to the General Catalog 68

## **PLC 1105X**

### **Family Law**

Participants will study California family law and procedure with a focus on dissolution of marriage, legal separation and nullity of marriage. Also covered are pre-nuptial agreements, adoptions, palimony, enforcement of family law orders and an overview of paternity. Students will become familiar with the concepts of community property, jurisdiction, ethical considerations, calculation of support, and the discovery process.

## **PLC 1106X**

### **Real Estate**

Participants will be introduced to the legal principles incorporated in California real estate law. Curriculum covers the basics involved in owning real property and the details of transferring property interests by means of contract, deeds, and wills. Government regulations and policies, land use, taxes, title searches, recording procedures, landlord tenant relationships, mechanic's liens, and landowner tort liabilities are also covered in this course.

## **PLC 1107X**

### **Bankruptcy and the Law**

This course is a broad overview of bankruptcy law and procedures with focus on paralegals representing debtors, creditors, and trustees in proceedings. Participants will research bankruptcy issues, draft motions and complaints and complete schedules and statements necessary for bankruptcy proceedings. Also covered are the issues facing prospective debtors and alternatives to filing.

## **PLC 1108X**

### **Computers for the Paralegal**

This course is designed to give participants an overview of computer use in the law office. Computer Assisted Research and MS Office XP for the Law office are reviewed. Legal research through LEXIS is explained and demonstrated. Conducting legal research and finding legal resources on the internet is covered.

## **Medical Billing, Coding and Administration Certificate Program**

(672-000-491)

Medical billing and administration is one of the ten fastest growing career fields in the nation, according to the U.S. Department of Labor. Through this intensive, eight-course Medical Billing, Coding and Administration Certificate Program, students will learn the essential skills to help prepare them for a career in this growing field.

### **Program Learning Outcomes**

Upon completion of the Medical Billing, Coding and Administration Certificate Program, students will demonstrate an understanding of:

- Navigating within a Windows computer operating environment.
- Creating basic spreadsheet reports and word documents to support their role in the Medical Billing field.
- The human anatomy as it pertains to the Medical Billing and Administration field of study.
- The various healthcare programs such as Medicare and Medi-Cal.
- The legal and ethical implications in their role as a Medical Billing representative.
- Medisoft, the software most commonly used for medical billing purposes.
- The various forms of coding used in the medical billing profession.
- The various types of insurance programs (Blue Cross, et al) and the billing requirements for each.

- Executing proper billing and follow-up procedures for Worker's Compensation claims.
- The skills necessary to gain an entry-level position in the Medical Billing field.

### **Certificate Requirements**

To receive the Certificate in Medical Billing, Coding and Administration, students must complete at least 36 quarter units.

### **Program Requirements**

MBL 1101X	Introduction to Computers I
MBL 1102X	Introduction to Computers II
MBL 1103X	Medical Terminology I
MBL 1104X	Medical Terminology II
MBL 1105X	Medical Insurance I
MBL 1106X	Medical Insurance II
MBL 1107X	Medical Insurance III
MBL 1108X	Medical Insurance IV

### **Course Descriptions**

#### **MBL 1101X (PC 820X)**

##### **Introduction to Computers I**

In this course, students will learn the components of personal computers, the operating system environment, general operation and getting started with end-user applications for medical billing, processing.

#### **MBL 1102X (PC 821X)**

##### **Introduction to Computers II: Word Processing and Spreadsheets**

Topics include creating, editing, and printing documents. Students will also work to increase speed and improve accuracy in formatting various types of documents as well topics as calculating values, creating charts, and other techniques for data management with a spreadsheet.

*Prerequisite: MBL 1101X*

#### **MBL 1103X (CO 800X)**

##### **Medical Terminology I**

In this course, students will learn the roots, suffixes, prefixes, and definitions of the different systems in the human body.

#### **MBL 1104X (CO 801X)**

##### **Medical Terminology II**

In this course, students continue learning the roots, suffixes, prefixes, and definitions of the different systems of the human body.

*Prerequisite: MBL 1103X*

#### **MBL 1105X (CO 806X)**

##### **Medical Insurance I**

Students will study the medical insurance industry and its associated terminology. They will also gain introductory knowledge to the Medicare, Medi-Cal, and TRICARE programs along with programs available through the private sector. Topics discussed will include the importance of accurate claims and the responsibilities of the billing specialist. Legal and ethical considerations of billing are also covered.

#### **MBL 1106X (CO 807X)**

##### **Medical Insurance II**

This course introduces students to computerized account management through the use of MediSoft, the software most commonly used in medical offices.

*Prerequisite: MBL 1105X*

# Addendum to the General Catalog 68

---

## **MBL 1107X (CO 808X)**

### **Medical Insurance III**

Students will focus their attention on the concepts and techniques of CPT-4 and ICD-9 coding. Also covered is the purpose behind coding and how to use various coding reference materials commonly found in medical offices.

*Prerequisites: MBL 1105X and MBL 1106X*

## **MBL 1108X (CO 809X)**

### **Medical Insurance IV**

Students are introduced to the HCFA-1500 (Universal Claim form) and the billing requirements for commercial insurance, Blue Cross/Blue Shield, TRICARE/CAMPUS, Medi-Cal and Worker's Compensation. Students learn which fields are needed for the various types of insurance, and the billing requirements for the different programs. Legal and ethical issues for collecting from insurance companies are also discussed.

*Prerequisites: MBL 1105X, MBL 1106X, and MBL 1107X*

## **Guidelines Governing the Transfer of Credits**

---

The following guidelines are intended to implement the principles on governing transfer of credits and address the sources of credit, transfers of credit, and credit by examination and experience:

### **1. Transfer Credit**

National University accepts credits from regionally accredited institutions that are accredited by an agency that is a member of Council of Higher Education Accreditation (CHEA). Institutions accredited by national accrediting agencies that are CHEA members would be subject to additional scrutiny and evaluation. National University will only accept credits from nationally accredited agencies after performing review of key elements, such as: educational quality of the institution from which the student is transferring; the comparability of the nature, content and level of credit earned to the same or similar material offered by the receiving institution; and the appropriateness and applicability of the earned credit to National University's programs. "[All] accrediting bodies that meet CHEA's standards for recognition function to ensure that the institutions or programs they accredit have met generally accepted minimum standards for accreditation." (2001, WASC Handbook, p.88)

Transfer of credit from any collegiate institution will be accepted if the credits apply to the student's degree or certificate program and are comparable in nature, content, and level of credit to similar course work offered by National University. Transfer students should be in good standing and eligible to return to the last institution in which they were enrolled.

National University makes transfer credit decisions based upon its assessment of the collegiate institution and the circumstances and performance of the student. National University may accept fewer transfer credits, require the student to earn minimum grades, may accept credits on a provisional basis to be validated by satisfactory course work. Under no circumstances will National University accept transfer credit for course in which the student earned a "C- or below" grade. To receive credit, students must forward petitions, an official transcript, and a catalog from the originating institution to the Office of the Registrar for evaluation.

In addition to credit earned at an accredited college or university, students may be given credit for certain non-collegiate learning experiences. All credit must relate to the level and content of the respective degree or certificate program.

National University's transfer of credit procedures have changed. However, students should be aware that such changes are not retroactive. Students should also be aware that other institutions may not have the same procedures relating to the transfer of credits and may be more limited in their acceptance of certain credit transfers.