SAN DIEGO

UNIVERSITY

FOR

INTEGRATIVE STUDIES

General Catalog

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San Diego University for Integrative Studies

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ABOUT THE UNIVERSITY

MISSION STATEMENT

The mission of San Diego University for Integrative Studies is to provide an educational environment, via online and blended learning modalities, that facilitates and encourages adult learners to achieve academic and intellectual growth. The University delivers undergraduate and graduate Certificate programs and practical training using an applied approach to students who seek an interdisciplinary, integrative education.

INSTITUTIONAL GOALS AND OUTCOMES

In fulfillment of its mission, SDUIS will

- Develop students who seek to be lifelong learners
- Provide students with knowledge and skills relevant to 21st century careers
- Create an inclusive environment that celebrates the unique backgrounds of the staff, faculty and learners
- The institutional purposes of the University's educational programs include:
- Preparing students for academic and professional success through direct classroom or distance instruction, supervised work experience, and tutorial study with distinguished faculty who have demonstrated expertise in their respective fields.
- Measuring student achievement through examinations and evaluations of explicit demonstrations of academic competence with attention to professional ethical standards.
- Encouraging recognition of the rich diversity of peoples, cultures, and ideas that add to a chosen field of study through integrative educational programs and instructional methodologies.

All information, including statements of fees, course offerings, admissions and graduation requirements contained in this catalog are subject to change without notice.

The University is not liable for unintended errors or omissions or for the statements of any employee, advisor or faculty member in conflict with the contents of this catalog.

PHILOSOPHY

Integrative education emphasizes personal development, maturity, and wisdom combined with technical and professional skills. The goal of the San Diego University for Integrative Studies is to prepare a graduate who possesses the competence and the understanding to help others effectively. Learning at SDUIS is designed to cultivate competence in service to others and integrates academic and scholarly discipline with intuitive and spiritual understanding. Experience in applying the skills acquired and insights gained require intensive training, supervised work experience, and community service.

Integrative studies and Humanistic psychology emerged as a consequence of reductionist, biological, and mechanistic views of human beings. Integrative studies follow a holistic model by acknowledging the individual's capacity for choice, self-healing, growth, and spirituality. The implementation of this model considers individuals in their many inseparable dimensions: mind, body, and spirit and in their social, cultural, and environmental contexts. The scope of integrative studies embraces areas and methods of inquiry based upon human experience and the contemporary issues men and women confront in their daily lives.

Scholastically, integrative education combines cognitive and methodological skills with affective and

intuitive skills. It recognizes that maturity and effectiveness are manifestations of perspective, experience, and self-knowledge. These attributes are not only assimilated through ordinary didactic instruction but are nurtured through experiential learning. The experiential component includes small group discussion, role-playing, case studies, student presentations, simulations, clinical internships or other supervised work experiences, and self-assessment.
Integrative education requires a commitment to change, growth, and respect for perceptual and cultural diversity.

PROGRAMS OF STUDY
Academically, the University aspires to educate knowledgeable practitioners, professionals and community leaders who bring to their work a special awareness of their social, ethical, and professional responsibilities. San Diego University for Integrative Studies is proud to provide education for individuals committed to human service and personal development. The following programs reflect these commitments:

Certificate Programs (non-degree, undergraduate level)
Certificate in Accounting (40 quarter credits)
Certificate in Advertising (40 quarter credits)
Certificate in Communication (40 quarter credits)
Certificate in Executive Leadership Coaching (40 quarter credits)
Certificate in Family Leadership Coaching (40 quarter credits)
Certificate in Fashion Design (40 quarter credits)
Certificate in Graphic Design (40 quarter credits)
Certificate in Hospitality Management (40 quarter credits)
Certificate in Information Technology Systems (40 quarter credits)
Certificate in International Business Administration (40 quarter credits)
Certificate in Marketing (40 quarter credits)
Certificate in Mobile Application Development (40 quarter credits)
Certificate in Psychobiomechanics and Posture Therapy (40 quarter credits)
Certificate in Sport Coaching (40 quarter credits)
Certificate in Sport Coaching (40 quarter credits)
Certificate in Web Design (40 quarter credits)

Certificate Program (non-degree, graduate level)
Certificate in Expressive Arts Therapy (40 quarter credits)
Certificate in Integrative Nursing Care (40 quarter credits)
Certificate in Sport Management (40 quarter credits)
Certificate in Sport Psychology (40 quarter credits)
Certificate in Tibetan Buddhist Psychology (40 quarter credits)

OUR STUDENTS
The University provides a supportive and creative environment for mature individuals who are seeking a positive change in their lives. Historically, SDUIS students have often been embarking on one of life's great transitions, such as: homemakers creating new roles and opportunities; accomplished professionals finding new directions and dimensions; recently retired professional athletes or military personnel looking for a new purpose; paraprofessionals in human services who have been counseling peripherally while desiring enhanced techniques and the opportunity to enter private practice; licensed practitioners seeking a higher level of competence and state of the art approaches; and, those improving the quality of their personal as well as professional lives. At present, the majority of our students are young adult

international students from more than 50 countries.

CAMPUS DESCRIPTION

The University campus is located at 2725 Congress St., Suite 2M, in historic Old Town San Diego, close to the Pacific Ocean and Interstate 5. The facilities available at the University include administrative offices, classrooms, library, conference room, reception area and file room.

Old Town San Diego is considered the "birthplace" of California and is home to over 150 restaurants, shops and historical sites. Miles of oceanfront beach are within a few miles, and Mission Bay, with more than 4,000 acres of bay, bike paths, grassy knolls and parks, is approximately three miles north of Old Town. Within 10 miles are the University of California, San Diego (UCSD) and San Diego State University (SDSU), where students of San Diego University for Integrative Studies can access library facilities as well as cultural and educational events.

INSTRUCTIONAL EQUIPMENT AND MATERIALS

Equipment used by faculty to facilitate instruction includes but is not limited to computers, projectors, television monitors, multimedia devices, and Wi-Fi. All SDUIS classrooms are equipped with an instructor's laptop computer linked to a flat-screen TV monitor for projection of classroom materials visible to the class. Each classroom also has a whiteboard and markers, and a place where notices and paper displays can be posted. Classrooms are also furnished with chairs and worktables for students, as well as a podium for the instructor. The content of most classes can be delivered with this standard set of equipment.

As appropriate, certain classrooms contain other supplies and equipment needed for the particular class. For example, Fashion Design classes may include fabric samples, garment patterns, sewing machines, and ironing boards, etc., as appropriate to the specific course topic. Fashion design students are expected to have access to a sewing machine, ironing board, and dress-fitting mannequin for outside-of-class assignments. IT-related classes may require download and use of open-source, publicly available software such as Wordpress. Students are expected to have access to computers capable of downloading and running contemporary versions of such software, as well as internet access.

Details of required materials are provided in the syllabi for the courses involved. Students who temporarily do not have their own access to a computer with this capability may use computers in one of the University's computer labs for purposes of study, course assignments, etc.

Graphic Design-related courses may require download of publicly available software such as InDesign, Photoshop and Illustrator, as well as design tools including drawing tablet, colored pencils, T-square and ruler.

INSTRUCTIONAL MODALITIES & METHODS:

All SDUIS certificate programs are delivered by a combination of online and residential hybrid courses. SDUIS faculty deliver content via lectures, PowerPoint presentations, case studies, reading assignments, student presentations, quizzes, midterm exams, final exams, and writing assignments. Guest speakers with expertise in a particular field will sometimes be invited to present relevant material.

Residential Hybrid Courses & Location of Instruction

1. All residential hybrid courses are taught in a classroom setting on campus at 2725 Congress St., Suite 2M, San Diego, CA 92110. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes. All instruction at the San Diego University for Integrative Studies is provided in English.

2. Courses are taught in lecture style with group discussions, video presented material, simulations, student presentations, and written assignments. Each hybrid course also includes a required component of academic work conducted online by means of the liraUniversity's learning management system, known as NEO.

3. For some programs, instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. Grading criteria are presented to students in the course syllabus provided at the beginning of class.

4. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

5. Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer (CAO). Students seeking an independent course are directed to meet with the Registrar to sign an independent study contract and obtain CAO approval.

6. Student learning performance outcome evaluations include essay and objective examinations, research, reports, and experiential activities, conducted both in residence and on-line.

Distance Education

1. Direct education is delivered to students via the Internet, using the learning management system NEO, which allows for the delivery, and tracking of e-learning courses and content, discussion forums, and testing. All instruction at the San Diego University for Integrative Studies is provided in English.

2. Each student is provided with a syllabus that contains an outline of the course objectives, course content, weekly assignments and student performance expectations.

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

LEARNING MANAGEMENT SYSTEM (LMS)

The University utilizes NEO as its Learning Management System (LMS). Students interact with their faculty and peers in the online student portal. To receive attendance credit for the week, students participate in discussion forums, read articles, view/listen to media, review material, and upload projects and assignments for feedback by peers and faculty on NEO.

Upon enrollment, students receive a password to gain access to the LMS. Each course has a unique location on the LMS. Course curriculum, the syllabus, lectures, reference materials, and links to outside resources are included in the courses.

LEGAL CONTROL
This institution is owned by the San Diego University for Integrative Studies, Inc., a California Corporation. San Diego University for Integrative Studies, Inc. is wholly owned by Cristina Versari, PhD.

Board of Governors
The Board of Governors members are:
Cristina Versari, PhD, Chair
Stuart Hurwitz, JD
Randall McManus, JD
Richard Miller, JD
Raymond J Trybus, PhD
Lisa Bulgatz, PhD

Program Advisory Boards
SDUIS has formed Advisory Boards for each of the three academic program areas in which we teach: (1) Psychology and related programs; (2) Business related programs; and (3) Information technology and design programs. The lead individuals for these boards are as follows:

Business	**Counseling & Psychology**	**IT and Design**
Lucy Gomez, Director of Sales	Peter Lambrou, PhD	Steve Bray
Chika Sasaki, Owner, GUNNZO	Jerry Sherk, MA	Steve Burns
Jan Strode, CEO	Philip Smith, MA	Raymond Trybus, PhD

SDUIS OFFICE HOURS
Monday – Friday 8:30am – 12:30 pm and 1:00 pm – 5:00pm, (PT)

Faculty and instructors are available to speak to prospective and current students via email and the information can be requested at the office. Students may also request an appointment to speak to faculty/instructors in person.

Technical support is available outside of SDUIS office hours via the NEO Learning Management System.

INSTITUTIONAL STATUS AND DISCLOSURES

APPROVALS/ACCREDITATION
San Diego University for Integrative Studies is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the state of California. SDUIS meets the BPPE's minimum standards as set forth in the California Private Postsecondary Education Act of 2009, Title 5, Division 7.5 of the California Code of Regulations, Private Postsecondary Education.

SDUIS is approved by the Student and Exchange Visitor Program under the US Department of Homeland Security.

REQUIRED DISCLOSURES

SDUIS is not approved by the U.S. Department of Education for participation in the Title IV Federal Financial Aid Programs, nor does SDUIS participate in any state financial aid programs, therefore students enrolled in SDUIS certificate programs are not eligible for federal or state financial aid.

SDUIS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has a petition of bankruptcy been filed against SDUIS within the preceding 5 years that resulted in re-organization under chapter 11 of the US Bankruptcy code (11 USC sec 1101 et seq.).

University Catalog

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

The SDUIS catalog is updated annually. SDUIS reserves the right to make changes to catalog information during the interval between regular updates.

Current catalogs are available to students and the public on the University's website. A printed copy may be requested by a student from the Admissions Department. Prospective students are not required to provide any personal contact information for access or download of the catalog from the website.

Complaints

A student or any member of the public may file a complaint about this institution with the Bureau for Private for Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

HOUSING AND TRANSPORTATION

San Diego University for Integrative Studies is a non-residential campus serving a wide variety of students. It does not provide dormitory facilities or off-campus student housing. The school assumes no responsibility in matters of student housing and transportation.

The cost of housing and transportation is assumed by all SDUIS students and will vary depending upon the individual's living situation and mode of transportation to and from the school. There are several apartment buildings in the Old Town area and surrounding neighborhoods, with rental costs ranging from $900 for a studio to $2800 for a two bedroom apartment per month, plus applicable fees. Short-term rental properties are also available at a range from $1400 to $2800 per month

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

STATEMENT OF NONDISCRIMINATION
Students of any race, color, age, gender or gender identity, sexual orientation, nationality, and ethnicity are admitted to all rights, privileges, programs and activities available at San Diego University for Integrative Studies. The University maintains a non-discriminatory policy regarding race, color, age, gender or gender identity, disability, creed, sexual orientation, and national or ethnic origin in the administration of educational policies, admissions policies, and other University administered programs.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

This institution has not entered into an articulation or transfer agreement with any other college or university. A student may appeal the credits accepted for transfer through the grievance procedure.

LANGUAGE OF INSTRUCTION AND PROFICIENCY
All instruction is in English and all papers, projects, theses and dissertations must be written in English. The English proficiency level required of native English speakers is that of a high school diploma from a US high school, or the equivalent. The required English proficiency level for non-native English speakers is determined by the University's policy on English Proficiency Assessment Requirements as described below.

English Proficiency Assessment Requirements
Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. **Undergraduate Certificates:** A minimum total score of 57 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT); 6.0 on the International English Language Test (IELTS); 44 on the Pearson Test of English Academic Score Report; or a high school diploma completed at an accredited recognized high school where the medium of instruction is English.

2. **Graduate-Level Certificates:** A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report.

3. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards, and assessed through various ESOL examinations, including the

University of Cambridge. This corresponds to a score of 62 or higher, Advanced 1 level, on the Cambridge Michigan Language Assessment (CAMLA) English Placement Test.

4. A transcript indicating completion of at least 30 semester credit hours or 45 quarter credit hours with an average grade of "C-" or higher at an institution accredited by an agency recognized by the US Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of "B-" or higher is required for admission to graduate-level certificate programs.

ONLINE STUDENT IDENTITY AUTHENTICATION AND PRIVACY

The NEO Learning Management System (LMS) for students in fully online and hybrid courses is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Student identity will be maintained in a private format by the University in accord with established institutional privacy and confidentiality policies with access provided only to agents of the University who require immediate and necessary use of the information to fulfill the various academic activities of the University. It is the student's responsibility to strictly preserve the privacy of their login and password information.

Students are prohibited from sharing login and password information. Any such intentional comprise of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from SDUIS. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their passcodes.

Students are required to provide a government issued document to prove their identity at the time of admissions. Additionally, to verify that the student who was admitted to the program is the same student who participates in and completes the course requirements such as high stakes examinations, the student must show the faculty member teaching the course a copy of their official form of identification. The faculty member then verifies a match between the name on the identification against the name on the course roster.

UNIVERSITY RESOURCES

LIBRARY RESOURCES

SDUIS students, faculty, and staff have full-text access to extensive online library materials via the Library and Information Resources Network, Inc. (LIRN), of which SDUIS is a member.
SDUIS also hosts a small physical library, housing use-on-site reference materials, and a series of carrels with computers for access to the electronic collections. Library hours are Monday through Thursday from 12:00 pm to 4:00pm, and from 5:00 pm to 8:00 pm. Students may access library services here, including assistance from the Librarian on using the online library access, as well as identifying and accessing library materials. The LIRN materials and other resources accessed via web links are available at any time from any computer with internet access.

SDUIS's LIRN subscription includes the following ProQuest databases:

- Psychology Database
- Social Science Premium Collection
- Applied Social Sciences Index and Abstracts (ASSIA)
- Criminal Justice Database
- Education Database
- Education Resources Information Center (ERIC)
- International Bibliography of the Social Sciences (IBSS)
- Linguistics and Language Behavior Abstracts (LLBA)
- PAIS Index
- PILOTS: Published International Literature on Traumatic Stress
- Political Science Database
- Social Science Database
- Social Services Abstracts
- Sociological Abstracts
- Sociology Database
- Worldwide Political Science Abstracts

In addition to access to the University's own library resources, students may elect to seek borrowing privileges at local or other university libraries. SDUIS reimburses for the purchase of the library card, once the student submits the receipt as proof of purchase.

Students can access the University of California, San Diego libraries consisting of six (6) libraries throughout the UCSD campus, providing users with access to more than 7 million digital and print volumes, journals, and multimedia materials. For borrowing privileges, students may purchase the Community Borrowing card for a fee of $100 for 12-months.

Students may also gain borrowing privileges through the San Diego Circuit (the Circuit), a service designed to allow library users from participating libraries to quickly borrow books from other San Diego Circuit libraries if the titles are not owned by their home library or if their library's copy is already checked out. Similar to placing a hold in the Circuit catalog, these books will be shipped to the student's local San Diego Public Library (SDPL) branch.

Who is the Circuit?

- San Diego County Library
- San Diego Public Library
- San Diego State University
- University of California, San Diego
- University of San Diego

What do students need in order to use the Circuit?

- A San Diego Public Library (SDPL) library card in with full borrowing privileges and PIN.
- Internet access from outside the library or, a Catalog computer from inside the library.
- An email address to receive request pickup, overdue, and/or bill notices.

Students may also access electronic materials via the San Diego Public Library (http://sandiego.gov/public-library/catalog-databases) or via the San Diego County Library (http://sdcl.org).

A professional librarian and information specialist experienced in the electronic retrieval of information is available in each library.

Distance Learning students may also select another library near where they are located for similar access if available, and with the same reimbursement of costs incurred for obtaining library use privileges.

CAREER SERVICES

Because nearly all SDUIS students are international students who are in the United States on student visas, they are generally not permitted to work in the United States, and hence SDUIS does not provide extensive career services. Students in the US on student visas are permitted, in accordance with federal government regulations, to engage in part-time Curricular Practical Training (CPT) during their academic program, and/or in Optional Practical Training (OPT) after completion of their academic program. The University provides periodic workshops, mandatory for those who wish to pursue CPT or OPT, which provide all the necessary information for participating in this process. Students may contact Administrative Office for further information about CPT and OPT. The Librarian is also available to provide limited career services information.

STUDENT SERVICES

Student Orientation

Basic orientation information is provided to new students on an individual basis by the Admissions Representatives. In addition, group student orientation sessions are held each quarter, generally during the second week of each quarter. Attendance at these group orientation sessions is mandatory, as this is an opportunity for the University to notify students of changes in policies or procedures (in addition to the written notice that is provided) and other important information.

Student ID cards

SDUIS makes available student ID cards with a photo, upon request by the student. This is optional, not a requirement. Student ID cards are sometimes helpful in accessing student discounts from outside vendors

and similar benefits. SDUIS student ID cards may also be used in lieu of other identification for such purposes as proctored exams and entrance into student events.

Changes in student contact information
Students are expected to keep their basic contact and related information up to date in the University's records. When a student's information changes for any reason (including but not limited to name, address, telephone number(s), email address(es), passport and visa information, etc.) the student must contact the Administrative Office to provide the updated information within 10 days of the change. This may be done via email, telephone, or an in-person visit to the office.

Graduation Ceremony
SDUIS hosts an annual in-person graduation ceremony, usually on a Sunday near the end of June, in a hotel or conference venue in San Diego. Students who have completed their programs and wish to participate in the ceremony will receive the necessary information from the Administrative Office well in advance of the scheduled event date. The information provided will explain the steps needed to apply for participation in the ceremony, process for fitting and renting caps and gowns, graduation rehearsal the day before the event, guest tickets and invitations, associated costs, etc. The graduation is always a festive event and is followed by a reception for graduates and their guests, along with SDUIS faculty, staff, and administration.

Special Events
Students and other members of the SDUIS community are invited to attend periodic workshops, lectures, and special events sponsored by the University.

Student Organizations
SDUIS students are commuter students with limited time for additional external activities outside school. However, student organizations evolve periodically when needed.

Study Groups
University students are allowed to use available classroom space during regular office hours for study groups, peer or organizational meetings, and capstone research project planning, among other activities. Students make scheduling arrangements with the Administrative Office at least one (1) week in advance of the date and time being requested.

Campus Tours
All prospective students who visit San Diego University for Integrative Studies receive a tour of the campus by an Admissions Representative. This includes a personal introduction to the administrative staff as well as available students and faculty.

Career Placement
Career Placement assistance is not currently offered by SDUIS.

ACADEMIC COUNSELING
The Admissions Representative provides the initial academic counseling to students who are registering for the first time. Each student receives an official Program Status Report (PSR), at the time of initial enrollment, which lists the sequence of the required courses for their program of study. Academic advising for continuing students is provided by the Administrative Office.

The Dean of Academic Affairs and the Administrative staff remain available for on-going academic counseling throughout the year and routinely provides recommendations and offers academic assistance. Students should schedule an appointment in advance for a consultation with the Administrative Office.

DISABLED STUDENT SERVICES

The University welcomes students with disabilities. Students who have special needs are encouraged to contact the Dean of Academic Affairs to make arrangements for the needed services. Such students may be entitled to receive approved modifications, accommodations, or auxiliary aids to enable them to participate in and benefit from all educational programs and activities on the campus. San Diego University for Integrative Studies is committed to providing opportunities for higher education and for making its programs, activities, and facilities fully accessible to persons with disabilities. The University is fully compliant with the Americans with Disabilities Act of 1960 and section 504 of the Federal Rehabilitation Act of 1973.

ADMISSION INFORMATION

PROGRAM ENTRANCE REQUIREMENTS

Certificate Programs

Students enrolling in a Certificate Program will be admitted. SDUIS does not accept for admission any student who does not have either a High School Diploma or a GED.

Graduate-Level Certificate Programs

Students enrolling in the University's graduate level certificate programs must have a bachelor's degree. Specific prerequisite courses must be completed before or during the first year of study.

ONLINE TECHNOLOGY REQUIERMENTS

Students must have daily access to a computer that meets the following **minimum requirements**:

General Requirements

- A functioning email account.
- Microsoft Office 2016 or later (Office 365 recommended).
- Reliable broadband Internet (minimum 10 Mbps download / 3 Mbps upload).
- Wireless connection: 802.11ac or newer recommended.
- Updated web browser (latest version of one of the following):
    - Google Chrome (recommended)
    - Mozilla Firefox
    - Safari (Mac users)
    - Microsoft Edge

Computer Hardware

- Processor: Intel i5 (8th generation or newer) or AMD equivalent.
- Memory (RAM): Minimum 8 GB (16 GB recommended).
- Monitor: 1280x720 resolution or higher.
- Webcam and microphone (built-in or external).
- Speakers or headphones for audio.

Operating Systems

- **Windows Users:** Windows 10 or 11 (latest updates installed).
- **Mac Users:** macOS 10.15 (Catalina) or newer.

Additional Software

- PDF Reader (Adobe Acrobat Reader DC or equivalent).
- Zoom (for live online sessions).
- Allow applications to update automatically for best performance and security.

Course-Specific Requirements

- Some Accounting and IT courses may require:
    - Administrator rights (ability to install software).

- Up to 6 GB free hard disk space.
- A Windows PC (some programs may not be compatible with Mac or tablets).

Tablets/Chromebooks

- Tablets and Chromebooks may be used for viewing course content, but **a Windows or Mac computer is required for completing assignments and uploading documents.**

ADMISSIONS PROCEDURE

Non-Degree Programs

A potential Certificate student must complete the admissions packet and submit the following:

1. Application for admission with a $75 fee.

2. Educational intent statement (2-3 page essay or update for returning students).

3. Two (2) letters of recommendation.

4. Copy of HS Diploma, HS Transcripts, Undergraduate Diploma, Undergraduate Transcripts, or GED (translated to English, where applicable).

5. For graduate level certificate programs, an official university transcript showing the award of a bachelor's degree, (translated to English, where applicable).

Additional Documentation

International applicants, who will require a SEVIS I-20 Certificate of Eligibility for Nonimmigrant Students, must submit the following:

1. Declaration of finances and if applicable, affidavit of financial support or joint bank account form (if bank statement is not in the student's name or if a shared account)

2. Applicants whose native language is not English must submit evidence that they meet the English Proficiency Assessment Requirements for the specific certificate level as indicated in this Catalog.

3. Official English translation of foreign educational documents (see item 4 above).

4. Transcript evaluation from credential evaluating agency who is a member organization of the National Association of Credential Evaluation Services (www.naces.org).

5. Photocopy of the biographical page of the passport. (Must be valid for at least 6 months beyond scheduled program start date).

6. Photocopy of the biographical page of the visa.

7. Photocopy of I-94 arrival/departure record.

8. Photocopy of all pages of current I-20, if applicable.

9. Photocopy of Employment Authorization Document, Social Security Card, I-797 Notice of Action (approval of work authorization), if applicable.

If international student is applying with dependents

10. Photocopy of dependent's biographical page of the passport. (Must be valid for at least 6 months beyond F-1 student's scheduled program start date).

11. Photocopy of the biographical page of the visa.

12. Photocopy of I-94 arrival/departure record.

13. Photocopy of current all pages of I-20, if applicable.

14. Photocopy of birth certificate for each child dependent under 21 years of age and/or marriage certificate for spousal dependent.

15. Official translation into English of birth certificate and/or marriage certificate.

SDUIS provides visa services by issuing the Form I-20 to international students who have applied for and met the requirements for admission to an educational program at this institution. In addition, SDUIS will vouch for student status by providing a letter of enrollment verification upon student request at no charge.

VISA SERVICES

SDUIS does not provide visa services to international students or vouch for student immigration status. Students from abroad are responsible to apply for and obtain their F-1 student visa at the nearest US embassy. Applicants should retain photocopies of all documents submitted to the University as these may need to be presented when applying for the student visa.

ADMISSIONS EVALUATION PROCESS

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

Completed applicant files are given a final review by the Chief Executive Officer or designee, and a letter is sent to the applicant with formal notice that the application for admission has been accepted or denied, as the case may be.

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

Deadline for admission as a Full Status student is one (1) month prior to the beginning of the quarter**.** US citizens and permanent resident applicants who are enrolling in a class or auditing a class (non-degree seeking students) have up through the first quarter to provide official transcripts to document they meet the program's educational requirements.

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

Admissions documents submitted by a student to SDUIS become the property of the University and cannot be returned, forwarded, or released to the student, other organizations or institutions, professional associates, family, or friends. Copies of admission documents from SDUIS (for example, New Student Checklist, PSR, Enrollment Agreement, Payment Plan Agreement, etc.) are provided to students at the time of enrollment and may be requested later upon payment of the required fee, if applicable.

TRANSFER CREDIT POLICY

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

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

1 semester credit = 1.5 quarter credits
2 semester credit = 3.0 quarter credits
3 semester credits = 4.5 quarter credits
4 semester credits = 6.0 quarter credits
5 semester credits = 7.5 quarter credits

Credits eligible for transfer must be earned at schools of higher education that are nationally or regionally accredited, or foreign institutions recognized by the U.S. Department of Education.

In determining how courses are evaluated for acceptance as transfer credits, each course will be compared with the catalog course description from the school previously attended (where transfer credits will come from) to the SDUIS catalog course description. The student will provide a copy of the catalog with course description(s) that was in use during the time the student had attended that school, in order for the evaluation to occur.

SDUIS does not accept credit awarded for prior experiential learning, challenge examinations, or achievement tests.

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

This institution has not entered into an articulation or transfer agreement with any other college or university. A student may appeal the credits accepted for transfer through the grievance procedure.

RESIDENCY REQUIREMENTS
The residency requirement refers to the minimum number of credits of formal classroom instruction that must be completed with the University to meet all course requirements.

INTERNATIONAL STUDENTS MINIMUM COURSE REGISTRATION
The minimum number of classes an international student must register for per quarter is as follows:

For the certificate programs, the residency requirement is a minimum of two classes per quarter for three consecutive quarters; no more than the equivalent of one class or five credits per quarter may be counted toward the full course of study requirement if the class is taken completely online through distance education.

NON-DEGREE SEEKING STUDENTS
The University invites qualified people who are not enrolled but meet the admissions requirements for the program to take courses as non-degree seeking students. The same attendance and refund policies apply for the non-degree seeking students as for all enrolled SDUIS students. These courses appear on a transcript with the respective grades. Applicants on a student visa are not eligible to apply as non-degree seeking students.

COURSE AUDIT
Qualified individuals (admitted students or non-degree seeking students) who wish to attend a class without receiving credit may register to audit a course for a reduced fee. Alumni can audit classes and certain special events at a 20% discount. Students must meet all admission requirements. Some classes cannot be taken as an audit.

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

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

1. Submit application for admission to the Admissions Representative.
2. Pay application fee.

If readmitted, the student is responsible for fulfilling all requirements, policies, procedures and fees in effect at the time of re-enrollment.

FINANCIAL INFORMATION

Tuition is due and payable at the time of registration each quarter. Students are permitted to pay tuition and any fees using Master Card, Visa, Discover or American Express in addition to cash, check, money order, or cashier’s check.

Tuition is subject to change. Students will be notified of any tuition increase(s) in the SDUIS Quarterly Schedule of Classes.

TUITION AND FEES

The following tuition amounts and required non-refundable fees ($75 Application Fee, $175 one- time Registration Fee and STRF fee of $0.00), the Comprehensive Exam fee (if applicable), the $300 Petition to Graduate or Petition of Certificate Completion fee, as well as the estimated book costs to complete each program are as follows:

Certificate Programs

Certificate Programs	**Cost per Credit**	**Program Tuition**	**$75 Application, $175 Registration, and $300 Grad Fee**	**Est Book Costs**	**Total Costs for Program Completion**
Certificate in Advertising (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Communication (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Executive Leadership Coaching (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Family Leadership Coaching (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Fashion Design (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Graphic Design (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Hospitality Management (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in ITS(40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in International Business Administration (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Marketing (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Sport Coaching (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Sport Management (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Certificate in Web Design (40 quarter credits)	$120.00	$4,800.00	$550.00	$800.00	$6,150.00
Graduate Certificate in Expressive Arts Therapy (40 quarter credits)	$240.00	$9,600.00	$550.00	$800.00	$10,950.00
Graduate Certificate in Sport Psychology(40 quarter credits)	$240.00	$9,600.00	$550.00	$800.00	$10,950.00

SCHEDULE OF TOTAL CHARGES

Total tuition and fee charges are based on the sum of base tuition and fees, specific to the program in which a student is enrolled:

Certificate Program:_____

Total Tuition: $_____ Non-refundable

Application fee: $75

Non-refundable Registration fee: $175

(1)Abroad Booking fee:$ 300_____ (if applicable)

Estimated Cost of Textbooks: $_____

Non-refundable STRF: $0.00/$1000 (currently)

Petition of Certificate Completion fee: $300

(2) Other fees include: $_____

(1): This fee applies to all International students who are applying for admission from outside of the United States. This fee is $300. This fee is refundable when a student cancels enrollment, before entering the US.
(2): Other fees may include, for example a student ID, the cost to order a transcript, or credit card decline fee. These fees are incidental and are used to pay for services other than tuition.

Estimated Cost of Textbooks
The approximate cost of a textbook is $100 per class. This cost is administered by the bookseller, not paid to SDUIS. For a list of required textbooks, students can go to http://www.sduis.edu. Students who do not have Internet service are welcome to use the University's computer lab during regular office hours. Students have the option to buy their texts from any bookstore that best suits their needs. Textbooks may be obtained either in electronic format or in traditional paper format, and may be rented or leased or purchased, at the student's discretion.

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:
$_____

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:
$_____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:
$_____

SCHEDULE OF FEES

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

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

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

3. **Estimated Cost of Textbooks:** The estimated average cost of a textbook is $100 per class. This cost is administered by the bookseller, not paid to SDUIS.

4. **Late Registration Fees**: Students who register or add classes after the registration deadline are assessed a fee of $65. Students who register after the late registration period has elapsed are charged a late registration fee of $80.00.

5. **Late Tuition Payment Fee**: A late processing fee of $65 is charged when a monthly payment is received after the date scheduled.

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

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

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

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

10. **Transcript Fee**: To protect a student's privacy, transcripts are available upon written request and require one week (5 business days) to process. There is a $25 fee per official transcript. Rush transcript requests (within 2 business days) are assessed for each transcript requested and is $35 per official transcript . The fee is non-refundable once the transcript has been issued.

11. **Unofficial Transcript Fee:** Students may request in writing an unofficial transcript at a fee of $10. The fee is non-refundable once the transcript has been issued.

12. **Certificate Completion Fee**: This fee applies to Certificate program students and must accompany the Petition of Certificate Completion form regardless of graduation ceremony attendance. This cost includes use of a cap and gown and is $300.

13. **Abroad Booking Fee:** This administrative fee applies to all International students who are applying from outside the United States and covers the University's additional costs in processing such applications. This fee is $300 and is refundable upon cancellation of enrollment before the student enters the United States.

14. **International Courier Fee:** Includes shipment of documents by SDUIS to students overseas, including admission documents, acceptance letter, form I-20, diploma, etc. Fee is based on DHL online quote and is non-refundable once SDUIS has shipped the documents.

15. **Student ID:** Picture ID cards are available upon request at a cost of $20 for new, returning and continuing students. This fee is non-refundable once the ID card has been made.

16. **Diploma Replacement Fee:** A non-refundable fee of $75 is charged to replace a lost, damaged, or duplicate diploma, or for a student requesting a new diploma due to a legal name change. Legal documentation must be provided to support a name change. A form, available from the Administrative Office, must be completed for all replacement diploma requests.

17. **TOEFL Test Fee:** The Test of English as a Foreign Language is a test for students whose native language is not English and is an admission requirement for all certificate programs offered at SDUIS. The University offers the Institutional TOEFL. To take the institutional TOEFL at SDUIS, a student must register for the test and pay the $50 non- refundable registration fee.

18. SDUIS will also accept scores from the computer-based TOEFL (CBT), Internet-based TOEFL (iBT) or paper-based TOEFL (PBT) administered by the Educational Testing Service. Test fees vary by country, ranging from $160 to $225 USD; these fees are administered by the Educational Testing Service; they are not paid to SDUIS.

19. **Student Tuition Recovery Fund**: This ***non-refundable fee*** is due at the time of enrollment. STRF requires that institutions collect from each newly enrolled student an "STRF fee" currently in the amount of $2.50 per thousand dollars ($1000.00) of tuition paid.

20. **CPT Request Fee:** To request CPT, a student must submit the request form along with the $100 fee. Once the student's academic record, job offer letter and cooperative agreement have been reviewed for eligibility, this fee is non- refundable.

21. **OPT Request Fee:** To request OPT, a student must submit the request form along with the $100 fee. Once the student has attended the OPT workshop, the fee is non-refundable.

22. **Change of Program Fee:** A student who is currently enrolled and registered for courses may request a change to their academic program. Students must submit the Request for Change in Student Program form and the $150 non-refundable fee.

TRANSFER POLICY
This information is for F-1students who want to transfer their SEVIS record.

Admission to a new school does not by itself authorize an international student in F-1 status to begin studying full-time at the new school.

You must request SDUIS to transfer/release your F-1 U.S. government SEVIS I-20 record to your new school before you can begin full-time studies there. The U.S. government calls this process a "**SEVIS transfer**."

Eligibility for a SEVIS Record Transfer

- You must currently be maintaining F-1 status
- You must have an offer of admission from a new school
- If you already graduated or completed OPT, you must still be within your 60-day grace period
- The start of classes at your new school must be within 5 months of one of the following:
    - Academic program completion at SDUIS;
    - Last day of enrollment at SDUIS, if not graduating from SDUIS;
    - OPT authorization end date;
    - For students not completing OPT period, the requested SEVIS I-20 transfer/release date.

If the period of time between F-1 activities is longer than 5 months, your SEVIS record is not eligible for transfer. Your new school must issue a new initial I-20 with a new SEVIS number.

If you are discontinuing your studies at SDUIS without completing your program, SDUIS will not transfer your SEVIS record before the end of the quarter. You must continue with your current courses until the end of the quarter, then provide the Administrative Office with the University Withdrawal Form, formally cancelling your program enrollment at SDUIS. You must also provide a letter of acceptance to another SEVP-certified school to include program start date. After the quarter has ended your SEVIS record may be transferred.

If you are graduating at the end of the current quarter, do not plan to apply for OPT and want to transfer to a new school, you must provide a letter of acceptance to another SEVP-certified school to include program start date. After the quarter has ended your SEVIS record may be transferred as long as you request the transfer within your 60-day grace period.

If you graduated from a program and have obtained OPT approval but you DO NOT plan to start a job/practical training position, you must request the transfer at least 10 business days before your 90-day-limit of unemployment ends. If you exceed 90 days of unemployment, your F-1 status is considered invalid. To request the transfer you must provide a letter of acceptance to another SEVP-certified school to include program start date. Your OPT authorization will be cancelled as soon as your record is transferred.

If you completed your practical training and want to transfer to a new school, you must provide a letter of acceptance to another SEVP-certified school to include program start date within your 60-day grace period.

CANCELLATION AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

A student has seven (7) calendar days after signing an enrollment agreement to cancel their enrollment and receive a full refund of all monies paid.

After *seven (7) calendar days* from signing an enrollment agreement the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. SDUIS will refund the student any money he/she paid, less a registration/application and administration fees not to exceed $250.00, and less any deduction for equipment not returned in good condition. The refund will be issued to the student, and mailed to the student's home address on file, within 30 days of receipt of the notice of cancellation,

After the end of the cancellation periods, students also have the right to withdraw at any time; and the right to receive a pro rata refund if the student has completed 60 percent or less of the period charged (see Refund Policy below).

Student Notification of Withdrawal from a Program & Notice of Cancellation

Cancellation /withdrawal occurs when the student completes and submits the UNIVERSITY WITHDRAWAL & NOTICE OF CANCELLATION FORM to the Registrar at the following address: SDUIS, 2725 Congress St, Suite 2M, San Diego, CA 92110. This can be done by mail, by email to registrar@sduis.edu, or by hand delivery. The form is available from the University's Administrative Office.

The notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. If the written notice of cancellation/withdrawal is sent by email, it is effective on the day of electronic transmission.

Refund Policy

The refund policy as stated below is applied to all students who withdrawal from their program after attendance at the first class session in their program of study.

The refund policy for the unused portion of tuition costs follows the appropriate guidelines of the California Education Code. The amount of a refund is determined by the date that the student last attended class or participated in an educational related activity online. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

The refund will be issued to the student, and mailed to the student's home address on file, within 30 days of receipt of the notice to withdrawal. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refund Policy Example: For a five-unit course meeting for a total of 12 class meetings, the formula is: (All prepaid tuition for the course being withdrawn from) x (class meetings left to be completed / total number of class meetings) = Refund Amount. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Hours of Instruction	Class Meetings	Refund Amount
4.10	1	$600.00 (course tuition)
8.20	2	$500.00
12.30	3	$450.00
16.40	4	$400.00
20.50	5	$350.00
25	6	$300.00
29.10	7	$250.00
33.20	8	$0.00
37.30	9	$0.00
41.40	10	$0.00
45.50	11	$0.00
50	12	$0.00

For example, a student may attend 5 class meetings, but then elect to drop. The refund would be prorated as follows: $600 – ($600 x 5 meetings/12 meetings) = $350 (refund due to student)

Refund example for Distance Learning Course:

Lessons/Weeks of Instruction	Refund Amount
1	$1200.00
2	$ 800.00
3	$ 600.00
4	$ 400.00
5	$0.00
6	$0.00

For example, a student may attend a class for 3 weeks and need to drop. The refund would be prorated as follows: $1200 x 3 wks/6wks = $600.

WITHDRAWAL AND DISMISSAL ACTIONS

Dismissal

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

- Failure to meet financial obligations
- Failure to complete a minimum of four (4) classes each year with passing grades or
- Failure to enroll in any courses for two consecutive quarters
- Failure to meet probation requirements
- Failure to meet International Student requirements
- Excessive absences from class(es)
- Incomplete course work
- Unethical and/or illegal behavior or conduct
- Inappropriate, disruptive, or unprofessional behavior

- Lack of reasonable or consistent academic progress
- Drug use and alcohol abuse
- Sexual Harassment
- Academic dishonesty, including plagiarism
- Damage to school property
- Fraud

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

COURSE DROP/ ADD PERIOD

(For certificate program enrollments)

The University allows a student to drop a class before the fifth (5) hour of a class with a full refund. For students who drop a class after the fifth (5) hour of instruction, refunds are pro-rated for the unused portion of the tuition costs. The refund is paid by the Business Office within 30 days from the date the Add/Drop form is received in the Administration office or by the date of the post-mark, if mailed. This applies to students who remain in an enrolled status only.

COURSE RETAKES

Course retakes are charged at the same cost per credit as all other courses in a program. Students are responsible for paying for retake courses in the quarter in the enrollment period in which they are rescheduled.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

5 CCR § 76215 § 76215. Student Tuition Recovery Fund Disclosures.

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

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

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

Office of Student Assistance and Relief
The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling ((888) 370-7589) or by visiting www.bppe.ca.gov.

FINANCIAL ASSISTANCE

SDUIS is not approved by the US Department of Education to participate in the Title IV Financial Aid Programs.

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

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

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

ADMINISTRATIVE POLICIES

REGISTRATION FOR CERTIFICATE COURSES

Quarterly class schedules with a registration form are made available to all students (by email and at the SDUIS website). Students are required to complete the form and submit it before the registration deadline accompanied by the payment. Quarterly registration deadline dates are published in the catalog and SDUIS website as well as on the registration form. A late registration fee will be assessed to those students whose registration form arrives after the deadline. Registration will only be processed if accompanied by appropriate payment or credit card authorization. Registration forms received without payment will not be processed.

Full time status refers to graduate students registered in at least 10 quarter credits per quarter and undergraduate students must be registered in 15 quarter credits per quarter.

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

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

HOLD ON RECORDS

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

ATTENDANCE POLICY

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

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

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

Under certain circumstances, a student may have missed more class hours than permitted due to reasons beyond their control. The student can request permission to arrange a plan with the instructor to complete

the required course work they had missed. The instructor has the right to approve or deny the student's request. All work must be completed by the end of that quarter.

ONLINE COURSES ATTENDANCE POLICY
Distance learning students are required each week to participate by 1) attending weekly Zoom meetings, 2) participate in the course discussions, and 3) submit assignments/complete quizzes or tests as scheduled a minimum of five (5) times per week. Students who fail to participate will receive a "Drop Warning." Students will be given a deadline to submit any late or missed work or review any Zoom meeting missed. Students who fail to take corrective action are withdrawn from the course.

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

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

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

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

Other academic engagement activities include assigned group discussions on specific academic topics and relevant audio/video presentations.

DEFINITION OF AN ACADEMIC YEAR
An academic year is defined as 3 quarters of instruction.

ENROLLMENT STATUS
Full time enrollment status is defined as a minimum of 10 credits per quarter in certificate and graduate programs, 15 credits in bachelor programs.

COURSE DROP POLICY
There are two types of class drops: one initiated by the student, the other initiated by the University.

Student Initiated Class Drop
A course is dropped by submitting an Add/Drop form to the Registrar (available in the Administrative Office or the course(s) may be dropped online on the SDUIS website). This may be done at any time in a quarter. International students whose I-20 is dependent upon full time status who withdraw from a course or are academically dismissed and are unable to achieve full-time status during the quarter, will be withdrawn. International students are encouraged to speak with the DSO prior to withdrawing from a course to understand if there are consequences to their I-20 status.

Distance Learning students must submit an Add/Drop form preferably by email, no later than the Sunday of the first week to receive a full refund. Each week equals one lesson.

University Initiated Class Drop
An administrative drop occurs when a student fails to attend 80% of a class. International students whose I-20 is dependent upon full time status who are withdrawn from a course or are academically dismissed and are unable to achieve full-time status during the quarter, will be withdrawn. International students are encouraged to speak with the DSO to understand if there are consequences to their I-20 status.

PROBATION
It is the policy of the University that any student who fails to meet the minimum academic requirements of their program will be placed on probation or dismissed from the school. All students who receive a failing grade in any subject during any quarter will be placed on academic probation. No Report will become an "F" after one (1) quarter. Students will receive a "Notification of Academic Probation" letter from the Registrar stating they have been placed on probation. Students are required to meet with the Director of Compliance to address the situation. Probation will be removed when a student completes two (2) consecutive quarters with all passing grades.

To maintain regular status at SDUIS, students must:

- Attend classes (at least 80%)
- Maintain minimum passing grades
- (Certificate – B-; BA – C-; MA – B-; MBA – B-; DBA – B-; Psy.D. – B-)
- Complete all courses and not receive a failing grade
- Be current with payments.
- Take and pass sufficient courses to complete the program within the maximum time frame
- Not fail to enroll in a course for 2 consecutive quarters.

LEAVE OF ABSENCE
The Exceptions Review Committee will consider a request for a leave of absence from studies due to financial, medical and other emergency reasons. Students must submit a "Petition for Leave of Absence" form (available in the Administrative Office) detailing the reasons for requesting the leave. Leave of absence must be approved each quarter and may not exceed 4 quarters per degree program.

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

Additional criteria for International Students
Students may request a Leave of Absence if they need to depart the United States. LOA requests must be submitted in writing before LOA start date with signature and will be reviewed on a case by case basis. Documentation is required, including a copy of airline ticket with departure date and return date. For students on F1 visa, the SEVIS record will move to terminated status during the departure dates, and will be reactivated for the return to the U.S.

F-1 students who experience a medical emergency or event and need a break from their studies, may qualify to request a reduced course load (RCL) for medical conditions. Please refer to the reduced course load (RCL) section below for additional information.

MEDICAL REDUCED COURSE LOAD (RCL)
(for International Students)

All Reduced Course Load (RCL) requests must be submitted in writing, with student signature, and the dates being requested. Requested start date for course reduction must be submitted in advance, and an official response must be received by the student prior to attending class at a reduced schedule. RCL requests are reviewed by the Exceptions Review Committee (ERC) in accordance with SEVP Policy for F-1 visa holders. RCL requests for medical conditions must include supporting documentation. Medical conditions must be substantiated by medical documentation from a licensed medical doctor, Doctor of Osteopathy or Clinical Psychologist, in accordance with SEVP Policy. SDUIS cannot accept medical documentation signed by medical staff other than a licensed medical doctor (for example, a certified nurse practitioner CNP is not acceptable). The date of the Doctor's visit must be no more than 10 (ten) days prior to the RCL request form being submitted to the office.

RCL requests must be approved by the Exceptions Review Committee and recorded in SEVIS by the Designated School Official (DSO). Students who have been approved for RCL are required to maintain the agreed upon schedule to maintain their F1 Visa status. Students that have been approved for RCL will receive a customized RCL Class Schedule and will be allowed to attend classes for the amount of time specified. At the end of the RCL Class Schedule, students will be expected to return to full time attendance, to maintain their F1 Visa status. Students who fail to maintain their RCL Class Schedule and have poor attendance may be considered for dismissal and/or termination.

Students are encouraged to maintain good communication with the administrative office and the school's DSO to fulfill F1 Visa status requirements during the Reduced Course Load process.

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

It normally takes one (1) week to process a request for transcripts. If a week is not soon enough, the requester may put in a rush order, which is processed within two (2) business days upon receipt of the

written request and is charged a rush order processing fee for each transcript. Issuance of full transcripts may be denied when the requester has unfulfilled financial obligations to the University.

Students should be aware of the difference between the two types of transcripts: "Official copies" are those sent directly from the Registrar's office to the respective agency or institution. This is the type normally required by potential employers, or schools. "Student copies" are not sealed and can be given directly to the student. Therefore, they are considered unofficial copies.

EXCEPTIONS TO ACADEMIC REGULATIONS

If a student wishes to question a policy or procedure of the University, he or she must submit a "Student Request Form" form (available in the administrative office) to the Academic Review Committee. Notification with response is sent by mail within 30 days of the request. Exceptions to SDUIS academic policies can only be approved by the Academic Review Committee. Individual staff members are not authorized to grant student requests for exceptions to SDUIS policy or procedures.

ETHICAL CONDUCT

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

GRIEVANCES

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

Informal Review

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

Formal Review

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

Final Review

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

Any student, who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:

Bureau for Private Postsecondary Education
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897
Website: www.bppe.ca.gov

STUDENT CONFIDENTIALITY AND PRIVACY POLICY

SDUIS complies with all federal and state laws regarding confidentiality of data and records, and personal privacy. This includes the federal Family Educational Rights and Privacy Act of 1974 (FERPA). Under the provisions of FERPA, SDUIS may disclose "directory information" without a student's specific approval. SDUIS defines the following as "directory information":

- Name
- Program of Study
- Part-time/Full-time enrollment status
- Dates of attendance (including enrollment and withdrawal dates)

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

All members of the SDUIS community, including staff, faculty, students, administrators, and vendors or contractors are required to honor the confidentiality of all SDUIS records and data other than Directory Information as described above. All university data and records may only be used by authorized persons, and only for approved university purposes. Any university record or data may be disclosed outside the university only with specific appropriate administrative authorization, and as required by law.

All university data and records are maintained with appropriate security. Physical documents and records are kept in our secured file room, which is accessible only by authorized university personnel and only for approved purposes. Electronic records are protected by a variety of electronic security measures, including authorized users and passwords at the individual user level, as well as systemic security

measures.

All staff, faculty, and students who have questions regarding these policies should bring the matter to an appropriate university administrator, who can either provide direct assistance or direct the inquirer to the relevant individual to respond.

RECORD RETENTION POLICY

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

Required Student Records

- SDUIS shall maintain records of the name, address, email address, and telephone number of each student who is enrolled in an educational program.
- SDUIS shall maintain, for each student granted a certificate, permanent records of all of the following:
  - The certificate granted and the date on which that degree or certificate was granted.
  - The courses and credits on which the certificate or degree was based.
  - The grades earned by the student in each of those courses.
  - Written transcripts.

Required Institutional Records

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

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

POLICIES REGARDING HEALTH AND SAFETY

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

Safety Information

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

Drug and Alcohol Use

San Diego University for Integrative Studies is committed to an environment that is free from drug and alcohol abuse. The manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited at all San Diego University for Integrative Studies work and academic meeting places. Violation of this policy will result in dismissal. Permission to serve alcoholic beverages on all other parts of the campus must be approved by the President, or designee, five (5) days prior to the event.

Smoking

No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on SDUIS property at any time, except in the designated smoking area. Smoking is ONLY permitted in the corner section of the back parking lot. Cigarette butts are to be disposed of in the ashtrays provided.

"Property" means the SDUIS facilities "curb to curb," including offices, grounds, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on owned and leased property.

Sexual Harassment

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

Reporting On-Campus Crimes

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

Animals

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

ACADEMIC GUIDELINES

TIME LIMITATIONS

Students are expected to make reasonable and consistent academic progress through their program. San Diego University for Integrative Studies supports students in working toward completion of their respective programs in a timely manner. Students who fail to earn a passing grade in a minimum of four (4) courses per year or fail to enroll in courses for two (2) consecutive quarters, or who are unable to complete a program within the established time or are not seen as making reasonable progress, the University has the right to put them on probation or dismiss them.

GRADING STANDARDS

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

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

LETTER GRADES

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

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

Grade descriptions are as follows:

A - Excellent achievement and high scholarship.

B - Above average work for undergraduates.

C - Average performance for undergraduates.

D - Minimally passing performance for undergraduates.

F - Unsatisfactory work for all students. All students must repeat a course if it is required in their program.

P – Average student work at all levels

NP – No Pass, equivalent to a failing grade in Pass/ No Pass courses.

PH – Pass with Honors. Excellent achievement. Equivalent to a grade of A at all levels.

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

IP- Course in progress.

- An IP is awarded when a student is unable to satisfy the practical hours required in a course and the student achieved a B- or higher in the classwork portion of the course. An IP can only be designated once per course, and only for courses where practical hours are required. Students awarded an IP are required to retake the course in the next available quarter.
- For Master thesis and or dissertation courses, if the student has demonstrated significant progress, an IP may be awarded up to the programs maximum time frame.
- For students in the DBA program, for the BUS800 and BUS801 courses, up to two IPs per course may be awarded. Only under exceptional circumstances provided student request with supporting documentation will approval for a third IP be considered and approved by the Academic Review Committee.

W- Withdrew from class in good standing.

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

Inc- Incomplete, final grade outstanding. Students who, for extenuating circumstances, need to receive an incomplete in any of their courses, must submit a "Petition for Incomplete" (obtained from the Registrar or SDUIS website, approved and signed by the Instructor) and pay a $50 a processing fee. The petition must be submitted no later

than the last day of the quarter. If he or she successfully resolves the incomplete, the instructor will assign the appropriate grade. A grade of PH or A cannot be assigned under these circumstances. Work must be submitted to the instructor no later than 12 weeks after the end of class.

SDUIS uses a 4.0 scale in assigning grade points. The grades and grade point values are as follows:

Letter Grade	***% From***	**% To**	***Grade Point Value***
A+	*98*	*100*	*4*
A	*94*	*97*	*4*
A-	*90*	*93*	*3.7*
B+	*87*	*89*	*3.3*
B	*84*	*86*	*3*
B-	*80*	*83*	*2.7*

Letter Grade	***% From***	**% To**	***Grade Point Value***
C+	*77*	*79*	*2.3*
C	*74*	*76*	*2*
C-	*70*	*73*	*1.7*
D+	*67*	*69*	*1.3*
D	*64*	*66*	*1*
D-	*60*	*63*	*0.7*
F	*1*	*59*	*0*

1. The following sample calculation outlines how CGPA is determined:

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

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

STUDENT EVALUATIONS

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

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

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

Serious Concern - Students are not prepared to proceed.

GRADE APPEALS AND PROCEDURES
Students must complete Steps 1-2 of the Grade Appeal Procedure within two weeks after the disputed grade is assigned.

1. A student who wishes to question a grade must discuss the matter first with the instructor of record at the start of the next academic term after receiving the grade. (For example, Winter quarter grades can be discussed at the start of the Spring quarter.) In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step One is to establish that an instructor assigned a grade that was arbitrary, prejudiced, or in error.

2. If the student’s concerns remain unresolved after Step One, the discussion with the instructor, the

student may submit a written request to the Academic Review Committee to request a grade review.

Through its consultation with the instructor, the committee is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The committee will make its decisions based on a majority vote. If the committee concludes that the grade was assigned in a fair and appropriate manner, the committee will report its conclusion in writing to the student and instructor and the matter will be considered closed. If the committee determines that compelling reasons exist for changing the grade, it will request that the instructor make the change, providing the instructor with a written explanation of its reasons.

TUTORIALS

Although the majority of students complete their course work in regular classroom settings and/or online, provisions can be made, under extenuating circumstances, for the completion of courses as tutorials.

A tutorial is an independent study course conducted under the guidance of an approved faculty member. Tutors should be recognized in their fields. It is not recommended that students use the same tutor more than once.

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

1. Obtain a tutorial packet from the Registrar or SDUIS website and select the course you want to fulfill by tutorial. The course can be from SDUIS catalog or in an area you wish to study that is part of your chosen program.

2. Select a tutor knowledgeable in your area of study. Tutor must be appropriate to your level. Hold a doctorate doctoral level tutorial. Hold a doctorate for a master's level tutorial and at least a master's for a B.A. or a Certification program.

3. Complete the study plan.
    a. Guided by a conference with the tutor and/or course description in the SDUIS catalog the student writes a 50-100 word paragraph on the intent of the learning and complete all required information(see study plan). The tutor then approves it.

    b. Student gives the tutor the following:
        - Instructor Sheet for Tutors
        - Instructor's Personal Data Form
        - Grade Report Form

4. The tutor approves and signs the Study Plan and returns it to the student with their Personal Data Form.

5. Submit **Study Plan**, completed **Registration Form**, and **Personal Data Form**; to the Registrar for approval by the Academic Review Committee no later than the end of the second week of the quarter. ***Submission of the necessary forms is the responsibility of the student***.

6. When approved, the student will be notified, and registered in the course. Tutorials must be approved before coursework starts and must be completed by the end of the quarter.

7. Read the entire Tutorial Packet including Instructions for Tutors. Carry out Study Plan to completion with the tutor.

8. Keep Time Log as a running record of your activities. This includes time with tutor, reading, research, writing, experiential work, etc.

9. Submit Copy of Final Project and Time Log to the Instructor for grading. Keep copies in your files until after graduation.

10. Final Grade: The tutor is responsible to get the completed grade sheet to the Registrar with a copy of Final Project and Final Log.

11. All forms submitted to the Academic Review Committee and the Final Project must be typewritten.

STUDENT INTEGRITY & ACADEMIC HONESTY POLICY

SDUIS expects professional and personal integrity from all members of the university community, including students. This expectation for students extends to the following considerations:

1. Non-discrimination: SDUIS does not discriminate or tolerate discrimination by or against members of the university community on the basis of race, color, ethnicity, national origin, language, gender, sexual orientation, religion, age, disability, and any other protected human characteristics under federal and California law.

2. Expectation of professional conduct: SDUIS is committed to maintaining an inclusive atmosphere in line with its stated institutional value: *Create an inclusive environment that celebrates the unique backgrounds of the staff, faulty, and learners.* This expectation prohibits unwelcome, disrespectful, disruptive, threatening, unethical, illegal, or abusive behavior and communication in any university setting or university-related activity.

3. Academic honesty: Academic honesty and integrity is fundamental to each student's learning and human development. All work conducted or submitted by SDUIS students must therefore be the individual's own production, free of plagiarism. Plagiarism occurs whenever a person presents the words, ideas, or views of someone else as if they were his or her own. The use of another's published or unpublished ideas, words, or views on a paper, report, or oral presentation must be accompanied by specific citations and references. This includes appropriate citation and reference to one's own academic work which may have been submitted to the university in a previous course or program.

When violations occur

When plagiarism is suspected, the relevant faculty member will review the materials in question and may submit it to the university's document evaluation platform. Access to this service is available from the Chief Academic Officer. The faculty member will then assess the plagiarism detection results and the

context of the event and will assign appropriate consequences to the student. With beginning students and minor problems, this may consist primarily of advisement regarding academic integrity and a requirement to re-do the assignment. With more advanced students and/or more serious or repeated problems, the faculty member will consult with the Chief Academic Officer to determine the consequences, which can vary from *zero credit for the assignment, to failing the course, to dismissal from the* university.

SDUIS takes academic dishonesty and plagiarism very seriously, and we offer resources in our classes to learn how to avoid it (a reminder statement is included in each syllabus). As a general resource, students are directed to the American Psychological Association's *Publication Manual, Seventh Edition* (this is a recommended text for all courses, in the syllabi). Students with questions in regard to academic honesty and plagiarism are advised to consult with a faculty member, who may seek further advice and consultation from the Chief Academic Officer.

When violations of the non-discrimination or professional conduct expectations occur, the relevant faculty or staff member shall report the incident to the Chief Academic Officer in writing, giving as full a description as possible of the context and the incident. Upon verification of the alleged facts, the Chief Academic Officer in conjunction with the faculty or staff member shall discuss appropriate consequences, given the nature and seriousness of the event. These consequences can range from a formal reprimand to dismissal from the university. In complex situations, the Chief Academic Officer may convene an *ad hoc* disciplinary committee to further document the situation and recommend a resolution.

SATISFACTORY PROGRESS

Student progress is measured both on qualitative and quantitative standards. Progress is measured at the end of each quarter for students enrolled in certificate programs.

Undergraduate and Graduate Certificates

Qualitative Standard: Students who receive one (1) or more grades of C, ***D, or F*** are placed on academic probation for the next two consecutive quarters.

Quantitative standard: Students whose completion rate falls below 50% are placed on academic probation for the next two consecutive quarters. Enrollment completion rate is determined by dividing the total number of credits earned by the number of credits expected to have been earned by a full-time student.

Notification of Probation: Students placed on probation receive a "Notification of Probation" and are encouraged to consult with the Dean of Academic Affairs to address any problems they may be experiencing, and to discuss what measures may be necessary for them to successfully complete the program.

If at the end of the probationary period (2 quarters) the student has earned passing grades in the courses attended and whose completion rate in the program is 50% or above, the student is notified and removed from a probation status. If not, the student is notified and is administratively dismissed from the University.

Satisfactory Academic Progress Appeals

A student may appeal the University's determination of withdrawal due to failure to re-establish satisfactory progress. The student's appeal must be received within 5 days of receipt of withdrawal notification. The appeal must contain:

1. an explanation of why the student believes the grade posted was in error, and,

2. supporting documentation.

The Academic Review Committee will review the information submitted in the context of the information provided and in discussion with the faculty who assigned the grade(s), render a decision within 5 business days. This decision is final.

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

The effect of BASICS Coursework on Satisfactory Academic Progress: Basics or remedial courses are not offered.

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

The effect on SAP when a student seeks to earn an additional credential: If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are transferred and the credits are included in the determination of a student's completion rate, but are not included in CGPA).

The effect on SAP for Extended-Enrollment Status: The University does not offer an extended enrollment status.

The effect on SAP when student changes programs or is re-admitted to the same program: If a student is re-admitted into the University or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress. If a student changes programs, the courses completed in the first program that apply to the new program are included in the determination of a student's completion rate but are not included in CGPA).

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

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

Satisfactory Academic Progress Assessment Chart:

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

GRADUATION REQUIREMENTS

The University has both general requirements for graduation, and program-specific requirements for some academic programs. Program-specific requirements, if any, are addressed in the following sections devoted to each academic program. The general requirements for certificates include:

1. Satisfactory completion of all course requirements.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater for certificate,
3. Satisfactory completion of all other program requirements, such as practicum, depending on the specific requirements stated in this catalog for each academic program.
4. Satisfactory completion of capstone projects, if any.
5. Filing of the Completion Petition along with the required fee.
6. Fulfillment of all financial obligations to the University.

UNDERGRADUATE STUDIES

PHILOSOPHY

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

PROGRAM OVERVIEW

Students who graduate from SDUIS must have completed at least 40 quarter credits. All courses, other

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

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

NON – DEGREE CERTIFICATE PROGRAMS

Instructional Methods

The Academic English Skills course (AES 402) is required for all students enrolled in a certificate programs and must be attended in the first quarter.

1. All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with an instructional syllabus that contains a topical outline of the course learning outcomes, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2. Courses are traditionally taught in lecture style with group discussions, student presentations, written assignments, and completed project demonstrations. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

4. Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer.

5. Student learning performance outcome evaluations include essay and objective examinations, research, reports, and experimental activities.

Distance Education

1. The Certificate program courses are offered partly through distance education and partly through residential hybrid courses. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares feedback to be sent to the students and class weekly.

2. Each student is provided with a syllabus that contains an outline of the course learning outcomes, course content, weekly assignments, and student performance expectations.

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

Certificate in Accounting

Program Description
The demand for accountants continues to rise, with recent changes in accounting law and a new focus on ethical accounting practices fueling the market. The Bureau of Labor Statistics recently reported that the employment of accountants and auditors is projected to grow 4.3 percent from 2022 to 2032. This occupation is expected to grow more than the national average.

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

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

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

- Apply financial accounting and reporting concepts
- Describe the principles of auditing
- Demonstrate an understanding of managerial accounting concepts
- Interpret financial data to make sound business decisions
- Apply ethically informed solutions to business issues

Graduation Requirements
1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Participants are required to successfully complete forty (40) quarter units of coursework , by first completing five (5) units of core coursework, then thirty-five (35) units of required accounting courses.

Curriculum
Course titles that satisfy certificate requirements:

Required Core Course (5 Credits)

Course		Credits
AES 402	Academic English Skills	5

(required to be taken in the first quarter of enrollment)

Required Accounting Courses (35 Credits):

Course	Credits
ACT 170 Introduction to Accounting	5
ACT 210 Auditing	5
ACT 213 Financial Reporting: Internal & External	5
ACT 215 Tax Influences on Business Decision Making	5
ACT 217 Computerized Accounting	5
ACT 232 Legal Elements of Fraud	5
ACT 234 Accounting Ethics and Professional Responsibilities	5
Required Total Units:	**40**

Certificate in Advertising

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

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

According to the U.S. Bureau of Labor Statistics (BLS), jobs in advertising, promotions, and marketing are growing at an estimated rate of 10%, which is faster than average of 7%. .Identified by US Department of Commerce as one of the fastest growing career fields, SDUIS non-degree Certificate in Advertising will help participants to understand media and markets, learn how corporations communicate effectively, and learn how to effectively manage advertising.

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

- Describe the steps required to develop, execute, and evaluate an advertising program Explain the advantages and disadvantages of alternate advertising media
- Compare and contrast consumer-orientated and trade-oriented sales promotions
- Explain why public relations is an important form of communications for business.
- Create an advertising campaign for a real or fictional product

Graduation Requirements
1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5 Credits)

Course		Credits
AES 402	Academic English Skills **(required to be taken in the first quarter of enrollment)**	5

Required Advertising Certificate Courses (35 credits)

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

Required Total Credits	**40**

Certificate in Communication

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

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

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

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

- Describe the theories of communication in rhetorical, group and interpersonal settings Apply oral communication skills
- Demonstrate the ability to write persuasive resumes and other business communications
- Describe how nonverbal cues impacts the communication receiver Improve their speaking style and presentation ability

Graduation Requirements
1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5 Credits)

Course	Credits
AES 402 Academic English Skills (required to be taken in the first quarter of enrollment)	5

Required Communication Courses (35 Credits)

Course		Credits
BSCM 170	Oral & Written Communication Skills	5
BSCM 210	Effective Public Speaking	5
BSCM 215	Advanced Public Speaking for Business Managers	5
BSCM 220	Expository & Technical Writing Skills	5
BSCM 225	Persuasive Communication	5
BSCM 230	Cross Cultural Communication	5
BSCM 235	Public Relations Writing	5
BSCM 240	World Wide Journalism & Expressive Writing	5
BSCM 245	Conflict & Negotiation	5
BSCM 250	Teambuilding & Leadership	5
BSCM 255	Administrative Communication	5
BSCM 260	Visual Communication & Culture	5
BSCM 265	Crisis Communication	5
BSCM 270	Interpersonal Communication Skills in the Workplace	5
BSCM 280	Communication Through Social Media	5

Required Total Credits: 40

Certificate in Executive Leadership Coaching

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

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

- Make successful transitions into leadership roles while organizing and managing executive decisions.
- Develop Leadership communication skills for focus and purpose with practical applicability to real-world situations.
- Clarify a personal vision for leadership by increasing ability to think and act strategically and inspire others.
- Acquire priority management skills for necessary maximum performance.

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each participant in the Executive Leadership Coaching Certificate program must successfully complete a total of 40 credits. Participants will complete a total of eight (8) courses from the Core and Required Executive Leadership Coaching courses on the components of effective leadership, from the list below.

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5 Credits)

Course	Credits
AES 402 Academic English Skills (required to be taken in the first quarter of enrollment)	5

Required Executive Leadership Coaching Courses (35 Credits)

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

Required Total Credits: 40

Certificate in Expressive Arts Therapy

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

The Expressive Arts Therapy Certificate at SDUIS is designed to provide participants with a holistic and culturally enriched perspective about facilitating health, emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the development of greater personal health and increased therapeutic options.

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

- Describe current counseling and psychotherapy theories and practice standards
- Demonstrate assessment and appraisal techniques
- Apply expressive arts therapy techniques
- Evaluate appropriate indicators for the use of play therapy
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Expressive Arts Courses (35 Credits)

Course		Credits
CEX 600	Expressive Arts Business Principles	5
CEX 630	Foundations of Expressive Arts Therapy	5
CEX 631	Psychodrama, Ritual & Performance	5
CEX 632	Fundamentals of Music Therapy	5
CEX 633	Fundamentals of Movement Therapy	5
CEX 634	Art and Expressive Therapy w/Children & Adolescents	5
CEX 635	Art and Expressive Therapy w/Adults & Aging Populations	5

Required Practice Course (5 Credits)

Course	Credits
CEX 739 Practicum in Expressive, Creative Therapy	5

Required Total Credits: 40

Certificate in Family Leadership Coaching

Program Description
The San Diego University for Integrative Studies offers a non-degree certificate Program in Family Leadership Coaching, which is designed for family counselors, educators, child, youth and adult counselors, students, and mature adult learners seeking to advance their working knowledge of contemporary, effective approaches to family leadership issues in multi-cultural societies. This non-degree course of professional instruction provides participants with a foundation and skills development in ten distinct, yet interrelated courses, logically sequenced to provide a practical orientation to behavioral and social challenges encountered by parents as they function as primary role models and coaches for their children of all ages.

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

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

- Describe how the process of personal transformation occurs
- Define elements of the coaching relationship
- Apply coaching techniques with adults, children, and groups
- Demonstrate leadership skills

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5 Credits)

Course		Credits
AES 402	Academic English Skills (required to be taken in the first quarter of enrollment)	5

Family Leadership Coaching Certificate Courses (Select 35 Credits)

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

Required Total Credits	**40**

Certificate in Fashion Design

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

This course curriculum is designed to help students qualify for employment as assistant designers, fashion illustrators, assistant patternmakers, and product developers. Design training can lead to entrepreneurship, or careers working for large or small companies.

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

- Demonstrate apparel production processes from conception to finished product
- Use industry specific software
- Demonstrate draping, fitting and patternmaking techniques
- Describe trends in the fashion design industry
- Effectively use fashion design equipment and supplies in the creation of garments.

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Elective Core Course (5 Credits)

Course		Credits
AES 402	Academic English Skills	5

(required to be taken in the first quarter of enrollment)

Required Fashion Design Courses (35 Credits)

Course		Credits
DSN 101	Human Cognition & Interface Design	5
FASH 100	Introduction to Fashion Design & Fashion Careers	5
FASH 110	Fashion History	5
FASH 200	Principles of Fashion Design	5
FASH 205	Apparel Construction I	5
FASH 210	Apparel Construction II	5
FASH 220	Fashion Draping	5
FASH 225	Flat Pattern Design	5
FASH 230	Textile Analysis	5
FASH 235	Computer Assisted Fashion Design	5
FASH 245	Contemporary Design	5
FASH 250	Design Portfolio & Creation of a Garment Business	5

Required Total Credits	**40**

Certificate in Graphic Design

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

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

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

- Discuss the history of the graphic design industry
- Demonstrate graphic design processes from conception to finished product Use industry specific software
- Describe and apply the principles of color, composition, and typography in a design using various media such as digital, print, motion, and 3-D.
- Critically evaluate client specifications using design thinking and professional standards and practices

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Elective Core Course (5 Credits)

Course	Credits
AES 402 Academic English Skills (required to be taken in the first quarter of enrollment)	5

Required Graphic Design Courses (35 Credits)

Course		Credits
DSN 101	Human Cognition and Interface Design	5
DSN 103	Project Management	5
GDES 100	Introduction to Graphic Design: Graphic Design I	5
GDES 105	Graphic Design II	5
GDES 110	Typography & Symbolism	5
GDES 205	Open Source Desktop Publishing	5
GDES 210	Package Design	5
GDES 220	Marketing & Advertising Design	5
GDES 225	Identity Branding/ Intellectual Property	5
GDES 230	Material Science and Graphic Design	5
GDES 280	Graphic Design Portfolio Preparation	5

Required Total Credits: 40

Certificate in Hospitality Management

Program Description

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

At the heart of travel and tourism is the hospitality industry, with its huge range of hotels, resorts, and restaurants. SDUIS non-degree Certificate Program in Hospitality Management is designed for professionals who want to sharpen their existing skills, develop new skills, and enhance their understanding of hospitality management competencies to give them a competitive edge with employers and strengthen their opportunity for success within this fast growing industry.

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

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

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

- Identify vocabulary and operating principles used in the hospitality industry
- Evaluate business opportunities in the hospitality industry taking into consideration financial, marketing, and human resource data.
- Demonstrate strategic management, leadership, and communication that is required to hold managerial positions in the hospitality industry
- Describe ethical considerations of in the hospitality industry

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5 Credits)

Course	Credits
AES 402 Academic English Skills (required to be taken in the first quarter of enrollment)	5

Hospitality Management Courses (35 Credits)

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

Required Total Credits: 40

Certificate in Information Technology Systems

Program Description

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

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

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

- Analyze a problem, and identify and define the computing requirements appropriate to its solution
- Describe the professional, ethical, legal, security and social issues and responsibilities Use industry specific IT hardware and software
- Identify and analyze user needs in the selection, creation, evaluation, and administration of computer-based systems
- Effectively integrate IT-based solutions into the user environment

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student will complete AES 402 Academic English Skills (5 credits), and an additional 35 credits from the Information Technology Coursework, for a total of 40 quarter credits.

Curriculum
Course titles that satisfy certificate requirements:

Required Core Course (5 Credits)

Course	Credits
AES 402 Academic English Skills (required to be taken in the first quarter of enrollment)	5

Required Information Technology Courses (35 credits)

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

Required Total Credits:	**40**

Certificate in Integrative Nursing Care

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

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

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

- Describe fundamental concepts in medical-surgical nursing, maternal-newborn care, and pediatric and adolescent health, including common conditions, interventions, and clinical priorities.
- Explain the principles of pharmacology, nutrition, and nursing management in the context of integrated patient care.
- Apply clinical reasoning and evidence-based practices to deliver safe, culturally competent, and patient-centered care across the lifespan.
- Analyze psychological and developmental factors that affect individual and family health outcomes, particularly in maternal, pediatric, and adolescent populations.
- Evaluate patient care strategies and interdisciplinary collaboration in general practice settings, using current professional, legal, and ethical nursing standards.
- Develop care plans and communication strategies that support population-based health promotion, illness prevention, and chronic disease management.

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills **(required to be taken in the first quarter of enrollment)**	5

Required Core Integrative Nursing Courses (35 credits)

Course	Credits
NUR 601 Medical Surgical Concepts I	5
NUR 602 Medical Surgical Concepts II	5
NUR 603 Maternal-Newborn Nursing Review	5
NUR 604 Pediatrics and Adolescents	5
NUR 605 Psychological Processes	5
NUR 606 Medications, Nursing Management & Nutrition	5
NUR 607 Success in Healthcare Settings	5
Required Total Units:	**40**

Certificate in International Business Administration

Program Description

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

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

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

- Evaluate business opportunities taking into consideration financial, marketing, and human resource data.
- Compare and contrast US and International marketing methods
- Describe management considerations and strategies in a multinational, multicultural environment
- Identify laws that govern international commerce

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Participants are required to successfully complete Forty (40) quarter credits of coursework in International Business Administration. In addition to the (1) required core and two (2) required seminar courses, participants select five (5) Business Administration courses to fulfill Certificate completion requirements.

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills **(required to be taken in the first quarter of enrollment)**	5

Required International Business Administration Seminar (10 credits)

Course		Credits
IBUS 400A	International Trade and Economics	5
IBUS 400B	International Business Law	5

Elective International Business Administration (choose 5)

Course		Credits
BUS 401	Introduction to Business Principles and Organizations	5
BUS 402	Fundamentals of Business Administration	5
BUS 406	Business Math for Administrators	5
BUS 412	Business Information Technologies	5
BUS 416	Business Administrative Law	5
BUS 420	Business Communications and the Global Economy	5
BUS 424	Organizational Statistics	5
BUS 432	Production and Service Management	5
BUS 434	Organizational Entrepreneurship	5
BUS 442	Foundations in Accounting	5
BUS 449	Foundations in Marketing	5
BUS 452	Foundations in Finance	5
BUS 458	Foundations in Economics	5
BUS 466	Legal and Ethical Issues in the Global Marketplace	5
BUS 475	Cross Cultural Strategic Management	5
BUS 480	Selected Topics	5
BUS 485	Special Topics in Business Administration	5
BUS 490	Seminar in Business Administration	5

Required Total Credits: 40

Certificate in Marketing

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

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

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

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

- Define common marketing and advertising terms
- Compare and contrast US and International marketing methods
- Demonstrate strategic management, leadership, and communication skills needed for managerial positions
- Develop a marketing plan for a real or fictional company
- Apply marketing strategies

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5 Credits)

Course	Credits
AES 402 Academic English Skills (required to be taken in the first quarter of enrollment)	5

Required Marketing Courses (35 Credits)

Course		Credits
BUS 449	Foundations in Marketing	5
MKT 124	Consumer Motivation & Behavior	5
MKT 128	Digital Marketing	5
MKT 132	Customer Relationship Management	5
MKT 222	Public Relations	5
MKT 226	Business-to-Business Marketing	5
MKT 240	Marketing through Social Media: Tools of the Trade	5

Required Total Credits: 40

Certificate in Mobile Applications Development

Program Description:
Applications for mobile devices, more commonly called "apps," have become essential to the every-day consumer, for businesses, and even the government. The U.S. Department of Labor recognizes geospatial technology – making geographic information available for commercial use – as a high-growth industry. San Diego University for Integrative Studies' non-degree Certificate Program in Mobile Applications Development is designed to provide students with comprehensive training in programming, interface design, as well as interaction design, in order to expand their design and programming skills into the world of mobile applications development.

Mobile apps were originally used for general purposes, to organize one's email, contacts, calendar, and even report the weather. This state-of-the-art technology has since infiltrated all areas of our lives, at both the personal and professional level, with over 3 billion mobile phone users. Apps provide a wide range of services from recreational to informational, enabling us to more easily navigate the world around us.

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

- Develop functional mobile applications for iOS and Android platforms using industry-standard programming languages such as Java, C++, and Objective-C.
- Design user interfaces that reflect principles of human cognition, usability, and accessibility for a wide range of mobile devices.
- Analyze mobile operating system constraints and device capabilities to optimize app performance, responsiveness, and power consumption.
- Implement security protocols and privacy safeguards in mobile app development to protect user data and prevent common vulnerabilities.
- Integrate social networking and geolocation features into mobile applications to enhance user engagement and real-time functionality.
- Evaluate the effectiveness of mobile applications through testing, user feedback, and performance metrics, and refine designs accordingly.

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter units of Mobile Applications Development coursework.

Prerequisites:

Course	Credits
DSN 101 Human Cognition & Interface Design	5
ITS 642 JAVA Programming	5

Curriculum:

Course titles that satisfy certificate requirements:

Required Mobile Applications Development Courses (40 units)

Course	Credits
DSN 103 Project Management	5
ITS 650 C++ Programming	5
MAD 601 Introduction to Mobile Applications	5
MAD 605 Optimized Mobile Design	5
MAD 610 Mobile Development for Apple iPhone & iPad	5
MAD 612 Application Development for Android Devices	5
MAD 614 Mobile Applications & Social Networking	5
MAD 616 Mobile Applications & Device Security	5
MAD 620 Objective C Mobile Development	5
MAD 625 Tablet Development	5
Required Total Units:	**40**

Certificate in Psychobiomechanics and Postural Therapy

Program Description:

The Psychobiomechanics & Postural Therapy Certificate Program at San Diego University for Integrative Studies is designed for professionals and advanced learners who wish to deepen their knowledge of contemporary mind-body approaches to health and well-being in the 21st century. This program is particularly valuable for personal trainers, massage therapists, psychotherapists, educators, physiotherapists, osteopathic physicians, and mature adults who are seeking to expand their expertise in holistic and integrative health practices.

Through a combination of theoretical study and practical application, students explore how biomechanical alignment, postural patterns, and psychological factors intersect to influence overall health. The curriculum emphasizes research-based, evidence-informed techniques that empower participants to make accurate biomechanical evaluations, design individualized therapeutic exercises, and foster effective therapist–client communication.

Students engage in interactive modules and experiential learning activities that provide both scientific grounding and hands-on skill development. The program also introduces innovative perspectives on the relationship between posture, personality, and pain, helping graduates address the physical, mental, and emotional dimensions of health in an integrative manner.

This program offers a comprehensive learning experience for professionals who wish to advance their practice, broaden their therapeutic toolkit, and contribute meaningfully to the evolving field of holistic health and integrative therapy.

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

- Make accurate Biomechanical evaluation and prescribe therapeutic exercise.
- Develop therapist and patient communication skills for focus and purpose with practical applicability to real-world situations.
- Make the link between posture and personality and pain.
- Acquire priority therapeutic skills for helping patient improve their health.

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each participant must complete 40 quarter credits of coursework in Psychobiomechanics and Postural Therapy.

Curriculum:

Course titles that satisfy certificate requirements:

Required Exercise Science Core Courses (40 units)

Course		Credits
BIO 631	Human Physiology	5
BIO 632	Anatomy / Limbs and Back	5
BIO 633	Exercise PsychoPhysiology I	5
BIO 634	Exercise Psychology	5
BIO 735	Psychobiomechanics	5
BIO 736	Advanced Psychobiomechanics	5
BIO 737	Exercise PsychoPhysiology 2	5
BIO 738	Muscle Mechanics of Posture	5
BIO 739	Biomechanics Instrumentation	5
BIO 740	Scientific Principle of Physical/Psychological	5
BIO 741	Cardio-Respiratory Exercise Physiology	5
BIO 742	Psycho/Nerve/Muscle Exercise Response	5

Required Total Units: 40

Certificate in Sport Coaching

Program Description

San Diego University for Integrative Studies offers a non-degree certification program in Sport Coaching for students and other professionals who are interested in pursuing careers in coaching, as well as those individuals who plan to coach athletics on a part-time basis. Students are introduced to the core knowledge and experiential components of athletic coaching that will enable them to gain the knowledge and confidence in their ability to hane the many different aspects of coaching in a competent and professional manner. Participants will also be introduced to the varied coaching theories, and from them develop their own model that outlines a coaching process they can use with individuals, teams, or an entire organization.

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

- Describe psychotherapeutic strategies and treatment options appropriate to various stages of adaptation to physical injury or illness
- Identify current theories and practices in coaching methods
- Explain the basic science of exercise physiology and athletic performance as it applies to coaching
- Evaluate the relationship among essential nutrients, energy metabolism, athletic training, diet and life-style issues, and their role in achieving peak athletic performance

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter credits of Sport Coaching coursework.

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course		Credits
AES 402	Academic English Skills	5

Required Core Sport Coaching Courses (35 Credits)

Course		Credits
CCH 400	Athletic Coaching Business Principles	5
CCH 401	Theories of Coaching	5
CCH 403	Coaching Methods	5
CCH 408	Sport Science Applied to Coaching	5
CCH 410	Sport Nutrition & Wellness	5
CCH 469	Selected Topics in Sport Coaching	5
SPO 653	Adult Fitness & Performance Enhancement	5
SPO 766	Psychology of Coaching	5

Required Total Credits: 40

Certificate in Sport Communication

Program Description:

San Diego University for Integrative Studies offers a non-degree certification program in Sport Communication for students and other professionals interested in working in the athletic arena. This program is designed to provide students with the theoretical and practical training necessary to qualify for key positions in the communication industry.

Students will study the practical elements of communication, as well as theory in order to develop a sound understanding of its application in sport. Upon completion of this program students will possess the knowledge-base and skills necessary to achieve success in the corporate and public sectors, and prepare for professional roles in the sport communication industry.

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

- Demonstrate effective written, oral, and digital communication skills tailored to diverse audiences within the sports industry.
- Apply communication theories and strategies to real-world situations in sport organizations, media, and public relations.
- Develop and manage media content for traditional, digital, and social media platforms in the context of sport communication.
- Analyze the role of communication in sport-related issues, including crisis management, branding, marketing, and public engagement.
- Collaborate professionally with athletes, teams, organizations, and media outlets to support positive communication outcomes.
- Exhibit ethical and culturally competent communication practices that reflect the values and diversity of the global sports community.

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter credits of Sport Communication coursework.

Curriculum:

Course titles that satisfy certificate requirements:

Sport Communication Courses (Choose 8)

Course	Credits
BSCM 408 Advanced Public Speaking for Business Managers	5
BSCM 438 Cross Cultural Communication	5
BSCM 452 Public Relations Writing	5
BSCM 460 World Wide Journalism & Expressive Writing	5
BSCM 464 Conflict & Negotiation	5
MKT 612 Integrated Marketing Communication	5
SPM 626 Sport Marketing Management	5
SPM 631 Sport Media & Communication	5
SPM 633 Strategic Crisis Management in Sport	5
SPM 651 Ethical & Social Issues in Sport	5
SPM 652 Media Relations in Sport	5
SPM 653 P.R. Principles & Case Studies in Sport	5
SPM 654 Sport Law	5
SPM 655 Sports Broadcasting	5
SPM 656 Risk Management in Sport & Physical Activity	5
Required Total Units:	**40**

Certificate in Sport Management

Program Description
San Diego University for Integrative Studies offers a non-degree certification program in Sport Management for students and other professionals interested in working in the athletic arena. This program is designed to provide students with the theoretical and practical training necessary to qualify for key positions in the industry. Students will study general business disciplines necessary to achieve success in the corporate and public sectors, as well as develop a sound understanding of sport management knowledge and skills in the sport industry.

This program will prepare graduates for professional roles and managerial positions in the sport business industry.

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

- Describe management techniques necessary to plan, organize, control, and direct a sport enterprise
- Identify the governance and administration of sport governance organizations including International Olympic Committee, the Olympic Committee, and the National Governing Bodies; the Special Olympics; the Collegiate Athletic Association; High School Leagues; and various other amateur sport organizations
- Evaluate laws, rules, regulations, and strategies required to represent professional athletes
- Analyze current issues and social controversies impacting athletes, managers, athletic administrators, coaches, and trainers

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter credits of Sport Management coursework.

Curriculum:
Course titles that satisfy certificate requirements:

Sport Management Courses (40 Credits)

Course		Credits
BUS 611	Entrepreneurship: Developing New Ventures	5
BUS 612	Managing Franchise Businesses	5
SPM 622	Foundations in Sport Management	5
SPM 624	Governance & Policy in Sport Organizations	5
SPM 626	Sport Marketing Management	5
SPM 633	Strategic Crisis Management in Sport	5
SPM 650	Financial Application in Sport	5
SPM 651	Ethical & Social Issues in Sport	5
SPM 654	Sport Law	5
SPM 655	Athlete Management	5
SPM 657	Sport Tourism Management & Marketing	5
SPM 658	Sponsorship & Fundraising in Sport	5
Required Total Credits:		**40**

Certificate in Sport Psychology

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

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

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

- Explain key business principles applicable to working in the field of sport psychology
- Discuss major considerations in athletic career transition and retirement
- Describe major approaches and techniques for assessment and evaluation in sport psychology
- Identify how to apply key concepts that are used in sport psychology
- Explain major strategies used for performance enhancement and adult fitness
- Demonstrate effective counseling techniques

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:

Course titles that satisfy certificate requirements:

Sport Psychology Certificate Courses (35 credits)

Course		Credits
SPO 600	Sport Psychology Business Principles	5
SPO 651	Introduction to Sport Counseling	5
SPO 652	Assessment & Evaluation in Sport Counseling	5
SPO 653	Adult Fitness & Performance Enhancement	5
SPO 668	Career Transition & Athletic Retirement	5
SPO 751	Seminar in Sport Psychology	5
SPO 754	Nutrition & Lifestyle Management	5
SPO 766	Psychology of Coaching	5
SPO 767	Advanced Sport Psychology Intervention Techniques	5
SPO 769	Selected Topics in Sport Psychology	5

Required Sport Counseling Practicum Course (5 credits)

Course		Credits
SPO 665	Sport Counseling Practicum I	5

Required Total Credits: 40

Certificate in Tibetan Buddhist Psychology

Program Description:

The Graduate Certificate in Tibetan Buddhist Psychology offers an integrative and interdisciplinary approach to psychological inquiry, drawing upon the profound insights of Tibetan Buddhist philosophy and contemplative practice while engaging with contemporary Western psychological theories. Designed for mental health professionals, healthcare providers, and spiritually engaged individuals, this program emphasizes both intellectual understanding and experiential learning as pathways to personal and professional transformation.

Students learn about key ideas in Tibetan Buddhist thought related to consciousness, healing, and personal growth. The program includes courses on meditation, mandalas, Tibetan views on life, death, and rebirth, and compares Eastern and Western approaches to psychology and medicine.

The curriculum fosters self-inquiry, ethical service, and compassionate action, culminating in a supervised practicum that applies Buddhist psychological principles in real-world settings. Students also engage in independent study and selected topics that allow for deeper exploration of specialized interests within the field.

Graduates of this program are equipped with culturally-informed tools to enhance their clinical practice, enrich personal spiritual growth, or support the well-being of others through holistic and transformative methods rooted in centuries-old wisdom traditions.

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

- Describe foundational theories and concepts in Tibetan Buddhist psychology, including models of consciousness, transformation, and the nature of suffering
- Compare Tibetan Buddhist and Western psychological frameworks to demonstrate an understanding of cross-cultural approaches to mental health and healing
- Apply Tibetan Buddhist contemplative practices—such as meditation, mandala visualization, and ethical awareness—in a psychological or clinical context
- Analyze the Tibetan Buddhist understanding of the human life cycle, including death and rebirth, in relation to transpersonal and developmental psychology
- Evaluate the relevance and efficacy of Tibetan healing methods within integrative psychological or health care models
- Design and implement a practicum project that integrates theoretical knowledge and contemplative methods in an applied setting

Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete the 40 quarter units of study from the coursework listed below. The student is free to choose six courses and must complete the practicum course.

Curriculum:

Course titles that satisfy certificate requirements:

Tibetan Buddhist Psychology Certificate Requirements (35 units)

Course	Credits
CTR 600 Psychology Business Principles	5
CTR 670 Intro. to Tibetan Buddhist Psychology	5
CTR 671 Theories of Consciousness	5
CTR 672 East/West Psychology	5
CTR 673 Meditation and Mandalas	5
CTR 770 Birth, Death, & Intermediate States	5
TBP 779 Selected Topics in Tibetan Buddhist Psychology	5
TBP 790 Introduction to Tibetan Healing Approaches	5
TBP 791 East/West Medical Dialogue	5
TBP 794 Advanced Methods in Tibetan Healing	5
TBP 795 Independent Study in Tibetan Buddhist Psychology	5

Required Tibetan Buddhist Psychology Practicum Course (5 units)

Course	Credits
CTR 778 Engaged Buddhism: Practicum in Buddhist Psychology	

Required Total Units: 40

Certificate in Web Design

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

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

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

- Define terms, identify file types, download files, use hardware and compression techniques related to web design
- Identify concepts on Section 508 of the American Disabilities Act and incorporate methods of accessibility into web design projects
- Create, edit, capture, and import graphics, video, sound, and animations both for multimedia presentations and the web
- Integrate a variety of scripting languages to enhance interactivity within multimedia and web design projects
- Implement CSS, database integration, web page usability rules, Search Engine Optimization (SEO) and social marketing techniques within their web projects

Graduation Requirements
1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course		Credits
AES	402 Academic English Skills	5

Required Core Web Design Courses (5 courses – 25 credits)

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

Required Total Credits: 40

COURSE DESCRIPTIONS

Courses are listed alphabetically by prefixes, then numerically within a given prefix.

ACT -- ACCOUNTING

ACT 170 INTRODUCTION TO ACCOUNTING (5 quarter credits) Prerequisite: None
This course serves as an introduction to the language of business and takes into consideration the importance of accounting information when making business decisions. Students will examine the needs of stakeholders outside of the organization.

ACT 210 AUDITING (5 quarter credits) Prerequisite: None
This course focuses on the application of auditing principles while examining financial statements and principles and practice of auditing especially as it relates to the examination of financial statements by certified public accountants.

ACT 213 FINANCIAL REPORTING: INTERNAL & EXTERNAL (5 quarter credits)
Prerequisite: None
This course will provide students with the skills to become a sophisticated reader and user of financial statements. An emphasis will be placed on understanding and analyzing statements and supporting notes.

ACT 215 TAX INFLUENCES ON BUSINESS DECISION MAKING (5 quarter credits)
Prerequisite: None
The focus of this course is federal income tax law as applied to individuals, corporations, and partnerships, tax research and responsibilities in a tax practice.

ACT 217 COMPUTERIZED ACCOUNTING (5 quarter credits) Prerequisite: None In this course students will study the documentation, design, operation, and control of computerized accounting information systems. Focus will be placed on the accounting cycle and financial statement preparation in a computerized system, as well as other applications for financial and managerial accounting. Emphasis is given to hands-on use of the Internet and PC- based spreadsheet and accounting software.

ACT 232 LEGAL ELEMENTS OF FRAUD (5 quarter credits) Prerequisite: None This course focuses on federal legislation as it relates to fraud examination. Students will
examine the laws that preserve the rights of individual suspected of committing fraud and laws that govern civil prosecutions, acceptance of evidence, etc.

ACT 234 ACCOUNTING ETHICS AND PROFESSIONAL RESPONSIBILITIES (5 quarter credits) Prerequisite: None
This course examines the ethical and professional responsibilities of accounting professionals. Students will explore the evolution of ethics within the accounting profession. Case studies regarding ethical situations will be analyzed.

ACT 614 FINANCIAL STATEMENT ANALYSIS
(5 quarter credits) Prerequisite: None
This course teaches the skills, analytical process, and decision-making techniques for analyzing financial statements to make sound credit decisions. This course will cover financial statement analysis, financial statements, ratio analysis, borrowing causes and repayment sources, and cash flow statements and projections.

ACT 618 COST ACCOUNTING (5 quarter credits) Prerequisite: None
In this course students will examine current trends in effective cost management and information gathering. Other topics that will be discussed include traditional costing theories and procedures, such as: job-order and process costing, budgeting, responsibility accounting, absorption and direct costing, standard costing, relevant costs, and capital budgeting. This course will combine textbook theory with the practical tools necessary for collecting and analyzing key accounting data

ACT 630 INTERMEDIATE ACCOUNTING (5 quarter credits) Prerequisite: ACT – 601 Introduction to Accounting.
This course examines the principles used to prepare basic financial statements. Students will analyze elements of the balance sheet, liabilities, property, plant and equipment, intangible assets, depreciation, amortization, depletions, impairments, statement of income and retained earnings.

ACT 631 FRAUD EXAMINATION & FORENSIC ACCOUNTING (5 quarter credits) Prerequisite: None
This course focuses on the methodology of occupational fraud examination including obtaining documentary evidence, interviewing witnesses, and potential suspects, writing investigative reports, testifying to findings, and forensic document examination.

ACT 633 FEDERAL INCOME TAX (5 quarter credits) Prerequisite: None
This course introduces students to the Internal Revenue Code Provisions as they affect individuals and organizations. Students will examine how these provisions are achieved through Federal Income Tax Regulations.

ACT 635 TAXATION FOR BUSINESS DECISIONS (5 quarter credits) Prerequisite: None
This course examines federal income taxes. The development of taxable income and deductions for individuals, partnerships, and corporations will be covered.

ACT 636 ADVANCED AUDITING (5 quarter credits) Prerequisite: None
Students will explore current and prospective auditing concepts in auditing. Attention will be given to case studies to emphasize the applications of auditing standards, statistical sampling, ethics, and legal liability.

ACT 640 Fair Value Accounting: GAAP & IFRS (5 quarter credits)
Fair value accounting and fluctuations in fair value have become increasingly important in business in recent years, impacting financial reporting and risk management practices. This course will provide an overview of fair value accounting, including such topics as, fair value measurements and disclosures; various valuation models; avoiding unnecessary risks; the nature of markets, and impact on the global economy. Furthermore, this course will address the primary differences between GAAP (Generally Accepted Accounting Principles) and IFRS (International Reporting Financial Standards), and how those differences impact financial statement reporting.

ADV - ADVERTISING

ADV 150 ESSENTIALS OF ADVERTISING (5 quarter credits) Prerequisite: None
This course will emphasize the role of advertising in a free economy, and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, testing of advertising effectiveness and organization of the advertising profession.

ADV 155 CREATIVE ADVERTISING CONCEPTS (5 quarter credits) Prerequisite: None In this fundamental course, students learn and practice a set of conception skills and techniques. Readings, lectures, and in-class exercises emphasize creative thinking and specific methods for generating advertising ideas. Students develop proficiency at conceiving numerous, varied, and original advertising ideas.

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

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

ADV 175 ADVERTISING PROFILES & TRENDS (5 quarter credits) Prerequisite: None This course surveys the evolution and achievements of advertising through the investigation of

advertising trends, past and present. Lectures, visual presentations, discussions, and research promote students' exploration of the leaders, agencies, events and campaigns that have influenced advertising, contributed to advertising innovations, and suggested directions in which advertising may be headed.

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

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

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

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

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

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

affect communication across geographic and cultural boundaries.

ADV 250 ADVERTISING SALES (5 quarter credits) Prerequisite: None
Principles of selling media time and space to advertisers. An overview of sales opportunities and challenges in the various advertising media. How to prepare and deliver effective sales presentations.

ADV 255 ADVERTISING & SOCIETY (5 quarter credits) Prerequisite: None
Advertising is one of the most pervasive forms of communication in our society. This course will examine the impact of advertising on economic, political, and cultural attitudes and norms. Participants will critically survey the history of advertising from the 19th through 21st centuries, and examine its influence *on* and how it is influenced *by* such constructs as self, gender, class, ethnicity, and nationality

– ACADEMIC ENGLISH SKILLS

AES 402 ACADEMIC ENGLISH SKILLS (5 quarter credits) Prerequisite: None
This course focuses on improving students' academic skills in reading, comprehension, writing development, grammar, listening, editing, note-taking, and vocabulary. Students will also learn the strategies necessary to achieve success in university coursework. This course will provide students the opportunity to enhance their communication skills through active participation in a variety of in-class oral activities.

BHS COURSES

BHS 100 THE HUMAN BODY (5 quarter credits) Prerequisite: None
This course will examine the human body from several different historical, cultural, and theoretical perspectives. Beginning with an overview of evolution and an introduction to gross structure and functioning, more and more subtle orientations of the human form, including emotional, the energetic and the metaphorical, will be considered. Emphasis will be placed on the role the body plays in determining our earthly destinies.

BHS 101 THE OCEANS (5 quarter credits) Prerequisite: None
This will be an introduction to the science of oceanography. We will explore the interactions with the ocean and land in an experiential format, using field trips as the laboratory component of the class.

BHS 102 THE COSMOS (5 quarter credits) Prerequisite: None
This course will deal with the scientific description of the unfolding of the cosmos and the biosphere. Students will study basic principles of chemistry and classical and modern physics in an experiential learning environment.

BHS 103 THE WRITTEN WORD (5 quarter credits) Prerequisite: None
Different strategies of expository writing will be explored, such as, defining, narrating, classifying, comparing, cueing readers and arguing. Basic styles of writing will be used to practice written

communication in different situations.

BHS 104 LEARNING SPEECH THROUGH THE "READER'S THEATER" (5 quarter credits) Prerequisite: None
This course will deal with formal and informal communication as presented in the dramatic literature with attention to representations of class, race, gender, ethnicity, nationality. Through oral reading performances and final videotaping, the students will learn about the differences in oral communication.

BHS 105 MATHEMATICS: A MOST POWERFUL TOOL (5 quarter credits) Prerequisite: None
This class will increase numerical literacy in students, whatever their level of understanding in math. Emphasis will not be put on computation, but on appreciation of mathematics as a practical tool for daily life. This class is designed to be fun and interesting.

BHS 116 HUMAN SYMBOLS AND RITUALS (5 quarter credits) Prerequisite: None
This course is a survey course covering the human qualities that lead to the making of symbols and rituals in a variety of cultures and times. The impact of these practices on human behavior and psychology will also be covered.

BHS 200 CONNECTING UP / GETTING ONLINE (5 quarter credits) Prerequisite: None
Nothing in history has more quickly brought the world to the average person’s doorstep than the advent of the Internet. “Connecting up” opens the doors to an infinite number of new frontiers. In this course students will learn to rapiy and effectively become computer literate and begin to quickly and confidently achieve personal goals on-line.

BHS 302 HOW TO START YOUR OWN BUSINESS (5 quarter credits) Prerequisite: None
Often a topic overlooked by other universities, the knowledge regarding how to start and run a business is essential to anyone planning on going into private practice or consulting. Knowledge about accounting, record keeping, and scheduling will bring you just so far. All good businesses start with a business plan that is well thought out and organized in such a fashion that it becomes the recipe for your success. This class will accelerate your professional standing and your integration into the community.

BHS 402 THE STUDY OF GREAT LEADERS THOUGH LITERATURE (5 quarter credits) Prerequisite: None
The study of great leaders is made through biography and autobiography. The class will study the qualities and values of those who led humanity in new and positive directions. Starting with the autobiography of Gandhi, My Experiments with Truth and Dag Hammarskjöld's Markings, additional texts from current leaders will be identified each time the course is taught.

BHS 405 THE HUMANISTIC TRADITION (5 quarter credits) Prerequisite: None
This course will examine the founding of the humanistic tradition in civilization through the

comparison of the myths, history, art and literature of the following peoples: The Sumerians, the Egyptians, Asians, the Greek and Roman civilizations. The class will read their myths, examine their plays, poetry and art, and learn how their histories are reflected in the modern world.

BHS 410 INTRODUCTION TO PHILOSOPHY (5 quarter credits) Prerequisite: None
An introduction to the basic issues in philosophy, especially metaphysics and epistemology. The course includes the development of ideas and the modern contributions of feminism, deconstruction, and multiculturalism.

BHS 451 INTRODUCTION TO POLITICAL THOUGHT (5 quarter credits) Prerequisite: None
Basic concepts of the State, who has the right to rule, why groups obey and the purpose of government are explored though classical readings from Plato, Rousseau, Marx and Thoreau as well as modern political thinkers and actors.

BHS 452 EVOLUTION OF CONSCIOUSNESS (5 quarter credits) Prerequisite: None
What was Darwin's perceptual feat and what were its antecedents? Are we the culmination of the evolutionary process? The dilemmas confronting the Darwin explanation in contemporary thought will be discussed as well as the concepts of the evolution of human consciousness.

BHS 454 INDIVIDUALS AND THEIR SOCIAL BEHAVIOR (5 quarter credits) Prerequisite: None
A comprehensive analysis of human nature in terms of the physiological, psychological, and sociological determination of the interrelationships between individuals. Truth, deception, and the justification of dishonesty will be examined as a uniquely human experience.

BHS 455 CRITICAL THINKING (5 quarter credits) Prerequisite: None
This course will attempt to distinguish between critical opinion and critical thought, between judgment and judgmentalism. It will look at a process anchored in openness of mind and honesty that defers judgment, seeks connections and looks at evidence no matter how reluctantly. The meanings of logic and reason will be discussed while a variety of media expressions in television, journalism and the arts will be critically deciphered.

BHS 456 CONTEMPORARY INTERNATIONAL WRITERS (5 quarter credits) Prerequisite: None
What stories are being told today in Africa, Asia, South America and Europe? In this course, selected readings by contemporary novelists from abroad will be read and discussed in search of cultural and social perspectives. The course may focus on contemporary plays, theater, or poetry, as well.

BHS 457 THE MEDIA AS MEDIATOR (5 quarter credits) Prerequisite: None
How do we know what is happening in the world around us? What do we know? Who owns the media and how does this ownership control information? How does voluntary censorship work?

Does the advent of desk top production of visual and printed information challenge the censor? This course will examine how our sources of information determine our beliefs, attitudes, values and judgments.

BHS 459 CARL ROGERS AND HUMANISTIC PHENOMONOLOGY (5 quarter credits)
Prerequisite: None
Each individual has a natural ability to evaluate his or her own experience and behavior. In Rogerian theory, the phenomenal field is the sum of all a person's experiences. When conflicts occur between one's natural evaluation of experience and that of another's, the person changes his/her behavior to conform to the wishes of the outsiders and as a result creates anxiety, defensiveness and psychological maladjustment.

BHS 460 THE SELF & LITERARY PSYCHOLOGY (5 quarter credits) Prerequisite: None
The self is a concept we each have. Where did it come from? What is the difference between ego and self, between self and Self? Self consciousness, self-esteem, self-defense, self-denial, are among the correlates of self concept which will be explored as these issues are dealt with in literature.

BHS 461 INTRODUCTION TO HUMANISTIC AND TRANSPERSONAL PSYCHOLOGY
(5 quarter credits) Prerequisite: None
Covers the major themes of Humanistic Psychology and its development into Transpersonal Psychology: the phenomenological approach, self-determination, the ideal of authenticity, the actualizing tendency, person-centeredness and purpose, holism as the experience of consciousness, and self-transcendence into Transpersonal Psychology. Will explore historical roots of movement and survey the major western figures from James, Jung and Maslow to the present.

BHS 464 INVENTING THE MODERN MIND (5 quarter credits) Prerequisite: None
This course is a comprehensive exploration of the psychological birth of the modern era. You will learn to describe trends and features in the psychology of art, science, literature and political movements through the lives of historical figures in those fields. Howard Gardner's model of domains of creativity will be used to explore how the lives of Freud, Einstein, Picasso, Stravinsky, T.S. Elliot, Martha Graham and Gandhi represent the emerging modern mind.

BHS 465 HISTORY OF THE ORDINARY PEOPLE OF THE UNITED STATES (5 quarter credits) Prerequisite: None
Most history tells the story of the powerful, a handful of men who are said to have shaped history, but what is the history of the mass of people who have lived in this country? What were their daily lives like? This course, using texts, novels and other source materials will examine the lives of ordinary women and men -the farmer's wife, the factory worker, the slave, and the Army private. Reform movements and alternative social experiments will be discussed.

BHS 466 HEALTH AND HEALING (5 quarter credits) Prerequisite: None
Is health one's fate and illness a throw of the dice? Is health a product one buys, if one can afford it? The sources of health and ill health, such as stress, exercise, diet and attitude will be examined. Also, alternative approaches to health and healing, including homeopathic, ayurvedic and shamanistic

practices will be discussed. The mind-body relationship will be examined.

BHS 467 THE FAMILY (5 quarter credits) Prerequisite: None
Has the family become an anachronism? Who needs a family? This course will provide a historical, socioeconomic and comparative study of the family. Family formation will be examined. The prevalent attitudes of women, men and children will be noted and the present and future status of the family discussed.

BHS 468 LOSS OF SELF (5 quarter credits) Prerequisite: None
How are the dehumanizing aspects of work, poverty, family, sex and the media internalized, diminishing one's sense of self? How will one live one's life? Often as an escape from a perceived reality which lacks correspondence with one's expectations, women and men loose themselves in work or ieness or substance abuse or death. In contrast, transcendence of the self through meditation and devotion is the ageless proposal for self-realization and deathlessness.

BHS 469 FOUNDATIONS OF MEDITATION (5 quarter credits) Prerequisite: None
What are the commonalties in different meditative practices? A comparative study of the various practices of Eastern and Western meditation is central to this course. Students will experience a practice of basic meditation.

BHS 470 VARIETIES OF RELIGIOUS AND MYSTICAL EXPERIENCE (5 quarter credits) Prerequisite: None
Religious, psychic, and mystical experience are explored and compared from pre-history to the present. The primary focus will be on identifying the human essence of spirituality in the transpersonal experience of ourselves and in reading and analyzing reports of such experiences in other cultures.

BHS 471 THE THIRD WORLD (5 quarter credits) Prerequisite: None
From the point of view of the whole world, how much of it is Third World? What defines the Third World? This course will focus on the relationships between economically developed centers and non-developed centers of the world, and how those relationships are perpetuated and intensified. New grassroots, solidarity and co-operative movements will be studied in light of the new capitalism.

BHS 484 PHYSICAL DISCIPLINE (5 quarter credits) Prerequisite: None
This is a practice of a physical discipline such as T'ai Chi, Aikido, and Yoga which requires concentration, focus, and practice. Since antiquity these disciplines have produced physical and mental well-being and longevity.

BHS 485 THE GENDERED WORLD (5 quarter credits) Prerequisite: None
This course is an inquiry into the future of femininity and masculinity through an examination of social and psychological development of men and women. It examines the contemporary, human condition from the paradigm of patriarchy and its alternative cultural partnership.

BHS 486 SELF-IN-RELATIONSHIP (5 quarter credits) Prerequisite: None
Psychology is shifting from a science of processes associated with becoming an autonomous individual to a view of the human being as a being-in-relationship. The philosophical foundation for this shift can be found in the philosophy of dialogue. This course is designed to familiarize the student with the philosophy of dialogue and the self-in-relationship model of human development. This explores the philosophy of dialogue and its implication for psychology and psychotherapy.

BHS 487 CAREER COUNSELING (5 quarter credits) Prerequisite: None
This course is offering support and practical work for creative career design, involving personal assessment, exploration of alternatives, and decision making. Personal assessments focus on personality, interests, values, and skills. Formal and informal methods are used to explore alternatives and decision making is presented as a process to promote a resulting decision. This course includes guidelines and preparation for effective job search.

BHS 488 PERSONAL AND SOCIAL ETHICS (5 quarter credits) Prerequisite: None
This class will explore several bases for moral behavior, including religion, tradition, law, personal intuition, and reason. Several ethical systems will be examined, as well as whether moral values are enduring and universal or relative to the time or occasion.

BHS 490 LEADERSHIP DEVELOPMENT (5 quarter credits) Prerequisite: None
This is an overview course for those interested in learning how to become effective leaders in all levels
of life. Topics to be explored are leadership styles, group dynamics, decision making techniques, motivation, and practical skills, such as organizing, chairing meetings, communicating, committee functioning, delegating, evaluating, prioritizing, resolving conflicts, and mediating. This class will encourage active participation of the group with enrichment from outstanding leaders.

BHS 498 SELECTED TOPICS (5 quarter credits) Prerequisite: None
Special courses on selected topics in Humanistic Studies. Occasionally, special lecturers are available to present classes on current issues of interest.

BHS 499 INDEPENDENT STUDY (5 quarter credits) Prerequisite: None
Individualized studies in special topics in Humanistic Studies. Each student's work is directed by a faculty member or recognized leader in the subject area.

BIO – PSYCHOBIOMECHANICS & POSTURAL THERAPY

BIO 600 PSYCHOBIOMECHANICS BUSINESS PRINCIPLES (5)
Students will learn how to set up their PsychoBiomechanics and Postural Therapy practice, start a business, and network for success. The course will cover marketing techniques to professional organizations, office and self management, and record and bookkeeping.

BIO 630 PSYCHOLOGICAL TYPE: THEORY & APPLICATION (5)
This course is an introduction to personality type. Participants will review the Jung/Myers model of type theory (Carl Jung's theory of psychological type as interpreted by the authors of the MBTI, ä the Myers-Briggs Type Indicator) and engage in exploration and practical exercises for its application to improve self-understanding, time utilization, communication, one-on-one relationships and team participation.

BIO 631 HUMAN PHYSIOLOGY (5)
The physiology of body fluids, blood, nerve and muscle, peripheral nerves, central nervous system, special senses, autonomic nervous system, defense mechanisms will be examined in depth in this course.

BIO 632 APPLIED MUSCULOSKELETAL ANATOMY (5)
This course will examine the regional human gross anatomy of the skeleton, joints, muscles and neurovascular structures of the limbs and back. Students will gain extensive practice in learning to palpate all bony landmarks of the trunk and extremities; muscle, ligament, and tendon palpation by clinical zones. This course is also an introduction to postural analysis with practice in taking and interpreting postural measurements.

BIO 633 EXERCISE PSYCHOPHYSIOLOGY I (5)
This course provides an examination of the physiological and psychological responses of the neuromuscular, metabolic, endocrine, and circulatory and respiratory systems to acute and chronic exercise.

BIO 634 EXERCISE PSYCHOLOGY(5)
This course will examine the physiological and psychological bases of selected cardiovascular, respiratory and metabolic disorders and an examination of the particularities of exercise
responses and the effects of exercise conditioning in these populations. A special emphasis on the scientific basis for exercise prescription.

BIO 635 PSYCHOBIOMECHANICS (5)
This course will examine the functional anatomy of the human musculoskeletal system with emphasis on mechanics, electromyography (EMG), motor control and psychological strategies.

BIO 636 POSTURE THERAPY & FUNCTIONAL ASSESSMENT (5)
This course provides an introduction to postural analysis. Students will learn to recognize common structural and postural deviations and common soft tissue injuries to muscle, tendon, the joint capsule, ligaments, bursa, fascia and nerves, in order to determine appropriate intervention. This course will also cover taking and interpreting postural measurements, joint movements and range of motion assessment, techniques to lengthen and stretch musculature, and methods to stabilize the pelvis.

BIO 638 MUSCLE MECHANICS OF POSTURE (5)
Students will learn the theoretical basis of muscle activity measurement in the context of biomechanical studies, including muscle-related topics such as fatigue, injury and control.

BIO 639 BIOMECHANICS INSTRUMENTATION (5)
This course will discuss the instrumentation and provide the technical knowledge to assist in the acquisition and processing of data used in biomechanics.

BIO 640 SCIENTIFIC PRINCIPLES OF PHSYCIAL & PSYCHOLOGICAL TRAINING (5)
This course will cover the application of physiological, kinesiological, and psychological principles in the selection and evaluation of athletic and physical fitness programs. Specific topics studied will include aerobic and anaerobic training, interval training, circuit training, weight training for muscular strength and endurance, flexibility, motor ability, obesity, energy balance, mental training and performance enhancement.

BIO 641 CARDIO-RESPIRATORY EXERCISE PHYSIOLOGY (5)
A comprehensive review of the basic physiological responses of the circulatory and respiratory systems to acute and chronic exercise and a brief discussion of regulatory mechanisms.

BIO 642 PSYCHO/NERVE/ MUSCLE EXERCISE RESPONSE (5)
This course develops a comprehensive theoretical understanding of the basic physiological adaptations to acute and chronic exercise in terms of metabolic pathways and fuel utilization, as well as psychological and neuromuscular responses. Discussion of current concepts of regulating factors will be covered.

BIO 730 THE SCIENCE OF HUMAN MOVEMENT (5)
This course introduces basic and practical knowledge of human movement in sports and physical activity. Anatomical and physiological knowledge pertinent to body movement is presented in depth. Biomechanical concepts and principles applied to body movement in different sports and physical activities are also addressed.

BIO 733 EXERCISE PSYCHOPHYSIOLOGY II (5)
Review of the physiological and psychological basis of selected disorders of the immune, renal, neurological and muscular-skeletal systems and an examination of the particularities of exercise responses and the effects of exercise conditioning in these populations. Special emphasis is placed on the scientific basis for exercise prescription.

BIO 735 ADVANCED PSYCHOBIOMECHANICS (5)
This course addresses biomechanical aspects of the most common structural and neurological abnormalities of the spine resulting in pathological gait. It also addresses the mechanics of tissue and joint injury of the head, neck, torso and extremities, through an examination of psychological and ergonomic issues including: injury mechanisms, evaluation and assessment techniques, occupational health and safety legislation, and ergonomic inventions.

BIO 736 ASSESSMENT & REHABILITATION OF THE HIP, SPINE & PELVIS (5)
This course examines the normal function of the human hip, spine and pelvis. Abnormal function and various pathologies of these structures will be addressed in depth. Students will learn about clinical assessment procedures, as well as evaluation methods for orthopaedic dysfunction. Concepts of rehabilitation will be discussed, to include various exercise protocols and manual techniques, as well as surgical interventions.

BIO 737 ASSESSMENT & REHABILITATION OF THE UPPER & LOWER EXTREMITIES (5)

This course examines normal function of the upper and lower extremities of the human body. Abnormal function and various pathologies of these structures will be addressed in depth. Students will learn about clinical assessment procedures, as well as evaluation methods for orthopaedic dysfunction. Students will learn to implement safe and effective protocols to facilitate tissue healing and rehabilitation, to include exercise programs and manual techniques. Surgical procedures will also be discussed.

BIO 746 POSTURE AND MASSOTHERAPY (5)
In this course students will review the history of massage with emphasis on modern massage methodologies, as well as the theories, principles and basic definitions of massage, movement, and modalities. Also covered, hands-on study and practice of manipulations of massage, including passive touch, pressure touch and nerve compression, stroking (effeurage), friction, kneading (petrissage), vibration and percussion (tapotement), as well as indications for and the basic physiological effects of massage.

BIO 747 FUNDAMENTALS OF SOMATIC STUDIES (5)
This course will focus on the study of human anatomy and physiology with specific emphasis on fundamental concepts of the human body, including the following: chemical, cellular, integumentary, skeletal, articulations, muscular and nervous systems, spinal cord, nerve plexus, the brain, sensory and motor pathways, special senses, autonomic nervous system, basic neurological laws, endangerment sites, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, metabolism, urinary system, and acid-base balance.

BIO 748 PSYCHOLOGY OF INJURY AND ILLNESS (5)
There is clear evidence that psychological and social factors are among the most significant predictors of the scale of disability and measurable outcomes of injury and illness. In this course participants will develop an understanding of psychological theories of adjustment to physical disability, traumatic or catastrophic injury, or chronic illness. Students will learn psychotherapeutic strategies and treatment options appropriate to various stages of adaptation to physical injury or illness. This course will also examine the manner in which common injuries and diseases impact the anatomical structures and functional systems of the body. The various medical treatments and procedures available to maintain or restore structural and functional integrity of the body are also addressed. Conditions of a cardiovascular, pulmonary, neuromuscular, metabolic and oncologic nature will be discussed.

BIO 749 SEMINAR IN BIOMECHANICS (5) Review and analysis of current research, trends, and issues related to Biomechanics

BIO 750 SELECTED TOPICS IN BIOMECHANICS (5)
Individualized studies in special topics in Biomechanics. Each student's work is directed by a faculty member or recognized leader in the subject area being studied.

BIO 751 PSYCHOBIOMECHANICS PRACTICUM (5)
This advanced experiential course provides supervision for students in approved internship placements. The practicum integrates different assessment and evaluation strategies studied in previous courses according to their practical applications. Students will design their own applied approaches to working

with clients.

BUS – BUSINESS ADMINISTRATION

BUS 401 INTRODUCTION TO BUSINESS PRINCIPLES AND ORGANIZATIONS (5)

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

BUS 402 FUNDAMENTALS OF BUSINESS ADMINISTRATION (5)

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

BUS 406 BUSINESS MATH FOR ADMINISTRATORS (5)

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

BUS 412 BUSINESS INFORMATION TECHNOLOGIES (5)

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

BUS 418 ESSENTIALS FOR ADVERTISING (5)

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

BUS 420 BUSINESS COMMUNICATIONS AND THE GLOBAL ECONOMY (5)

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

BUS 424 ORGANIZATIONAL STATISTICS (5)

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

BUS 432 PRODUCTION AND SERVICE MANAGEMENT (5)
Examines problems encountered in planning, operating, and controlling production of goods and services. Topics include waiting-line management, quality assurance, production systems, project management, and inventory management.

BUS 434 ORGANIZATIONAL ENTREPRENEURSHIP (5)
Provides an opportunity to develop concepts, attitudes, and philosophies about business and entrepreneurship at the organizational level.

BUS 442 FOUNDATIONS IN ACCOUNTING (5)
This course will evaluate the role of accounting in organizations by identifying and discussing principles and concepts. Topics include recording process, financial reporting, and the application of accounting information in managerial decision processes.

BUS 449 FOUNDATIONS IN MARKETING (5)
A good company must understand its market and customers. This course will provide a concise introduction to the fundamental principles of marketing, including market and customer research, pricing strategies, and promotional tactics to enhance sales.

BUS 452 FOUNDATIONS IN FINANCE (5)
This course provides a broad overview of financial management and an introduction to the practical application of financial tools and techniques to business decisions. It will include an overview of the three principal financial statements--balance sheet, income statement, and cash flow statement--and the use of financial ratios to assess a firm's financial health. Additional topics include financial planning and forecasting; the choice of debt or equity to finance business operations; and the evaluation of investment opportunities using tools such as discounted cash flow, net present value, and risk analysis. The course also examines financial instruments, including stocks and bonds, and techniques of business valuation.

BUS 458 FOUNDATIONS IN ECONOMICS (5)
This course will cover the basic institutions of market economy and the role they play in defining and pursuing economic goals in the U.S. economy. Emphasis is placed upon the economic behavior of existing institutions; current economic policy alternatives as they affect both the individual and the society.

BUS 466 LEGAL AND ETHICAL ISSUES IN THE GLOBAL MARKETPLACE (5)
Business law relates to those laws involving the business and commercial components of society and allows businesses to function. This course is designed to provide a brief, broad overview of the legal business Emphasis will be placed on the ethical and moral principles as they apply to the legal and business community

BUS 475 CROSS CULTURAL STRATEGIC MANAGEMENT (5)
Students will analyze some of the major cultural profiles, communication patterns, negotiation strategies and management styles in several countries and companies in various regions of the world, in order to develop a better understanding of the main cultural issues that must be taken into account when doing business in a multicultural setting. Special

attention will also be given to ethical considerations.

BUS 480 SELECTED TOPICS (5)
Special courses on selected topics in Business Administration. Occasionally, special lecturers are available to present classes on current issues of interest.

BUS 485 SPECIAL TOPICS IN BUSINESS ADMINISTRATION (5)
An individualized, faculty supervised opportunity to address a business problem or issue in greater depth.

BUS 490 SEMINAR IN BUSINESS ADMINISTRATION (5)
Addresses various topics or issues of relevance in business administration. Each student's work is directed by a faculty member or recognized leader in the subject area being investigated.

BUS 601 FINANCIAL ACCOUNTING FROM A MANAGERIAL PERSPECTIVE (5)
An examination of standard accounting principles and practices, from the perspective of a business manager rather than the perspective of an accountant.

BUS 602 QUANTITATIVE METHODS IN BUSINESS (5)
An introduction to quantitative tools used to plan and manage businesses, including descriptive statistics, linear and non-linear projection methodologies, and basic hypothesis-testing methods used in the business context.

BUS 610 LEADING AND MANAGING PEOPLE AND ORGANIZATIONS (5)
A survey of both classic and contemporary theories and approaches to business leadership, and to the selection, motivation, and management of employees in the US context.

BUS 611 ENTREPRENEURSHIP: DEVELOPING NEW VENTURES (5)
Considerations in establishing new business ventures, including an introduction to the legal and regulatory climate, banking practices, and obtaining and managing start-up funding.

BUS 612 MANAGING FRANCHISE BUSINESSES (5)
In this course students will survey of the franchise market in the US, including the diversity of franchise opportunities, and unique regulatory, contractual, legal, logistical, and managerial issues involved in operating franchise businesses.

BUS 613 VENTURE CAPITAL AND PRIVATE EQUITY (5)
An in-depth introduction to the various means of financing new business ventures through venture capital and through private investment.

BUS 614 MARKETING STRATEGIES AND TACTICS (5)
An examination of the major approaches to developing and implementing marketing strategies, along with "how-to" tactics, across a wide variety of business types.

BUS 615 REAL ESTATE INVESTING (5)
A survey of financial, regulatory, and managerial issues related to real estate, both as an investment category in itself, and as an aspect of the overall management of a business enterprise.

BUS 616 SOCIAL RESPONSIBILITY: BUSINESS LAW AND ETHICS (5)
An introduction to the notion of the social responsibility of businesses, taking into account variations in theory and practice, as well as recent legal developments such as Sarbanes-Oxley.

BUS 617 FINANCIAL PLANNING AND INVESTING (5)
Business leaders must address personal financial issues as well as those for their businesses. This course introduces the fundamentals of personal financial planning and investing for the entrepreneur and business investor.

BUS 618 INFORMATION TECHNOLOGY STRATEGIES FOR ENTREPRENEURIAL BUSINESSES (5)
Information and communication technologies are essential bases for doing business. This course surveys major technologies and related issues in the US, with special emphasis on the needs of smaller and entrepreneurial businesses or business credits.

BUS 622 GLOBAL BUSINESS PERSPECTIVES: FOCUS ON CHINA (5)
A survey of economic analyses and forecasts regarding doing business in China: major sectors and niche opportunities.

BUS 625 NEGOTIATING AND BARGAINING SKILLS: ASIA, THE US, INTERNATIONALLY (5)
This course will discuss how “business is done” and how agreements, when negotiated, vary significantly by region and culture. This course will survey primary themes for success in negotiating in Asia, the US, and elsewhere.

BUS 627 LEADERSHIP ISSUES AND STYLES ACROSS THE PACIFIC: CHINA AND THE US (5)
Leadership is a universal requirement in business; this course surveys the differences in how the function of leadership is viewed and practiced between China and the US, as well as variations within each country.

BUS 630 INTRODUCTION TO SUSTAINABLE BUSINESS (5)
This course will examine the different environmental, social, and economic issues in sustainable business. The course will focus on how to integrate issues of corporate social responsibility (CSR) in business corporations operating in a global economy. Students will examine such topics as the development of markets for eco-innovations, CSR in supply

chains, environmental management systems, and green management accounting.

BUS 631 FINANCE & ENVIRONMENTAL ACCOUNTING (5)
The concern in environmental accounting problems has grown quickly in recent years, and the issues effect various specializations within the accounting field. This course introduces the profession's responsibility toward environmental problems and the broader issues of sustainability. For instance, financial reporting, analysis and disclosure, cost management and managerial decision making, capital investment analysis, auditing, and taxation.

BUS 632 ECO-COMMERCE MODELS (5)
This course provides an overview of the intersection of business development and environmental and social responsibility. Students will explore the methodologies used to establish enterprises that incorporate environmental and social considerations throughout the levels of organization.

BUS 633 FOUNDATIONS IN ECOLOGICAL ECONOMICS (5)
This course examines the economics behind natural resource use and environmental issues. Students consider problems such as deforestation, overfishing, oil consumption and minerals pollution, global warming, acid rain, and land conservation. Students will examine the link between economic, environmental, and social systems.

BUS 634 SUSTAINABLE PRODUCTS & SERVICES (5)
This course explores the creation and development of sustainable products and services. Students explore the link between products and services while examining historic, current, and future examples of sustainable products and services.

BUS 635 APPLICATION OF SUSTAINABLE BUSINESS PRACTICES (5)
This course focuses on transforming businesses, both internally and externally, by focusing on numbers, markets, people, and sustainability.

BUS 636 AIR POLLUTION, ANIMAL RIGHTS, LAND USE, ENERGY LAW, & BIODIVERSITY PROTECTION (5)
This course focuses on interpreting and applying national regulations as it applies to air pollutants and air quality standards. The ethics of animal rights will be explored, and current animal legal protections discussed. Students will explore the concept of biodiversity and its growing threats. Land use and development practices will be addressed to increase the conservation of biodiversity.

BUS 637 ENVIRONMENTAL ECONOMICS POLICY & MANAGEMENT (5)
This course analyzes various areas of environmental economics such as the economics of pollution control, the application of cost benefit analysis to the environment, the economics of sustainable development, environmental policy, and international environmental issues.

BUS 638 GLOBAL ENVIRONMENTAL ISSUES IN BUSINESS TRANSACTIONS (5)
Students study the developments that have contributed to the dynamic growth of the

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

BUS 639 CLIMATE CHANGE & THE LAW (5)
This course integrates the science and law of climate change in respect to the generational implications of the problem. Students will consider how existing federal laws may be used to address climate change and how more comprehensive laws may be created.

BUS 650 ADVANCED MARKETING STRATEGIES: SUCCESSES AND FAILURES (5)
An in-depth examination, using case studies, of notable successes and failures in marketing strategies, addressing the interplay of marketing strategies, culture, the legal and regulatory climate, and generational differences.

BUS 651 MERGERS AND ACQUISITIONS EAST AND WEST (5)
Detailed study of similarities and differences in the legal, regulatory, and cultural aspects of (1) initiating corporate mergers and acquisitions and (2) making a success of the merged organization.

BUS 652 IDENTIFYING AND ANALYZING DOMESTIC BUSINESS OPPORTUNITIES (5)
An advanced examination of sources of data and information on business opportunities in the US, and methods of determining the feasibility of pursuing these opportunities in particular state and regional contexts

BUS 653 IDENTIFYING AND ANALYZING INTERNATIONAL BUSINESS OPPORTUNITIES (5)
An advanced examination of sources of data and information on international business opportunities, and methods of determining the feasibility of pursuing these opportunities in particular contexts around the world.

BUS 654 FINANCIAL INSTITUTIONS AND MARKETS IN A GLOBAL PERSPECTIVE (5) Advanced focus on banking, finance, and investment opportunities and markets, and their similarities and differences in various portions of the globe.

BUS 655 THE FEDERAL RESERVE AND BUSINESS FORECASTING (5)
An introduction to the impacts of the Federal Reserve on US capital markets, and examples of how to use federal financial data for purposes of forecasting the financial climate for businesses.

BUS 656 SPECIAL PROJECTS IN BUSINESS MANAGEMENT (5)
An individualized, faculty-supervised opportunity to address a business problem or issue in greater depth, such as development of a business plan for a real or hypothetical venture.

BUS 657 INTERNATIONAL ECONOMICS (5)
This course provides an overview of international financial markets. Students will analyze what determines the patterns of merchandise and service trade between countries. Special topics to be covered: alternative international monetary arrangements and institutions; foreign exchange markets and hedging instruments; international trade policy, including the effects of tariffs, quotas, subsidies, exchange control, and other trade restrictions upon a nation's economy.

BUS 695 CAPSTONE RESEARCH PROJECT (5)
The capstone research project is an independent study with the Director of Graduate Program leading to the completion of the Capstone Project. Prerequisite: Project proposal approved by the Director of Graduate Program.

BUS 701 ACCOUNTING (5)
This course focuses on generally accepted accounting principles as they apply to partnerships, business combinations, branches, and international operations. This course will also focus on the examination of contemporary issues in financial and managerial accounting within the context of pronouncements of the financial accounting standards board.

BUS 702 QUANTITATIVE METHODS AND STATISTICS (5)
This course in business research covers concepts of probability theory, regression analysis, assumptions of multivariate analysis, use of computer software, and the ethics of research in business settings. Emphasis is on application and understanding of the statistical tools, mathematical concepts, and processes.

BUS 720 STRATEGIC MANAGEMENT SKILLS I (5)
This course focuses on creating, implementing, and evaluating cross-functional decisions for a business to succeed. Students will learn core management skills and techniques to deliver results

BUS 722 MANAGERIAL FINANCE (5)
The course examines financial management for corporate value creation. Students study the underwriting process and alternate sources of capital, use of financial planning methods for short-term financing, merger motivation, acquisitions, and bankruptcy reorganization.

BUS 723 MANAGERIAL ECONOMICS (5)
This course focuses on microeconomics analysis and its application decision making within the context of business. Includes demand and consumer behavior, production and costs analysis, forecasting, risk analysis, and public policy toward business.

BUS 724 INTEGRATED MARKETING I (5)
This course focuses on the components of advertising within the total marketing function. This course examines the value of marketing, the different phases of marketing, marketing a good versus a service, wholesaling, retailing, pricing strategies, analysis of markets, distribution, creating advertising campaigns, planning, production, media, management,

and budgeting.

BUS 725 SALES I (5)
This course focuses on the most prevalent promotional and persuasive models used in written, oral, and electronic communication. Students examine the psychological aspects of persuasion and influence. The application of effective strategies for sales, product introduction, and advocacy for a position are emphasized.

BUS 726 BUSINESS AND LABOR LAW I (5)
The course focuses on governmental and quasi-governmental regulations as they relate to corporate social responsibility business impacts. Students will learn the process of developing corporate social responsibility standards and policies, how to interpret them, and how to determine relative weight; and how to assess, hane and prevent corporate social responsibility risks.

BUS 727 COMPUTER APPLICATIONS (5)
This course emphasizes solving business problems by integrating data from all of the software applications. Examines applications used to communicate information.

BUS 728 INTERNET ENVIRONMENT (5)
This course focuses on the impact of the Internet on business dealings. Focus on digitization, globalization, mobility, work groups, communication, and computing power.

BUS 730 STRATEGIC MANAGEMENT SKILLS II (5)
This course will integrate the management principles of planning, organizing, leading, and controlling employees.

BUS 731 ADVANCED ACCOUNTING (5)
This course provides students with advanced managerial accounting skills. Emphasis on strategic decision making and management control systems.

BUS 732 QUANTITATIVE METHODS AND STATISTICS II (5)
This course teaches statistical models, techniques, and tools for management decisions. Attention will be given to probability distributions, random sampling and standard errors, hypothesis testing, multiple regression, ANOVA, chi-square tests.

BUS 734 INTEGRATED MARKETING II (5)
Marketing and selling products in a global environment present many demanding decisions that need to be updated on a consistent timeframe with hard-to-retrieve knowledge, information, and data. This course focuses on the analysis a contemporary marketing case, evaluation of alternative marketing strategies and the preparation of a comprehensive marketing plan for a client.

BUS 735 SALES II (5)
This course focuses on personal selling and sales management including organizing, directing, and compensating and evaluating the sales force.

BUS 736 BUSINESS/ LABOR LAW II (5)
This course will build upon knowledge of legal theory, legal and deductive reasoning, constitutional law, administrative law, the court system, civil and criminal procedures, alternative dispute resolution, criminal law and the concepts of tort and strict liability. Attention will be given to the Uniform Commercial Code, the application of the property, bail, agency, employment law, business structures, intellectual property, e-commerce, and international law. Basic Business Law will be emphasized.

BUS 738 E-COMMERCE APPLICATIONS AND OPERATIONS (5)
This course focuses on the synergy between technology and business management. Covers technical topics such as the Internet, intranets, extranets, and portals. Students learn the importance of Enterprise Resource Planning (ERP), outsourcing, e-procurement, and electronic payment systems; how to conduct business on-line and how to manage the technological issues associated with constructing an electronic-commerce Web site. Students will investigate strategies and products for building e-commerce sites, examine how such sites are managed, and explore how they can augment an existing business infrastructure.

BUS 740 CRISIS MANAGEMENT AND REORGANIZATION (5)
This course addresses planned change in organizations, including organizational design and structure, principles of organizations, human resources training, intra- and inter-departmental communications, coordination activities, and leadership development. Focused attention on utilizing leadership and collaboration practices in solutions oriented decision-making.

BUS 750 LEADERSHIP AND ORGANIZATIONAL MANAGEMENT (5)
This course examines leadership issues in global, international, and multicultural organizations. Focus on culturally sensitive leadership skills, styles, practices, models, trends, and concepts.
Attention is given to international and conflict management practices, and team collaboration skills.

BUS 752 HUMAN RESOURCES MANAGEMENT (5)
This course covers the nature of human resource development and utilization in business. Students will investigate and discuss of various topics in recruiting, utilization, conservation, and development of human resources within the context of the individual firm.

BUS 754 ADVANCED MARKETING III (5)
This course explores the intricate relationships between objectives, strategies, positioning, tactics, budgets, competitive analysis, and target markets. Learn how to increase profitability by monitoring the environment, conducting market research, and choosing customers and suppliers. Discover the effect of an information-based economy on marketing and selling.

BUS 755 REAL ESTATE (5)
This course reviews real estate concepts, practices, and institutions. Specific attention is given to legal aspects of real estate ownership, appraisal, market analysis, mortgage financing, analysis of complex real estate projects and financing.

BUS 756 MEANING CENTERED APPROACH TO ORGANIZATIONAL COMMUNICATION (5)
Course focuses on managerial communications within organizational management and organizational behavior at the individual, interpersonal, team, and organizational levels. Students learn how to listen empathically; resolve conflict; influence others through professional speaking. Self-assessments and skill building exercises will be utilized to learn how to effectively manage relationships within organizations.

BUS 757 INTEGRATED ECONOMIC CONSULTING (5)
This course integrates human resource management issues, marketing, finance, and operations management. Students apply skills to complex organizational problems and strategic issues as a result of advancing technology, competitive market conditions, social and cultural changes, and regulatory actions in both the domestic and global arenas.

BSCM – BUSINESS COMMUNICATION

BSCM 170 ORAL AND WRITTEN COMMUNICATION SKILLS (5 quarter credits)
Prerequisite: None
This course will provide students with a conceptual framework and specific tools for communicating in complex environments and accomplishing strategic academic and professional business goals. This core course provides writing, oral, and collaborative skills necessary for future business courses, internships, and professional positions.

BSCM 210 EFFECTIVE PUBLIC SPEAKING (5 quarter credits) Prerequisite: None
This course will cover strategies and practical tips for approaching public speaking. Students will learn both the cognitive side of presentations—organizing thoughts and information—and the physical dimension - enlisting voice and other physical tools - to engage the audience on an emotional as well as intellectual level.

BSCM 215 ADVANCED PUBLIC SPEAKING FOR BUSINESS MANAGERS (5 quarter
credits) Prerequisite: None
As a representative of your business, how you conduct yourself at meetings, social gatherings, news briefings, and other speaking engagements is critical. Learn various strategies to make you a successful presenter in whatever situation is required. Topics to include effective vocal and visual delivery; selling yourself and your ideas; choosing the right words; staying focused, directed, and organized in different situations; communication styles for various situations, including crisis, company or community; and crisis communication fundamentals.

BSCM 220 EXPOSITORY AND TECHNICAL WRITING SKILLS (5 quarter credits) Prerequisite: None
In this course students will learn both expository and technical writing, with emphasis on grammar, punctuation, and concise writing skills. Students will learn organization of thought, structure, the use of logic, and attention to detail in their writing. This course will teach students

to use graphic organizers such as bullets, numbers, bold, italics, and color, and to use them consistently. Students will also learn to use tools other than words (charts, graphs, tables, ratios, schematics) to present information best demonstrated visually. Correct citation of resources using a standard format will also be covered.

BSCM 225 PERSUASIVE COMMUNICATION (5 quarter credits) Prerequisite: None
The course will begin by examining the similarities and differences between objective (predictive) and persuasive writing. Students will be instructed in methods of constructing a coherent argument, as well as the conventions of providing authority to support an argument. Students will receive instruction and gain practice in crafting the four basic building blocks of a persuasive document: the issue, the statement of facts, the argument, and the conclusion. This course will also introduce students to some advanced writing techniques such as the use of metaphors and literary references.

BSCM 230 CROSS CULTURAL COMMUNICATION (5 quarter credits) Prerequisite: None This course will cover relationships among culture, communication and perception, and how these relationships are manifested in businesses and organizations among people who are racially, ethnically, and sexually different. Students will learn communication practices necessary to create understanding in multicultural business contexts.

BSCM 235 PUBLIC RELATIONS WRITING (5 quarter credits) Prerequisite: None
This course will examine journalistic style of writing, media ethics, targeting the desired audience, writing fundamentals, as well as media relations techniques. Students will practice writing press releases, newsletters, brochures, and other public relations tools, as well as create
portfolio writing samples, e.g. industry standard news releases, pitch letters and features, Q & A documents, crisis statements and position papers.

BSCM 240 WORLD WIDE JOURNALISM AND EXPRESSIVE WRITING (5 quarter credits) Prerequisite: None
In this course students will examine numerous issues surrounding the role technology plays in business and technical communication, including the shifting nature of literacy and representation in the digital age and the persistent tug of older analog technologies. The course studies how new technologies help shape the decisions of technical communicators in an increasingly electronic workplace.

BSCM 245 CONFLICT & NEGOTIATION (5 quarter credits) Prerequisite: None
This course will emphasize the role of communication in the development and management of conflict and negotiation. Topics include types of conflict, resolution strategies, power relationships, intercultural/international conflict, and conflict in organizations.

BSCM 250 TEAMBUILDING & LEADERSHIP (5 quarter credits) Prerequisite: None
An effective team can produce first-rate results. High-performing teams exhibit accountability, purpose, cohesiveness, and collaboration. This course will cover theories of effective group communication; group development, cohesion, conflict management and diversity; strategies for building and maintaining teams, enacting leadership, constraints and opportunities for teams and leaders, organizational outcomes, and effective project management.

BSCM 255 ADMINISTRATIVE COMMUNICATION (5 quarter credits) Prerequisite: None
This course teaches students to apply the principles of successful professional communication processes in complex organizations. Emphasis will be placed on developing listening, writing, and speaking skills to promote better relations among individuals and organization.

BSCM 260 VISUAL COMMUNICATION AND CULTURES (5 quarter credits) Prerequisite: None
This course provides a theoretical and methodological introduction to the study of images as communicative and cultural phenomena. Students will develop an understanding of the significance of visual means of communication in relation to historical, social, political, environmental, technological, and economic issues. Topics will include theories of the image; implications for visual communication and culture; analysis and production of images in a variety of media and contexts (including signs, typography, drawing, graphic design, illustration, color and electronic resources); and the idea that a visual message accompanying text has a greater power to inform, educate, or persuade a person or audience.

BSCM 265 CRISIS COMMUNICATION (5 quarter credits) Prerequisite: None
Crises are a fact of organizational life. From the small, not-for-profit organization to the global, multi-national corporation, crises can suddenly disrupt an organization's ability function efficiently and effectively. This course will be an introduction to crisis communication methods, and the application of crisis management principles, strategies, and tactics. This course provides students with a fundamental understanding of crisis management, risk communication, media relations, and public-opinion research techniques in multiple contexts. Students will study various crisis communication situations including definitions, planning, reputation management and annual report communication, and learn to predict, manage, and control real-world controversies. Emphasis will be placed on developing comprehensive crisis communication plan.

BSCM 270 INTERPERSONAL COMMUNICATION SKILLS IN THE WORKPLACE (5
quarter credits) Prerequisite: None
This course is designed to help students develop and enhance communication skills, including active listening, conversation, dealing with different personality types, and nonverbal communication strategies. This course explains basic communication theory as it

applies to the workplace and offers "real-life" scenarios that demonstrate the use of effective interpersonal communication. Participants will learn to identify personal barriers to effective communication and develop strategies to overcome them, the application of constructive criticism, and the use of and interpretation of non-verbal communication cues, including body pose, gestures, and eye movements.

BSCM 280 COMMUNICATION THROUGH SOCIAL MEDIA (5 quarter credits)
Prerequisite: None
Understand how business communication is changing as technology evolves is essential. The rise of social media has led to new methods companies can use to communicate with their workforce, get their message out, and build their brand. The main objective of this session is to help you understand the best ways to use social media in business communications. By the time it is over, you will understand how your use of social media both at and outside work can reflect on your employer; recognize effective use of social media in corporate communications; see that actions taken in the workplace, even with personal electronic equipment, are covered by workplace rules, understand that even personal social networking sites can affect the company and your employment; know your rights with respect to personal electronic equipment and social networking accounts; and see and understand how your company is using social media to further business goals.

CCH --SPORT COACHING

CCH 400 ATHLETIC COACHING BUSINESS PRINCIPLES (5)
Students will learn how to set up their coaching practice, start a business, and network for success. The course will cover marketing techniques to professional sport organizations, office and self management, and record and bookkeeping.

CCH 401 THEORY OF COACHING (5)
This course is an overview of current theory and practice in coaching education. Topics include sport pedagogy, physiology, psychology, administration, and risk management. This course addresses issues common across all levels of performance and competition as well as issues specific to youth, interscholastic, and collegiate coaching.

CCH 403 COACHING METHODS (5)
This course is a comprehensive introduction to the coaching profession. Emphasis is placed on coaching at the high school and club levels. Additional consideration will be given to coaching at youth, recreational, and intercollegiate levels. The primary goal of the course is to develop and enhance students' knowledge and understanding of concepts and techniques of coaching, as well as their application to achieving important objectives in working with athletes.

CCH 408 SPORT SCIENCE APPLIED TO COACHING (5)
This course focuses on the basic science of exercise physiology and athletic performance as it applies to coaching. Topics include how the body responds to exercise, how to train the body to maximize health and athletic performance, basic movement and mechanical

principles, risks associated with exercise, injury prevention strategies, and the influence of nutrition on exercise and athletic performance.

CCH 410 SPORT NUTRITION & WELLNESS (5)
This course is an introduction to concepts and applications of lifetime personal health and wellness, through the exploration of the sciences of exercise physiology and nutrition. Topics covered include the principles of exercise physiology, the components of fitness and athletic training, cardiovascular disease and risk factors, optimal nutrition and energy metabolism, weight management and life-style issues, relaxation and massage techniques, sexually transmitted diseases, ergogenic aids and substance abuse, and counseling for optimal physical and mental health. The course includes practical applications of certain topics through activities such as fitness testing, circuit training, weight training and aerobic training, and their role in achieving peak athletic performance.

CCH 469 SELECTED TOPICS IN SPORT COACHING (5)
Individualized studies in special topics in Sport Coaching. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

CEX /EXA – EXPRESSIVE ARTS CERTIFICATE

CEX 600 EXPRESSIVE ARTS BUSINESS PRINCIPLES (5)
Students will learn how to set up their counseling practice, start a business, and network for success. The course will cover marketing techniques to professional organizations, office and self management, and record and bookkeeping.

CEX 630 FOUNDATIONS OF EXPRESSIVE THERAPY (5)
This introductory overview of expressive therapy, in its many forms, (art, movement, poetry, play therapy, ritual, and performance) is designed to awaken and deepen an understanding of the variety of healing powers inherent in creative self-expression and shared creativity. Through lecture, group discussion, and experiential exercises students will learn the basic philosophy of expressive therapy. In this course principles of psychotherapy and creative process are compared and contrasted, and ways are explored to develop different expressive arts techniques rooted in the cycles of the creative process. This course is intended to enhance professional and personal growth and prepare students for specific in-depth courses in creative, intuitive, and expressive therapy. Prerequisite: CPS 601 - Counseling Theories & Strategies.

CEX 631 PSYCHODRAMA RITUAL AND PERFORMANCE (5)
This course explores the psychodynamic processes in ritual and the significance of symbolism for individuals and groups. It explores a variety of diagnostic and therapeutic techniques which provide insights into roles, boundaries, communication patterns and psychological orientations of individuals and groups. A variety of experiences such as mask making, Shamanic journeying, dramatic enactments and improvisation will be examined for

their therapeutic and transformational potential. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

CEX 632 FUNDAMENTALS OF MUSIC THERAPY (5)
This course looks at music as a powerful therapeutic modality for personal healing and diagnostic, cathartic therapy. Both the theory and practice of using music to evoke images, feelings, memories, and the potential for change will be explored. Personal growth expanded creativity and therapeutic healing with music for different populations (children, aging) will also be considered. Prerequisite: CEX 630 –Foundations of Expressive Therapy or consent of instructor.

CEX 633 FUNDAMENTALS OF MOVEMENT THERAPY (5)
This course examines the principles, specific theoretical foundations, and approaches, as well as the clinical applications of dance and movement therapy. The study of body movement and body language combine to enhance observational and diagnostic skills; personal exploration through movement or the use of space, psychological boundaries, and the physical manifestations of beliefs are all integral to this course.

CEX 634 ART AND EXPRESSIVE THERAPY WITH CHILDREN AND ADOLESCENTS (5)
This course presents a theoretical and practical framework for therapy with children and adolescents based in a variety of expressive, non-verbal, and creative techniques. Attention is given to special populations of children and adolescents, family interaction enhancement and developmental experiences for children and adolescents who are not diagnosed with a pathological condition. Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent of instructor.

CEX 635 ART AND EXPRESSIVE THERAPY WITH ADULTS AND AGING POPULATIONS (5)
Art therapy is often thought of as intervention with children. It is, in fact, an effective tool for the diverse needs of various adult populations. This course addresses work with families, Adult Children of Alcoholics, the aging, the handicapped and other adult groups ranging from the Non- English speaking to the intellectual. Each class will provide a full spectrum of experience with art media, as well as, didactic information, exploration of dreams, pain and loss, and life transitions. Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent of instructor.

CEX 730 TRADITIONS OF TRANSFORMATIONAL ARTS (5)
This course will examine the psycho-spiritual concepts of transformation as revealed by various religions and cultures in their use of symbols and stories, songs and dances, art, and poetry. We will use this information to explore the interrelationships between culture, religion, the arts, and healing. Discussions of sacred art and ritual will lead to experiential processes designed to awaken deeper connections to the Self, the world, and the source of creativity.

CEX 739 PRACTICUM IN EXPRESSIVE, CREATIVE THERAPY (5)
The completion of 100 hours in a supervised setting, using creative therapeutic skills is required. This course combines supervision, case studies and training to help students enhance strengths and cultivate new expressive therapy intervention skills. Prerequisite:

Completion of two courses from the Expressive Therapies Sequence (EXA 732-738).

EXA 732 SPECIAL TOPICS IN EXPRESSIVE THERAPIES (5) Prerequisite: None
Individualized studies in special topics in Expressive Therapies. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

EXA 733 EXPRESSIVE TECHNIQUES IN FAMILY THERAPY (5) Prerequisite: None
This class introduces therapists and advanced students in the counseling psychology programs to the potential of expressive techniques in family therapy. Students will creatively explore family rules, roles, and rituals to see how they play a part in the dynamics of family systems. With the tools of Expressive Therapy and basic psychological theory, students can complete unfinished relationship issues and discover how to create more healthy, happy, healing relationships with their parents and children. Students will work with movement, rhythm, and family choreography to explore patterns in family relationships.

EXA 735 FUNDAMENTALS OF COLOR THERAPY (5)
This course explores the fundamentals of color therapy, as well as the interplay of color, sound, and imagery. Techniques for accessing energy, allowing emotional catharsis, enhancing visualization, and developing techniques in relaxation therapy are all addressed in this class.
Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent.

EXA 736 LANGUAGE, POETRY, MYTH, AND FOLKLORE THERAPY (5)
This class examines ancient and modern techniques, using the spoken and written word to encourage explorations of personal belief systems for healing and recovery. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

EXA 738 SANDTRAY AND WORLD PLAY (5)
Practice and theory of sandplay therapy, as developed by Dora Kalff and others. Focus on applications to psychotherapeutic practice with children and adults, and possible integration into a multi-modal expressive arts therapy context. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

EXA 740 SELECTED EXPRESSIVE TECHNIQUES (5)
Individualized studies in special topics in Expressive Arts. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

EXA 741 SPECIAL TOPICS IN EXPRESSIVE THERAPIES (5)
Individualized in-depth study in a selected topic. Student’s work is directed by a faculty member or recognized leader in the subject area being investigated. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

EXA 742 SEMINAR IN EXPRESSIVE ARTS THERAPY (5)
Addresses clinical issues unique to expressive arts therapy, such as: assessing a client's readiness to do expressive arts work; clinical relevance of different art modalities; transitions between modalities; and client's defenses and resistance, transference and counter transference within this context, etc. To be taken concurrently with supervised practicum in expressive arts therapy.

EXA 745 INDEPENDENT STUDY IN EXPRESSIVE ARTS THERAPY (5)
Supervised study in expressive arts therapy process. Presentation and discussion of case material from internship, with emphasis on development of clinical skill in group and individual expressive arts therapy.

CPS -- PSYCHOLOGY

CPS 400 INTRODUCTION TO PSYCHOLOGY (5)
This broad survey course introduces the field of psychology and its basic concepts, theories, research methods, and contributions to the understanding of human behavior. Topics include the five main branches of psychology including neuroscience, which is a study of the nervous system; developmental, which focuses on how people grow and learn; cognitive, including perception, motivation, learning and memory; social, which studies how people interact; and clinical, which examines mental health and mental illnesses. The past and current theories and contributions of major psychologists are explored.

CPS 401 HISTORY AND SYSTEMS OF PSYCHOLOGY (5)
This class traces the development of the field of psychology from its philosophical and scientific antecedents through modern trends. Special emphasis will be placed on systems of thought which influence modern and current psychological practice such as psychoanalytic, behavioristic, humanistic, and transpersonal perspectives.

CPS 402 ABNORMAL PSYCHOLOGY (5)
This class will focus on the nature and development of emotional, cognitive, behavioral, and spiritual disturbances which result in a person's failure to adapt and grow in society. An understanding, classification and treatment of personality disorders will be introduced. Through an exploration of the positive and negative aspects of the concept of abnormal psychology consideration is given to personality traits that are identified as inappropriate, creatively superior, and pathological.

CPS 403 THEORIES OF PERSONALITY (5)
This is a survey course with a comparative examination of the essential concepts and hypotheses of major theories of personality. From psychoanalytic to humanistic-existential, including cognitive and behavioral perspectives, this course moves from an understanding of the empirical foundations to the discussion of current applications in therapy. Prerequisite: General Psychology or CPS 402 - Abnormal Psychology.

CPS 404 QUANTITATIVE PERSPECTIVES (5)
This course represents a survey of statistical techniques and methods as they are properly (and improperly) applied. De-mystification of statistical concepts, language, and jargon is

emphasized. Topics include descriptive and inferential statistics, probability, sampling, experimental design, and critical review of modern scientific publications.

CPS 501 WRITING SKILLS & RESEARCH (5)
This class is required of all master's and Doctoral students who have not met the writing competency requirement. This course will cover the basics of expository writing. Review and instruction in grammar, sentence structure, paragraph development and essay writing will be provided. This class will prepare students for professional written communication through in- class writing practice.

CPS 601 COUNSELING THEORIES & STRATEGIES (5)
This course is an introduction to psychotherapeutic theories inclusive of their techniques. Emphasis will be placed on such concepts as resistance, interpretation, clarification, confrontation, transference, and counter-transference in the context of both short-and long-term psychotherapy. The theories of Freud, Jung, Aer, Ellis, and others will be discussed and applied to specific counseling experiences. Prerequisites: CPS 401 - History and Systems of Psychology, CPS 403 - Theories of Personality.

CPS 602 CAREER DEVELOPMENT APPROACHES (5)
The purpose of this course is to provide students with an understanding of the basic concepts, and techniques of career counseling/development. Students will learn to evaluate and apply vocational choice theories, as well as use of assessment tools in career counseling in an ethical context. This course will focus on such topics as occupational and labor market information; the application of career counseling for diverse populations; principles of vocational rehabilitation; career development as related to mental health; the nature and structure of the world of work; and leisure and lifestyle development, including the interrelationships between work, family and life roles. This course may be enhanced by guest speakers and other class activities.

CPS 603 DEVELOPMENTAL PSYCHOLOGY (5)
The processes and significant transition points from early childhood, adolescence, and adult development to include aging and long-term care, are studied in this course. Major theories of development are contrasted by examining principal concepts and uncovering assumptions about what motivates behavior and development, what is the nature of development, and determining the primary influences on development throughout the lifespan.

CPS 604 INTRODUCTION TO PSYCHOLOGICAL RESEARCH (5)
This is an introductory course in psychological research for counselors who need to be able to utilize research results. The course will teach students how to use the library to locate and use psychological books and journals. This course will focus on the main types of research methods used in clinical research including interviews, surveys, and experiments. Research reports and ethical issues will be addressed.

CPS 605 CLINICAL COUNSELING SKILLS TRAINING (5)
Research indicates that counseling and therapy are, for better or for worse, largely the result

of the skills of the counselor. In this course, students review research on effective therapists, learn the traits of successful helpers, have their own helping skills evaluated and begin the training process necessary to develop their own counseling abilities. Counseling supervision, feedback, and training exercises are part of this course. Self-exploration as it relates to any personal issues which inhibit therapeutic effectiveness is required. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology.

CPS 610 PSYCHOPATHOLOGY (5)
This course is an overview of the variety and range of psychopathological disorders based on the Diagnostic and Statistical Manual of Mental Disorders (DSM) published by the American Psychological Association. The primary focus is on etiology and symptoms of disorders. Prerequisite: CPS 402 - Abnormal Psychology and CPS 603 - Developmental or concurrent enrollment.

CPS 611 ADVANCED CLINICAL SKILLS TRAINING (5)
In this advanced course, students review research on effective therapists, learn the traits of successful helpers, have their own helping skills evaluated, and continue with the advanced training necessary to enhance their own counseling skills. Continued counseling supervision, feedback, and training exercises are part of this course. As in CPS 605, self-exploration as it relates to any personal issues which inhibit therapeutic effectiveness is required. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 605 Clinical Counseling Skills Training, CPS 610 - Psychopathology.

CPS 612 LEGAL AND ETHICAL ISSUES IN COUNSELING (5)
Legal and ethical issues are examined within the context of the privileged relationship between therapist and client. This class addresses general legislation regarding licensing and the practice of psychology, including an overview of the law and its impact, legal authorities, licensing boards, privileged communications, child abuse reporting, professional associations, licensing insurance, Family Law Act, etc. It also seeks to develop a professional commitment to the practice of psychology within the letter of the law and the applicable code of ethics.

CPS 613 HUMAN SEXUALITY AND GENDER ISSUES (5)
This course presents basic knowledge about sexual health. Topics include male and female sexuality, communication, alternative lifestyles, sexual myths, and major types of sexual problems. Students will be encouraged to look into their own sexual attitudes, feelings, and practice. Current therapeutic concepts and techniques will be discussed.

CPS 614 THEORIES, THERAPIES, AND ISSUES IN CHEMICAL DEPENDENCY (5)
This class identifies relevant theories, therapies, special problems, and concerns in working with addictions. It includes the latest information on the cultural and social-psychological dynamics effecting special populations, (the aging, disabled, gay, children from alcoholic families). Effective communication skills, enhanced by an understanding of the client background, theory, research, and current treatment programs are stressed. Public perception, public policy, prevention, and education are included in this course.

Prerequisite: CPS 601 - Counseling Theories & Strategies or concurrent.

CPS 615 CROSS-CULTURAL COUNSELING (5)
This course explores from psycho-social and cultural aspects the manner and extent to which the client's ethnic, racial, and class membership influence the work of the counselor. Both didactic material and experiential exercises heighten the students' sensitivity to the effect of mutual diversity on assessment, strategy, and goals of counseling. Prerequisite: CPS 601 - Counseling Theories & Strategies.

CPS 616 PSYCHOTHERAPY WITH CHILDREN AND ADOLESCENTS (5)
This course is designed to familiarize students with various psychotherapeutic approaches used in diagnosis and treatment of children and adolescents with behavior disorders. It explores family interaction and methodologies of enhancement of communications with the psychologically healthy child and adolescent, as well, through interviewing techniques, play, music, art, sand-tray, house-tree-person, and games. School related problems, physical and emotional limitations, and problems arising out of abuse, divorce, and death are also addressed. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology

CPS 617A ASSESSMENT AND TREATMENT OF CHILD ABUSE (2.5)
This course will address a whole family approach, recognition of abuse, assessment strategies, methods of reporting, critical therapeutic issues, and what to expect if the case goes to trial.
Practical skills will be emphasized, and a panel of professionals will present different perspectives in haning abuse cases.

CPS 617B ASSESSMENT AND TREATMENT OF PARTNER ABUSE (2.5)
This course will focus on the recognition of spouse or partner abuse. It will cover the definition of abuse, reporting requirements and methods, assessment strategies, and critical therapeutic issues. Practical skills and solutions from psychological and legal perspectives will be emphasized.

CPS 618 PSYCHOLOGICAL TESTS AND MEASUREMENTS (5)
The nature and use of psychological tests will be the focus of this course, mainly the assessment of intelligence, personality, and mental and behavioral disorders. This class offers a survey of widely-used tests, as well as the opportunity to construct, administer and score tests. Current trends in psychometrics will also be studied. Prerequisite: CPS 610 - Psychopathology.

CPS 619 THEORIES OF FAMILY THERAPY (5)
The family is the central building block of modern life, although its nature and form are continually changing. One of the primary tasks of therapy is to help families adapt to these changes. This course explores the nature of families and human systems and the primary approaches to therapeutic change within them. The goal of the course is to offer a framework for thinking about family processes. Prerequisite: CPS 611 - Advanced Counseling Skills Training.

CPS 620 THEORY AND PRACTICE OF FAMILY THERAPY (5)
Evaluation of the family, strategies of family treatment and techniques for intervening in the family will be covered. Specific situations will be addressed such as marital conflict, single- parent families and families with an alcoholic or schizophrenic member. Emphasis will be placed on working with families of origin and their impact on current family functions.
Prerequisite: CPS 619 - Theories of Family Therapy.

CPS 621 SELECTED TOPICS IN PSYCHOTHERAPEUTIC TECHNIQUES (5)
A modality or topic relevant to applied psychotherapeutic techniques will be explored in depth each time this course is offered. Students may draw from the curricula in the other psychology programs when the focus of the course is an in-depth study of a specific psychotherapeutic technique. Examples include CEX 638 Art and Expressive Therapy with Adults and Aging Populations and EXA Sandtray and Worldplay. Prerequisite: CPS 601 Counseling Theories & Strategies.

CPS 628 HIV TREATMENT & COUNSELING (1)
Clinical, medical, social, and community issues related to HIV and AIDS. Assessment and treatment modalities will be explored as well as referred to community resources. Satisfies requirement for CA Psychology licensing.

CPS 691 BEHAVIORAL STATISTICS I (5)
This course will cover the basic analytical techniques commonly used in psychological research, including the t-test, analysis of variance, regression, and Chi square. Correlation and cluster analysis will be introduced for describing qualitative data. Students will learn how to choose a statistical technique for the type of research they are studying and/or conducting, use various techniques, and report results using graphs and tables. Prerequisite: CPS 404 - Quantitative Perspectives.

CPS 693 SOCIAL PSYCHOLOGY (5)
This is an advanced interdisciplinary course looking at psycho-sexual development and social- psychological paradigms presumed to be salient factors in individual and group life. The course seeks to integrate, challenge and restructure assumptions which may be limited or limiting when accepted as singular, monolithic, or discrete knowledge.

CPS 695 SELECTED TOPICS: BRIEF THERAPY & CRISIS INTERVENTION (5)
The student will choose between “Brief Therapy & Crisis Intervention” and “Mediation” as preparation for the ever-changing world of applied psychology. In response to changing societal demands for therapeutic protocol, the student will be introduced to the latest psychological techniques as they relate to the growing need for brief therapy and crisis intervention and for mediation techniques.

CPS 702 GROUP THERAPY: THEORY & PRACTICE (5)
This course is designed to develop each student's potential for working in a group format. It is highly personalized and concentrates on refining the facilitative traits. It will integrate

current theory and practice.

CPS 703 UNDERSTANDING THE BODY: EAST/WEST PERSPECTIVES (5)
This course will introduce the student to the philosophical assumptions made about health, disease, and the human body underlying traditional Eastern and Western medical practices. Mind body interaction and how that is viewed from various perspectives will also be covered.

CPS 704 PSYCHOPHARMACOLOGY (5)
This course reviews anatomy and physiology of the CNS, and the pharmacological elements of drug action, metabolism, efficacy, and safety. Major classes of psychoactive drugs will be studied, as will their discovery, development and promotion by the pharmaceutical industry, the regulation of such drugs and complementary medicines in the US, and the medico legal aspects of prescribing. The effects of drugs combined with non-traditional psycho-therapeutic modalities, as well as the use of drugs in special populations, will be considered. Off-campus tours and library research are an integral part of study.

CPS 705 ADVANCED RESEARCH METHODS (5)
This course will cover naturalistic and experimental research methods used in psychology. Students will learn to design and conduct research from traditional and alternative perspectives. This course includes an introduction to the design of experimental and quasi-experimental psychological research, field studies, and surveys. Consideration will be given to ethical issues and report writing. Prerequisite: CPS 691 - Behavioral Statistics I.

CPS 706 PHYSIOLOGICAL PSYCHOLOGY (5)
This course is an introduction to the structure and function of the nervous system and the physiological methods of investigation relevant to psychological problems. Major emphasis will be on the brain and spinal cord as substrata of consciousness. Theoretical issues will be examined historically and in light of recent empirical findings. Students will also be introduced to neurological testing and evaluation. Prerequisite: CPS 618 - Psychological Tests and Measurements or consent.

CPS 710 ASSESSMENT A: INTELLIGENCE TESTING (5)
Intelligence/Objective testing will focus on the scoring and interpretation of the major intelligence tests, such as the WAIS-R, WISC-R, McCarthey Scales and Stanford-Binet. Interviewing skills and beginning report writing will be included. Students will also be introduced to the MMPI and Bender-Gestalt. Prerequisites: CPS 601 - Counseling Theories & Strategies, CPS 618 - Psychological Tests and Measurements; or SPO 652 - Assessment and Evaluation in Sport Counseling; CPS 624 - Supervised Practicum B; or SPO 665 - Sport Counseling Practicum I.

CPS 711 ASSESSMENT B: PERSONALITY TESTING (5)
Advanced psychological assessment procedures and techniques will be discussed. Primary focus will be on the MMPI, MMPI II, and Bender-Gestalt. Introduction to other objective devices, such as the Millon Clinical Multiaxial Inventory and the California Inventory Personality is included. There is an introduction to projective testing such as Thematic

Apperception Test and Draw-a-Person. The focus of this course will be on test administration, scoring, interpretation, and comprehensive report writing. Prerequisite: CPS 710 - Assessment A: Intelligence Testing.

CPS 712 ASSESSMENT C: PROJECTIVE TESTING (5)
The emphasis of this class is on the administration, scoring and interpretation of the Rorschach Inkblot Test. The Thematic Apperception Test, Bender-Gestalt, and the integration of other tests into report writing is integral to this course. Prerequisite: CPS 711 - Assessment B: Personality Testing.

CPS 714 ADVANCED PSYCHOPATHOLOGY (5)
This course will survey AXIS I and AXIS II disorders, emphasizing current theories of etiology, research strategies and findings, and intervention approaches. Related issues will be explored, including development of psychopathology, biological bases, and cultural contexts. Course lectures and readings will emphasize the discriminant diagnosis of patients who present the signs and symptoms of various mental disorders. Prerequisites: CPS 610 - Psychopathology, CPS 624
- Supervised Practicum B.

CPS 727 PSYCHOTHERAPY WITH DIFFICULT & SPECIAL POPULATIONS (5)
Techniques appropriate to special populations will be explored. Students further develop their own therapeutic techniques and refine case presentations.

CPS 728 HUMANISTIC PSYCHOLOGY (5)
This course covers the major themes of Humanistic Psychology and its development into Transpersonal Psychology: the phenomenological approach, self-determination, the ideal of authenticity, the actualizing tendency, person centeredness and purpose, holism as the experience of consciousness, and self-transcendence into Transpersonal Psychology. This class will explore the historical roots of movement.

CPS 729 COGNITIVE BEHAVIORAL PSYCHOTHERAPY (5)
This course covers cognitive skills training to increase a students' therapeutic effectiveness. It reviews current theory and techniques used in object relations and systems approaches. Students will learn to define their own therapeutic techniques, discovering which techniques are most effective for them. Case presentations are required.

DSN – DESIGN, GENERAL

DSN 101 HUMAN COGNITION AND INTERFACE DESIGN (5 quarter credits)
Prerequisite: None
This course focuses on the principles of human interaction and user interface design. Topics to be discussed will range from the human anatomy, to the psychology of learning and memory, to the limits of human cognition and interest. Students will examine the principles of schematic organization, aesthetics, and designing for usability and economy of effort.

DSN 103 PROJECT MANAGEMENT (5 quarter credits) Prerequisite: None
This course covers the practical aspects of interacting with clients, assessing the scope and requirements of a given project, and the successful planning, organizing, and managing of resources to bring about the successful completion of the project goals and learning outcomes. Students will examine theories of project management as they relate to specific case studies and will practice managing a project from concept to completion.

EXA -- EXPRESSIVE ARTS THERAPY

EXL -- EXECUTIVE LEADERSHIP COACHING

EXL 170 THE NEW EXECUTIVE LEADERS (5 quarter credits) Prerequisite: None
Leaders as adaptable, multicultural change agents. Why companies and individuals must develop a new set of strategies to deal with the volatile world marketplace, which is driven by technology, innovation, and consumer choices. How the command
and control model of leadership has changed to facilitating creative employee involvement.

EXL 180 PERSONAL BENCHMARKING (5) Prerequisite: None
Measuring natural talents, comparative skills, and behavioral patterns. This focuses on Positive Self-Awareness and self-evaluation, helping participants understand self-imposed barriers and prejudices to help them realize their full potential. Benchmarking also involves learning from the best practices of organizations and individuals with proven track records.

EXL 190 INDIVIDUAL RESPONSIBILITY (5 quarter credits) Prerequisite: None
Methods of increasing personal accountability for business outcomes. This focuses on Positive Self-Determination and understanding the logical rewards and consequences of daily choices, actions, and inactions. Emphasis is placed on taking more control of priority and time management in order to increase efficiency and effectiveness.

EXL 200 INTERNAL VALUES (5 quarter credits) Prerequisite: None
Intrinsic versus Extrinsic career motivation. This focuses on the development of healthy, Positive Self-Esteem to gain a sense of pride in one's work, based on core passion, a desire for quality and excellence. How achievement flourishes and endures when inner values and organizational mission statements are more closely aligned.

EXL 205 NON-SITUATIONAL INTEGRITY (5 quarter credits) Prerequisite: None
Ethical versus expedient decision making. This focuses on Positive Self-Honesty, which is being trustworthy 24/7, regaress of the situation. Participants learn that authentic leadership requires a higher set of standards that does not give in to expediency to avoid embarrassment or seek selfish gain.

EXL 210 DESIRE MOTIVATION (5 quarter credits) Prerequisite: None
Matching desires, talents, and competencies. This focuses on Positive Self-Motivation, which concentrates on desired outcomes rather than the penalties of failure. Dealing with fear and rejection and how to create a nurturing, inspiring work environment, rather than

one based on intimidation from and unrealistic expectations of supervisors.

EXL 215 DELAYED GRATIFICATION (5 quarter credits) Prerequisite: None
Strategic goal orientation. This focuses on Positive Self-Direction, emphasizing the importance of specificity of purpose, priorities and an incremental, stair-step approach to goal-setting. The SMART goal acronym model is utilized which recommends that goals should be Specific, Measurable, Achievable, Realistic and Time-based to be most effective.

EXL 220 SELF DISCIPLINE (5 quarter credits) Prerequisite: None
Developing the habits of excellence. This focuses on the need for a consistent, continuing training program within every organization which is Positive Self-Discipline to develop leadership skills throughout every division, department, and job description. Methodology includes simulation, guided imagery, and practice in a relaxed environment.

EXL230 RESILIENT OPTIMISM (5 quarter credits) Prerequisite: None
Dealing effectively with set-backs, mistakes, failures and misfortune. This focuses on Positive Self-Expectancy and the psychosomatic relationship between mind and body. It discusses the realization and acceptance of problems as inevitable offshoots of change and progress, as well as viewing reverses as opportunities for innovation and improvement.

EXL 240 EMPOWERMENT AND STEWARDSHIP (5 quarter credits) Prerequisite: None
Inspirational communication and team-building. This focuses on Positive Self-Dimension, which enables leaders to gain buy-in of the corporate mission throughout the organization as well as foster a dynamic, dialogue encouraging all team members to make contributions and suggestions to benefit internal and external customers, and the general public.

FAL -- FAMILY LEADERSHIP COACHING

FAL 175 POSITIVE SELF-AWARENESS (5 quarter credits) Prerequisite: None
This course focuses on knowing your leadership style and your children's learning style. Participants will learn how to recognize special abilities and special needs.

FAL 180 POSITIVE SELF-ESTEEM (5 quarter credits) Prerequisite: None
Participants will learn to understand the difference between self-centeredness and healthy self-esteem, and intrinsic and extrinsic values.

FAL 185 POSITIVE SELF-DISCIPLINE (5 quarter credits) Prerequisite: None
The course will focus on understanding how and why self-esteem must be combined with self-discipline to develop healthy behavioral lifestyles. Focus will be placed on differentiating discipline from punishment, and the importance of early habit formation.

FAL 190 POSITIVE SELF-DETERMINATION (5 quarter credits) Prerequisite: None
The course focus is on instilling internal locus of control, and cause and effect choices in

early childhood by assigning appropriate responsibilities.

FAL 195 POSITIVE SELF-HONESTY (5 quarter credits) Prerequisite: None
The aim of this course is teaching non-situational integrity and trust as fundamentals in family and organizational relationships, and leadership by example.

FAL 200 POSITIVE SELF-MOTIVATION (5 quarter credits) Prerequisite: None
Course discussion will focus on external motivators such as status with experts, status with peers, material acquisition and competitiveness, as well as internal motivators including achievement via independence and concern for excellence. Additional focus will be on understanding reward and penalty motivation.

FAL 205 POSITIVE SELF-EXPECTANCY (5 quarter credits) Prerequisite: None
Developing inner security and optimism in an insecure world faced with constant change. Handling failure and rejection, and staying resilient in the face of problems and hardships.

FAL 210 POSITIVE SELF-IMAGE (5 quarter credits) Prerequisite: None
Methods of exploring creativity and treating the imagination as a skill and learning tool. Visualization and guided imagery techniques.

FAL 215 POSITIVE SELF-DIRECTION (5 quarter credits) Prerequisite: None
An introduction to effective goal setting and priority management. Delayed gratification and basic instruction on money management for children of all ages.

FAL 220 POSITIVE SELF-DIMENSION (5 quarter credits) Prerequisite: None
An exercise in balancing work and recreation, and in fitting in to family, peer group, community, nation, and the world. The concept of stewardship as a critical element in leadership.

FASH -- FASHION DESIGN

FASH 100 INTRODUCTIONINTO FASHION DESIGN AND FASHION CAREERS (5 quarter credits) Prerequisite: None
This course provides an introduction to the field of fashion design and careers in fashion design. Topics covered will include the types of apparel, fashion markets, international fashion centers, and the role of fashion design in today's society. The role of industries, artisans, and designers will also be examined.

FASH 110 FASHION HISTORY (5 quarter credits) Prerequisite: None
This survey course provides a condensed history of human apparel and the rise of fashion design as an applied art. The effects of technology, mass media, and globalism as they relate to the development of fashion design today will be discussed.

FASH 200 PRINCIPLES OF FASHION DESIGN (5 quarter credits) Prerequisite: None

This course examines the principles of fashion design as they relate to gender, age, and purpose. Where relevant, an interdisciplinary approach will be taken towards specific issues prevalent today, including, but not limited to, the types of materials available, the limitations of composition, and principles of aesthetics.

FASH 205 APPAREL CONSTRUCTION I (5 quarter credits) Prerequisite: None
This course will provide an introduction to the basic principles of garment creation, materials, pattern analysis, sewing, and fitting. An overview of basic pattern design and stitching techniques will be provided.

FASH 210 APPAREL CONSTRUCTION II (5 quarter credits) Prerequisite: FASH 205 Apparel Construction I
This course is a continuation of Apparel Construction I and will address more intermediate principles of garment creation, materials, pattern analysis, sewing and fitting. An emphasis will be placed on detail work and the use of professional sewing techniques.

FASH 220 FASHION DRAPING (5 quarter credits) Prerequisite: None
This course provides students with basic draping principles to further their apparel design techniques. Students will be taught to execute their designs from working sketches to a finished garment using basic to advanced draping techniques.

FASH 225 FLAT PATTERN DESIGN (5 quarter credits) Prerequisite: None
This course will cover the fundamentals of flat patternmaking, including the use of a basic sloped, dart manipulation, garment styling and principles of fit. Additionally, students will be taught to analyze advanced pattern design problems.

FASH 230 TEXTILE ANALYSIS (5 quarter credits) Prerequisite: None This course examines the characteristics of natural and man-made fibers, yarns, and fabrics, as well as fabric construction and special finishes. Students will learn to use the characteristics of specific materials to determine use, quality, and performance and care requirements.

FASH 235 COMPUTER ASSISTED FASHION DESIGN: ILLUSTRATOR FOR FASHION (5 quarter credits) Prerequisite: None
This course provides students with working knowledge of creating fashion illustrations and pattern designs using computer software. Emphasis is on the use of various tools offered in various fashion design software and the global usage and application of it.

FASH 245 CONTEMPORARY DESIGN (5 quarter credits) Prerequisite: None
This course will cover the key movements and innovations giving rise to several recognized milestones in fashion design. The elements at play, including influences from socio-economic, political, and technological developments will be discussed. Parallel developments in branching out of haute couture, ready-to-wear, and mass market fashion will also be studied in the context of the modern world.

FASH 250 DESIGN PORTFOLIO & CREATION OF A GARMENT BUSINESS (5 quarter credits) Prerequisite: None

This course will provide students with an overview of design portfolio composition and employment as in-house designers and freelance designers. The various players involved in fashion design, including buyers, retailers, marketers, models, as well as their concerns and expectations will be identified and discussed from a professional's point of view.

GDES -- GRAPHIC DESIGN

GDES 100 INTRO TO GRAPHIC DESIGN: GRAPHIC DESIGN I (5 quarter credits) Prerequisite: None
This course provides an introduction to the field of graphic design, focusing on the principles of communicative design, aesthetics, and page layout. The course will also discuss the history of graphic design and recent developments based on emerging technologies.

GDES 105 GRAPHIC DESIGN II (5) Prerequisite: GDES 100 INTRO TO GRAPHIC DESIGN: GRAPHIC DESIGN I
This course continues the coverage of designing for communication and usability. Human physiology and psychological principles be discussed as they relate to effective graphics design. Students will also be exposed to a survey of typography, printmaking, interface design, and color theory.

GDES 110 TYPOGRAPHY AND SYMBOLISM (5 quarter credits) Prerequisite: None
This course provides an introduction to typography and symbology as they relate to graphic design. Students will study the art and technique of arranging type, type design, and modifying type glyphs. Students will also consider the history and evolution of symbols within the context of graphic design.

GDES 205 OPEN SOURCE DESKTOP PUBLISHING (5 quarter credits) Prerequisite: None
This course provides an introduction to the use of open source software for computer aided graphics design. Students will learn to produce sophisticated designs with free software that has capabilities rivaling those of popular proprietary software. This course will primarily focus on the use of GIMP and Inkscape.

GDES 210 PACKAGE DESIGN (5 quarter credits) Prerequisite: None
This course focuses on emerging trends in the art and craft of package design. The communicative aspects of package design as they relate to the psychology of human satisfaction and trust will be discussed. Students will conduct a survey of products on the market for critique and work on a package design of their own.

GDES 220 MARKETING/ADVERTISING DESIGN (5 quarter credits) Prerequisite: None
This course exposes students to the basic theories and principles of marketing and advertising. The historical roots and recent trends of marketing and advertising will be

discussed in relation to the evolution of graphic design.

GDES 225 IDENTITY BRANDING/ INTELLECTUAL PROPERTY (5 quarter credits) Prerequisite: None
This course provides students with a survey of copyright law, trademark law, and identity branding. International standards for protection of intellectual property will be discussed in the context of graphics design.

GDES 230 MATERIALS SCIENCE AND GRAPHIC DESIGN (5 quarter credits) Prerequisite: None
This course covers the interdisciplinary field of materials science, recent developments, and the application of materials science to the future of graphic design. Students will be invited to think outside of the box in order to exploit the properties of new materials.

GDES 280 GRAPHIC DESIGN PORTFOLIO PREPARATION (5 quarter credits) Prerequisite: None
This course focuses primarily on the compilation of a successful graphic design portfolio for educational and commercial purposes. Methods of presentation will be discussed in light of recent developments in technology.

HMT -- HOSPITALITY MANAGEMENT

HMT 110 INTRODUCTION TO HOSPITALITY, TRAVEL & TOURISM (5)
This course is an introduction and orientation to the major area of hospitality management, travel, and tourism. The background and historical development of the hospitality industry and its component areas are presented; employment opportunities and trends in each area are discussed.

HMT 125 CONSUMER BEHAVIOR IN HOSPITALITY & TOURISM (5)
This course provides an overview of current knowledge about consumer behavior in the tourism/travel and hospitality businesses. Basic behavioral science and specific research (both qualitative and quantitative) tools used in marketing practice are covered. Issues of consumer decision-making, behavioral determinants, cultural influences, motivation, information search, and marketing implications are addressed.

HMT 130 MARKETING IN HOSPITALITY (5)
This course introduces students to the marketing of hotels, restaurants, and clubs. The course will include information on market segmentation, marketing research, advertising, public relations, promotional activity, packaging, pricing strategies, revenue maximization, travel purchasing systems and the future of hospitality marketing.

HMT 140 e-BUSINESS FOR TOURISM & HOSPITALITY (5)
This course will examine how and why electronic business and the Internet have impacted the tourism, hospitality, and entertainment industries. It will discuss the various business models that are used and highlight the successes and failures of those models. Topics will

include marketing, finance, strategy, and globalization with special emphasis on information technology and the dissemination of information.

HMT 230 SANITATION & SAFETY (5)
Participants will examine safety and sanitation practices pertinent to food service. Emphasis will be placed on laws, food microbiology and principles of food-borne illness, haning and food storage practices, and the knowledge of correct temperatures to prevent food contamination. Other topics include safe personal hygiene for food haners, use and care of equipment, and accident prevention.

HMT 238 RESTAURANT MANAGEMENT (5)
This course provides an overview of the various challenges and responsibilities encountered in managing a restaurant. Discussion topics include buying, selling, and franchising restaurants; cost controls, kitchen controls, menu planning, and food safety; bar management, operational costs and supplies, and dining room operations; and administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint.

HMT 242 FRONT OFFICE OPERATIONS (5)
This course presents an overview of front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations, reception and general guest relations. Front office procedures and management are placed within the context of the overall operation of a hotel.

HMT 615 HUMAN RESOURCE MANAGEMENT IN HOSPITALITY (5)
This course is a comprehensive examination of modern practices and management responsibilities in the hotel and restaurant industry. This course discusses the implementation of strategies, plans and programs necessary in employee recruitment, selection, training, and retention. Special emphasis is placed on job analysis, evaluation, wage setting, incentive principles, merit rating, job efficiency, and labor/management relations of personnel as applied to the hospitality industry.

HMT 618 HOTEL MANAGEMENT OPERATIONS (5)
This course introduces students to the principles, practices, and operation of hotel facilities, to include operating strategies, reservation systems and operation, housekeeping, accounting, and income control.

HMT 625 SUPERVISION SKILLS IN HOSPITALITY (5)
This course introduces principles of supervision, managing work and leading people as they apply to the hospitality industry. Management and leadership processes include planning, organizing, coordinating, directing, and controlling. It also includes lessons on delegating authority, problem solving, communicating effectively, and ethics.

HMT 628 HOSPITALITY LAW (5)

This is a basic course in hotel, motel, restaurant, and general hospitality law. The student is introduced to the fundamental laws, rules, and regulations applicable to the hospitality industry, to include the Legal implications of civil law, and areas of tort and contract law. Case studies will be used to provide additional learning opportunities specific to hospitality, especially when dealing with customers and business contracts.

HMT 631 SOCIAL MEDIA IN HOSPITALITY & TOURISM (5 quarter credits)
Prerequisite: None
Consumers engage with social networking sites to research trips, make informed decisions about their travels and share their personal experiences of a particular hotel, restaurant, visitor attraction or airline, thereby making social media the dominant tool for marketing and communications within the tourism and related industries. This course will introduce students to the different social and new media platforms, where they will learn to integrate them appropriately into existing business models and communications strategies. Metrics, analytics, and optimization will be examined. Students will learn to present business content through social media in order to identify the core values that draw clients and customers to business, to integrate social media efforts with overall marketing effort, and to increase brand awareness and build brand equity.

HMT 632 HOTEL AND RESTAURANT MARKETING AND MERCHANDISING (5)
In this course, student will learn the principles and practices of marketing the services of the hotel and restaurant industry. Emphasis is placed upon coordination of sales, advertising, public relations, and sales promotion in the marketing mix. This course will also review the methods of external and internal stimulation of sales with applications leading to customer satisfaction. May include a practical sales/marketing exercise and computer applications.

HMT 635 CONFERENCE & BANQUET MANAGEMENT (5)
This course will provide a framework for planning conferences, expositions, and special events, as well as discuss a broad overview of the industry. Emphasis will be placed on current trends and technology. In addition, this course will combine theoretical and practical applications of planning, merchandising, costing, producing, and serving catered meals.

HMT 642 FINANCIAL ACCOUNTING IN HOSPITALITY MANAGEMENT (5)
This course is designed for the special needs of the hospitality service industries and merges basic accounting theory with practice. An overview of the hospitality service industries focuses on the nature, main characteristics, recent trends, and future outlook for the major segments of the industry. This course will examine major financial statements, the balance sheet, statement of income, and statement of changes in financial position, as well as inventory, property and equipment, responsibility accounting, corporation accounting, and financial analysis.

IBUS – INTERNATIONAL BUSINESS ADMINISTRATION

IBUS 400A- International Trade and Economics (5)
This course examines factors affecting the global economy and international economic institutions. Students will be introduced to the tools used by economists to analyze international economic interactions. This course will also cover the role of international trade and finance in the world economy by analyzing the way in which participation in the international economy affects consumers, businesses, economic policy, and the economy in general.

IBUS 400B International Business Law (5)
This course focuses on the international rules created to engage in global business activities. Students examine rules in light of political, economic and social factors. This course will provide an overview of how to conduct business in a dynamic environment, by comparing the international legal system in the context of legal history, language, and culture. Students
will study the differences between international and American law, in such areas as contract, corporate, labor law, and tax law.

ITS -- INFORMATION TECHNOLOGY SYSTEMS

ITS 145 INTRODUCTION TO INFORMATION SYSTEMS (5 quarter credits) Prerequisite: None
In this course students will learn the basics of information technology, including an introduction to information systems in organizations, hardware and software, organizing data and information, telecommunications, Internet, intranets and extranets, electronic commerce, information and decision support systems, specialized business information systems, and security, privacy & ethical issues in information systems.

ITS 150 DESIGN AND ANALYSIS OF INFORMATION SYSTEMS (5 quarter credits) Prerequisite: None.
In this course, students will explore and become familiar with various concepts, principles, and stages of computer-based information systems analysis and design. This course will provide a solid foundation in the concepts and techniques required for systems development. Students will learn about the different methods, tools, and techniques for effective planning and design of software applications and systems. The system development life cycle, prototyping, data modeling, and user involvement will also be covered.

ITS 165 OPERATING SYSTEMS (5 quarter credits) Prerequisite: None
This course will cover the principles of modern operating systems, including concepts, design principles and implementations (algorithms and data structures). It will emphasize processes and threads, concurrency control, process communication and synchronization, deaock and its solutions, processor scheduling, virtual memory management, file systems, I/O systems, and network and distributed operating systems.

ITS 170 WEB DEVELOPMENT AND MANGEMENT (5 quarter credits)
Prerequisite: None
This course will introduce the basic elements of web development and management. Step-by- step processes and techniques will be introduced for the various essentials of a web site. Student will learn the principles of creating great sites, what makes web sites succeed or fail, and what can be done to increase the chance of success.

ITS 175 DATA COMMUNICATION & COMPUTER NETWORKING (5 quarter credits)Prerequisite: None
This course will provide a balanced perspective on modern wide area networking and telecommunications. Both business and technical issues will be explored in depth. Students will learn how network and telecommunications technologies can be exploited to give companies competitive advantages in the global marketplace. Students will start with the basics of data and voice communications and proceed to wide area network technology, network design, internetworking, wireless technology, optical networks, the Internet, and telephony. The convergence of these technologies to form a single unified network will be covered.

ITS 180 DATABASE MANAGEMENT SYSTEMS (5 quarter credits) Prerequisite: None
This course will cover the use of Database Management Systems (DBMS) to solve a wide range of information storage, management and retrieval problems, in organizations ranging from large corporations to personal applications, such as research data management. The course combines the practical aspects of DBMS use with more theoretical discussions of database design methodologies and the "internals" of database systems. In the theoretical portion of the course, we will examine the major types or data models of DBMS (hierarchical, network, relational, and object-oriented). The course will cover the principles and problems of database design, operation, and maintenance for each data model.

ITS 200 INFORMATION SYSTEMS SECURITY (5 quarter credits) Prerequisite: None ‘
The purpose of this course is to introduce the constructs and topics relating to securing information systems and the expansion of guidelines to apply information security controls. This course recognizes and investigates different types of information security used in the industry and how they are applied. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students will be able to recognize data security risks, generate an information security policy, and identify processes to implement and enforce said policy in order to establish a secure information system.

ITS 205 IT ETHICS (5)
Information Technologies provide new capabilities resulting in greater breadth for action. Existing policies regarding conduct in regard to Information Technologies are inadequate or non-existent. This course takes students from a discussion on ethical frameworks and regulatory issues to a substantial treatment of the four fundamental, interrelated issues of

cyber ethics: speech, property, privacy, and security. Students will explore issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, and compliance, which will provide a solid foundation for ethical decision-making. Students will learn the appropriate use of information technology, by isolating and examining the values and ethical imperatives that come into play when information technology is used.

ITS 210 E-BUSINESS CONCEPTS & TECHNOLOGIES (5 quarter credits)
Prerequisite: None The potential for global electronic commerce is immense; much of this potential will be realized by the continued development and application of Internet and Web technologies. In this course, students will learn the principles which guide the development of global, interoperable technologies on the World Wide Web. Issues to be addressed include intellectual property protection, security, privacy, content control, enterprise resource planning (ERP), customer relationship management (CRM), and standards development.

ITS 220 PROGRAMMING LANGUAGES & CONCEPTS (5 quarter credits)
Prerequisite: None
This course will cover a wide variety of programming languages and their fundamental concepts. Emphasis will be placed on imperative languages and object-oriented languages, and to a lesser extent functional languages and scripting languages. These languages will be compared and contrasted in order to identify the difference between languages, the reasons for the differences, and the impact of these differences for modern compiler implementation. Topics to be covered include the formal aspects of syntax and semantics, as well as naming, scoping, and binding. This course will review assembly-level machine architecture, scanning, parsing, semantic analysis, and code generation, in addition to data structures, storage management, programming environments and tools.

ITS 621 ADVANCED INFORMATION TECHNOLOGY (5 quarter credits)
Prerequisite: None This course will build upon the foundations learned in ITS 404 Introduction to Information Systems. The focus will be on the principles and practices that are essential to analysis, design, implementation, and management of information technology systems. Students will also learn more advanced techniques of systems planning, project management and process design.

ITS 622 DATABASE DESIGN (5 quarter credits) Prerequisite: None
This course will introduce students to logical design of database systems and implementation issues that may arise in database management systems. Students will learn to design, load, query and update a database.

ITS 623 DATABASE DEVELOPMENT & MANAGEMENT (5 quarter credits)
Prerequisite: None This course will build upon the knowledge learned in ITS 622 Database Design. Topics that will be discussed will range from logical and physical database design, query languages and the use of semantics for query optimization, and the design, implementation and use of database management system software (DBMS).

ITS 625 IT PROJECT MANAGEMENT SKILLS TRAINING (5 quarter credits)
Prerequisite: None
This course focuses on the techniques used to plan and manage major Information Technology projects and the development of a manager's ability to lead, organize and resolve conflicts.
Topics to be discussed will include strategic planning, prioritizing, organizing resources, and evaluation of the project.

ITS 626 OBJECT ORIENTED MODELING (5 quarter credits) Prerequisite: None implement and debug object-oriented programs. Students will be provided with a framework for software engineers to collaborate in the design and development process.

ITS 627 VOICE COMMUNICATION NETWORKS (5 quarter credits) Prerequisite: None This course provides an introduction to voice communication system design and analysis. The basic principles of communication networks will be discussed, including: principles of routing, basic queuing concepts, operation of different types of LANs, multiuser communication, concepts of layered communication and open system interconnect.

ITS 628 SOFTWARE DESIGN (5 quarter credits) Prerequisite: None
This course introduces students to design aspects of software development. Focus will be on major design methods and the strengths and weaknesses of each. Students will learn the proper design methods and techniques to estimate the magnitude of the development effort.

ITS 629 COMPUTER NETWORK DESIGN (5 quarter credits) Prerequisite: None This course provides students with the fundamentals of computer network concepts, protocols, and architectures. This class will focus on traditional topics in computer networks, including:
layering, error control, flow control, congestion control, switching and routing, mobility, naming, and security.

ITS 631 LAN, WAN & WIRELESS NETWORKS (5 quarter credits) Prerequisite: None
This course introduces students to the theory, practice and design of computer and communication networks, as well as evolving network technologies. Students will learn the fundamentals of local area networks (LAN), wide area networks (WAN) and wireless networks, including the defining characteristics of each, proper application, and design.

ITS 632 LEGAL ASPECTS OF INFORMATION TECHNOLOGY (5 quarter credits) Prerequisite: None This course emphasizes the legal effects of computer technology on society. Topics will include privacy, liability, and proprietary protection. Concepts, legislation, and case law about censorship, freedom of access to information, privacy, copyright, and professional liability will also be discussed. Students will learn how IT professional organizations and leaders address ethical issues and how ethical frameworks can be used as a tool in decision-making and daily conduct.

ITS 634 INFORMATION TECHNOLOGY SECURITY (5 quarter credits) Prerequisite:

None
This course provides students with an extensive understanding of computer system security. Topics will include threats and types of attacks against computers and how to prevent them. Students will learn to analyze security requirements and define security policies.

ITS 635 ADVANCED OPERATING SYSTEMS & DISTRIBUTED SYSTEMS (5 quarter credits) Prerequisite: None
This course will cover more advanced principles of operating system structures, concurrency and its control, memory management, resource management and the structure of distributed and parallel operating systems. Topics will include concurrent computation models, scheduling, synchronization mechanisms, buffering, streams, caching, and more.

ITS 637 ARCHITECTURE OF COMPUTER HARDWARE (5 quarter credits) Prerequisite: None
In this course, students will explore and become familiar with modern computer architectures, the inner workings of computer systems, and trade-offs present at the hardware-software interface. Topics will include: processor architecture, parallelism and pipelining, performance measurement, cache, and main memory organization.

ITS 642 JAVA PROGRAMMING (5 quarter credits) Prerequisite: None
This course focuses on the fundamental concepts and techniques for programming using the Java language. Core language concepts, object-oriented programming, fundamental data types, flow control, standard function libraries, method writing, design and usage will be discussed.

ITS 643 C# PROGRAMMING (5 quarter credits) Prerequisite: None
This course will examine the features of the C# programming language. The focus will be on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools.

ITS 648 USER INTERFACE DESIGN (5 quarter credits) Prerequisite: None
This course focuses on the design, prototyping and evaluation of user interfaces for computers, called Human-Computer Interaction (HCI). Students will learn the tools and methods needed to design and develop user interfaces, along with learning methods and techniques of how to evaluate interface quality.

ITS 649 WEB STANDARDS & SEARCH ENGINE OPTIMIZATION (5 quarter credits)
Prerequisite: None
This course introduces students to the technologies behind the Web, including hypertext, hypermedia, the history of the Web, the role of Web standards and their impact on the development of Web resources. Students will also learn how to optimize their searches and evaluate information reliability.

ITS 651 SYSTEMS ENGINEERING & ANALYSIS (5 quarter credits) Prerequisite: None This course focuses on the creation of systems and ways to continually improve

systems, including analyzing evaluation, feedback and modification based on affordability, effectiveness, and stakeholder satisfaction. Student will also learn concepts, methodologies, models, and tools needed to understand and implement a total life-cycle approach to systems and their analysis.

ITS 652 WEB DESIGN (5 quarter credits) Prerequisite: None
This course will review the aspects of web page development and proceed to more advanced principles in web design. Topics will include: user-centered design, information architecture, testing, accessibility, and usage analysis.

MAD – Mobile Applications Development

MAD 601 INTRODUCTION TO MOBILE APPLICATIONS (5)
In this course students will develop their understanding of the basic design strategies and techniques for mobile applications development on both iDevices and Android Devices, to include such topics as wire-framing, personas, storyboarding, prototyping, user testing, and interface guidelines.

MAD 605 OPTIMIZED MOBILE DESIGN (5)
In this course students will learn design conventions for effective ways to engage the user, through mobile app content, presentation, and interaction. Topics will include the history, and examples of design pattern do's and don'ts. Students will explore interactive possibilities of touch for both hand-held and tablet screens, and the most effective use of images, vectors, typography, colors and alignment.

MAD 610 MOBILE DEVELOPMENT FOR APPLE IPHONE & IPAD (5)
This course will focus on the design and development of applications specific to the Apple iPhone and iPad, with emphasis on how to register for the development program, download, and install XCode, and a review of the Objective C programming language. Students will become familiar with specific features like accelerometer, touch screen, GEO positioning, sound, and web access.

MAD 612 APPLICATION DEVELOPMENT FOR ANDROID DEVICES (5)
This course will introduce students to Google’s Android mobile device platform, including issues and techniques; structuring applications for efficiency and reliability; accessing web services; as well as background applications, content providers and animation. Students will gain hands-on experience using Google’s Android Software Development Kit (SDK).

MAD 614 MOBILE APPLICATIONS & SOCIAL NETWORKING (5)
In this course students will be introduced to social network computing, and learn how to build applications that integrate with the major social networking platforms: Facebook, OpenSocial, and Twitter. Students will gain hands-on experience in developing sample applications end-to-end, with emphasis on how social computing software can be used in both a development and hosting environment, as well as in an integrated marketing environment.

MAD 616 MOBILE APPLICATIONS & DEVICE SECURITY (5)

In this course students will learn about the threats that individuals and businesses are exposed to as a result of the mobile devices on which they depend. This will be accomplished by exploring various types of mobile devices, including mobile phones, smart phones, PDAs and tablets. Additionally, students will gain a strong fundamental understanding of the industry-leading mobile device platforms, their security features, and their limitations, including Android, iOS, RIM, Symbian, and Windows Mobile. Topics will include, traditional security threats (e.g., phishing, malware/botnets, email spam) and how they apply to mobile devices; countermeasures in place against mobile applications; and, the future of security management for mobile device platforms.

MAD 620 OBJECTIVE C MOBILE DEVELOPMENT (5)
In this course students will gain hands-on skills and experience with the principles of design and development using the Objective-C language and the iOS operating system. This means that access to a modern Mac as a development platform is a requirement. It is not required, though it is suggested, that you have an iOS device of some type as well. It is also expected that students have a working knowledge of and have created software using fundamental design patterns such as MVC, facade, delegate, etc.

MAD 625 TABLET DEVELOPMENT (5)
In this course students will develop advanced programming skills for the delivery of media-centric applications and games on mobile devices. Developing applications for mobile devices involves overcoming many challenges including slower processors, smaller screens, and a fragmented market of multiple operating systems. By the end of this course students will produce and publish a game or media-centric application for one or more mobile operating systems, using iterative, rapid application development techniques, and a cross platform development environment.

MKT -- MARKETING

MKT 124 CONSUMER MOTIVATION & BEHAVIOR (5 quarter credits)
Prerequisite: None
This course will emphasize conceptual understanding of consumer behavior, provide experience in applying consumer behavior concepts to marketing strategy and social policy decision-making through case analysis, and develop experiential capability in using consumer research. This course covers major influences on the consumption process, including psychological, sociological, economical, and cultural anthropological factors, with special attention to their application in managerial decision-making. Specific topics include perception, attitude development, values, consumer decision-making, group interactions, and customer satisfaction, among others. The marketing implications of understanding the consumer are emphasized, and social factors are also considered.

MKT 128 DIGITAL MARKETING (5 quarter credits) Prerequisite: None
An exploration and evaluation of the Internet and mobile technologies to enhance the

marketing of goods and services. Emphasis is on strategies and tactics for creating, retaining, and enhancing customer relationships via the World-Wide-Web. Students learn how to leverage these technologies to achieve corporate marketing goals, and how to integrate the digital environment with traditional marketing strategies. Business models for cyberspace are compared and contrasted with those for physical space. Students create an e-marketing plan for a "real world" company.

MKT 132 CUSTOMER RELATIONSHIP MANAGEMENT (5 quarter credits)
Prerequisite: None
This course will cover the basic theories and methodology of customer relationship management, including identifying profitable customers, understanding their needs and wants, and building a bond with them by developing customer-centric products and services directed toward providing customer value. Provides hands-on experience with popular analytical CRM and data mining tools that are widely used in the industry. Topics will include issues in the customer life cycle, market segmentation, customer acquisition, basket analysis and cross-selling, customer retention and loyalty, and practical issues in implementation of successful CRM programs.

MKT 222 PUBLIC RELATIONS (5 quarter credits)
Prerequisite: None
The study of public relations and its role as a communications and marketing tool. Corporate image, external and internal communications, and firms' relationships with various organizations are explored. Case study analysis and practice in writing press releases and other corporate communications are expected.

MKT 226 BUSINESS-TO-BUSINESS MARKETING (5 quarter credits) Prerequisite: None Explores concepts, analytical tools, management practices, and advances in marketing goods and services to industrial, commercial, institutional, and other business markets in domestic and global environments. Includes lectures, case analyses, discussion, oral presentations, and written reports.

MKT 234 RETAILING STRATEGY AND MANAGEMENT (5 quarter credits)
Prerequisite: None
Explores the domain of retailing marketing to the final consumer. Emphasis is placed on retail strategy, merchandising, vendor relations and location. The course will use design as the medium to link consumer need to retail. This will include basic design elements, such as space, form, and color, as well as retail-specific topics like point-of-purchase displays. Both macro and micro elements of retail design will be explored, including issues from mall development to individual customer transactions.

MKT 240 MARKETING THROUGH SOCIAL MEDIA: TOOLS OF THE TRADE
(5 quarter credits) Prerequisite: None
In this course students will examine the evolution of social media marketing and the tools of the trade, such as LinkedIn, Twitter, blogs, etc. and the unique benefits of each to business. Since social media is so technology driven, the emphasis of this course will be on understanding the impact of mobile devices on social and local marketing, consumers'

social interactions, the various social media channels available to marketers, how to build social marketing strategies and SEO, and how to track the effectiveness of these methods.

MKT 612 INTEGRATED MARKETING (5 quarter credits)
Prerequisite: None Designed to introduce the field of integrated marketing communications as part of an overall marketing strategy. The emphasis in this course will be on the role of integrated advertising and promotion in the marketing communications program of an organization. As with any specialized field of marketing, we will analyze how this area of advertising and promotion fits into the overall marketing process. Our major thrust will be to study how various factors (creative, media, etc.) should be applied in planning, developing, and implementing advertising and promotional campaigns and marketing programs.

MKT 614 STRATEGIC MARKETING PLANNING (5 quarter credits)
Prerequisite: None
This course is designed to provide an in-depth, hands-on learning experience in marketing strategy, planning and analysis. In this course students will learn key planning concepts and processes. The course integrates marketing decision making within the context of manufacturing and financial dimensions of a business organization, using managerial skills, and sound business and marketing principles.

MKT 616 MARKETING RESEARCH (5 quarter credits)
Prerequisite: None
Develops a managerial appreciation of the role of research in marketing practice and how results are used in decision-making. Emphasizes the total research process as well as specific research steps, stressing information needs, research formulation and design, and research procedure. Integrates and applies concepts through managerially oriented marketing research cases and a field research project.

MKT 620 MARKETING PROMOTION & ADVERTISING (5 quarter credits)
Prerequisite: None Students will learn both conceptual and applied approaches to such areas as advertising and public relations. The student will be required to develop a report on a promotion plan for a product or service.

MKT 630 MARKETING FOR GLOBAL COMPETITIVENESS (5 quarter credits)
Prerequisite: None
The Credited States is the largest market for consumer goods in the world, yet it is also one of the slowest growing markets. All companies are faced with the necessity of developing truly global marketing strategies in the face of increasing competition from American, Japanese, European and other global competitors. This course helps prepare the manger for these challenges by investigating specific success criteria in the world's major markets. Cultural, political, economic, and institutional factors are discussed and their implications for marketing strategies are explored.

MKT 634 RETAILING STRATEGY AND MANAGEMENT (5 quarter credits)
Prerequisite: None

Explores the domain of retailing marketing to the final consumer. Emphasis is placed on retail strategy, merchandising, vendor relations and location. The course will use design as the medium to link consumer need to retail. This will include basic design elements, such as space, form, and color, as well as retail-specific topics like point-of-purchase displays. Both macro and micro elements of retail design will be explored, including issues from mall development to individual customer transactions.

MKT 636 ETHICS & STANDARDS IN MARKETING (5 quarter credits) Prerequisite: None This course introduces students to the role of ethics and professional standards in marketing in the U.S. and global economy. Students will examine ethics concepts, behaviors, practices, and challenges relevant to the process of planning and implementing marketing practice and creating value via ethical processes, systems and strategies. Topics include ethical promotion and pricing strategies, marketing research and marketing implementation.

NUR – INTEGRATIVE NURSING CARE

NUR 601 Medical Surgical Concepts I (5)
This course covers topics as they relate to patients with acute, chronic, life threatening, and physical heath conditions. Students study basic human needs, effective communication, privacy regulations, precise documentation, electrolyte balance, pathophysiology, diagnosis, treatment, and other major disorders.

NUR 602 Medical Surgical Concepts II (5)
This course focuses on the diagnosis, treatment, and medical management of major disorders of the nervous, genitourinary, renal, endocrine, and integumentary systems and their respective potential complications. Students will examine various forms of cancers, palliative care, and end of life issues. Therapeutic interventions and methods of treatments used to treat disorders will be covered.

NUR 603 Maternal-Newborn Nursing Review (5)
This course covers reproduction, fertility and infertility, family planning and contraception, fetal development, normal/complicated prenatal experience, diagnostic tests, normal/complicated labor and delivery, normal/complicated postpartum experience, normal/complicated newborn experience, loss/grief, maternity nursing. Includes health promotion and maintenance and prevention and detection of health problems.

NUR 604 Pediatrics and Adolescents (5)
This course covers growth and development from infancy through adolescence. Students will examine substance abuse, vaccines, eating disorders, sexuality, adolescent obesity, and contraceptives.

NUR 605 Psychological Processes (5)
This course focuses on individuals who are experiencing stressful events and/or acute or chronic mental illness. Students will discuss abuse, chemical dependency, coping mechanisms, crisis intervention, end of life, grief and loss, and psychopathology.

NUR 606 Medications, Nursing Management, and Nutrition (5)
This course covers the essential elements of nursing practices. The concepts of wellness-illness, stages of adult development, and the roles of the nurse will be examined. Students will prepare for a managed healthcare environment and the continuing quality Students will also examine the practices of nutrition and diet in respect to health and disease states.

NUR 607 Success in the Healthcare Settings (5)
This course emphasizes the importance of utilizing interpersonal skills in the workplace. Students learn to become more effective, empathetic, ethical, adaptable, and perceptive in professional settings. Other topics include communications skills, diversity awareness, teamwork and job-seeking skills as applied to healthcare settings.

SPM -- SPORT COMMUNICATION
SPM -- SPORT MANAGEMENT

SPM 622 FOUNDATIONS OF SPORT MANAGEMENT (5)
This course will examine the intricacies involved in the management and administration of sports programs. Students will receive a broad overview of various sport entities, with analysis of the internal and external environmental factors that impact on short and long term operations in the sport enterprise. Additional emphasis will be placed on specific management techniques, such as how to plan, organize, control, and direct a sport enterprise, as well as decision-making and communication skills, which are the foundations for effective leadership and necessary to be a successful manager of sports programs.

SPM 624 GOVERNANCE & POLICY IN SPORT ORGANIZATIONS (5)
General principles of administration and governance structures in amateur sport will be the focus of the course. Emphasis will be placed on the International Olympic Committee, the Olympic Committee, and the National Governing Bodies; the Special Olympics; the Collegiate Athletic Association; High School Leagues; and various other amateur sport organizations.

SPM 626 SPORT MARKETING MANAGEMENT (5)
An overview of sport marketing and basic market terminology, as well as concepts of sport marketing and the application of these concepts. Topics for discussion include consumer behavior in sport, sponsorship and fundraising, licensing, community relations, media relations, customer relations, branding, and the use of the Internet in sport marketing.

SPM 628 FACILITY & EVENT MANAGEMENT (5)
An in-depth study of the principles, guidelines and recommendations for facility planning, management, and operations as well as a foundation for event planning and production.

SPM 631 SPORT MEDIA & COMMUNICATION (5)
This course will provide students a review of the basic communication principles, including a study of the interaction between sport entities and athletes in the media. Participants will gain an in-depth look at the various organizations involved in the sports communication

industry, including major television and radio networks, journals, and other print media, as well as marketing and advertising firms. Emphasis will be placed on publishing, journalism, team and league media relations, college sports information, TV and radio productions, and advertising. Additional focus will be placed on how fantasy sport host sites and traditional communication outlets are meeting the informational needs of the fantasy sport user. With nearly 35 million fantasy sport participants, fantasy sport is an online activity utilizing sport communication outlets in multiple ways.

SPM 633 STRATEGIC CRISIS MANAGEMENT IN SPORT (5)
Studies the emerging trends facing sport organizations and implementation of techniques in resolving them. This course will examine crisis communication principles, methods, and the application of crisis management principles, strategies, and tactics.

SPM 650 FINANCIAL APPLICATION TO SPORT (5)
Applies financial principles to various professional, amateur, collegiate, or non-profit sport programs as well as sport-related settings. The course will provide the student with a practical background regarding the principles of financial management and financial statements for the purposes of planning, administering, reporting, and evaluating the financial performance of sport-related entities.

SPM 651 ETHICAL & SOCIAL ISSUES IN SPORT (5)
This course will provide an overview of the current issues, as well as a range of potential social controversies impacting athletes, managers, athletic administrators, coaches, and trainers. This course will include an analysis of the processes and values that create, sustain, and transform sport in today's society. Emphasis will be placed on practicing and promoting ethics and human values while managing and operating professionally within any sport enterprise. Additional emphasis will be placed on the ethical dilemmas and decisions in the commercialization and coverage of modern sports. Topics include the influence of television, pressure to change sports traditions and standards for money, and negative influence on athletes from commercialization.

SPM 652 MEDIA RELATIONS IN SPORT (5)
In this course students will learn to critically view the role of media in world of sport. The influence of and relationship between sport media and issues such as race, gender, sexuality, nationalism, violence, capitalism/consumerism, and civic life will be examined. Other topics discussed will include the history and processes involved in the development of sport media. Issues in relation to journalism ethics and the production of sport media also will be examined.

SPM 653 P.R. PRINCIPLES & CASE STUDIES IN SPORT (5)
Analysis of public relations principles and techniques through case studies and application of those principles and techniques to a sport-related public relations campaign.

SPM 654 SPORT LAW (5)
Provides an understanding of the American legal system with an emphasis on the resolution of sport business legal disputes by means of civil litigation, mediation, arbitration, and trial

procedures. Examines the traditional areas of contract law and tort law as they relate to problems confronting the exercise leader, athletic director, teacher/coach, or sport manager. Scrutinizes the legal structure of sport and focuses on special topics of television and media, trademark law, sex discrimination, facility safety, handicap access, professional sport, drug testing, antitrust laws, gambling, and tax laws.

SPM 655 ATHLETE MANAGEMENT (5)
This course will provide individuals with the necessary skills and strategies to represent professional athletes. Emphasis will be placed on the laws, rules, and regulations that influence the sports agent industry, as well as future developments in the field.

SPM 656 RISK MANAGEMENT IN SPORT & PHYSICAL ACTIVITY (5)
An introduction to risk management and its application to sport and physical activity, the course will enable students to identify, evaluate, and control loss to personal and real property, clients and students, employees, and the public. Losses may result in injury, death, destruction of property, financial failure, or harm to reputation. Students will become familiar with systems used in assessing risks in the sport industry.

SPM 657 SPORT TOURISM MANAGEMENT & MARKETING (5)
Examines the planning, operations, and marketing of sport tourism. Topics will include the economics, decision-making, programming, project management and operational techniques for sport tourism enterprises. In addition, international sport tourism, sporting cities and international visitation, entrepreneurialism and sport events will be examined as well as the organizational, environmental and media intervention.

SPM 658 SPONSORSHIP & FUNDRAISING IN SPORT (5)
Focuses on the importance of sponsorship and fundraising to sporting organizations. Writing and evaluating sponsorship proposals will be highly emphasized. Various fundraising ideas and concepts will also be highlighted and evaluated.

SPM 665 SPORTS BROADCASTING (5)
This course is designed for those who are interested in working in broadcast journalism – either in front of, or behind the camera in television, radio, or in multi-platform media organizations. Participants will learn the essential strategies needed to work in the sports media industry, with training in television and radio production, and project management skills.

SPO -- SPORT PSYCHOLOGY

SPO 505 INTRODUCTION TO PHYSICAL EDUCATION AND SPORTS SCIENCE (5)
Course provides a graduate level introduction to Physical Education and Exercise. Topics include an historical perspective of sport and exercise, fitness, conditioning, motor development, coaching, sports medicine, and adapted physical education, and comparison of professional and recreational athletic programs.

SPO 600 SPORT PSYCHOLOGY BUSINESS PRINCIPLES (5)
Students will learn how to set up their Sport Psychology practice, start a business, and network for success. The course will cover marketing techniques to professional sport organizations, office and self management, and record and bookkeeping.

SPO 651 INTRODUCTION TO SPORT COUNSELING (5)
This overview of Sport Psychology will focus on the history, current status, and future perspectives in the field of psychology as applied to sports. Students will have an opportunity to become familiar with different approaches in sport counseling from an international perspective. Special emphasis will be placed on philosophical and scientific systems of thought which influence current psychological practice in sports. Prerequisite: SPO 505 – Introduction to Physical Education and Sport Science or equivalent.

SPO 652 ASSESSMENT AND EVALUATION IN SPORT COUNSELING (5)
This course will focus on the utilization of assessment instruments and interviewing techniques in Sport
Counseling. It will include the application, scoring, and evaluation of the Test of Attentional and Interpersonal Style (TAIS), Myers-Briggs Type Indicator (MBTI), among other commonly used instruments. Prerequisite: SPO 651 - Introduction to Sport Counseling.

SPO 653 ADULT FITNESS AND PERFORMANCE ENHANCEMENT (5)
This course focuses on the study of various theories and techniques utilized to enhance performance in sports and other areas of physical and mental development. Students will have the opportunity to experience techniques and develop their individual approaches to performance enhancement. Additional topics include identification of primary factors in health risks, optimum training methods and psychological issues confronted in personal physical challenges.

SPO 665 SPORT COUNSELING PRACTICUM I (5)
This course provides supervision for students in approved internship placements. The course will integrate the different approaches covered in previous courses with their practical applications. Students will design their own approaches to counseling athletes, coaches, and teams. They will have the opportunity to apply their knowledge in realistic sport settings and process the results in classroom groups. Through feedback and hands-on experiences, students will gain confidence and skills. Prerequisites: SPO 651 - Introduction to Sport Counseling, CPS 403 Theories of Personality, CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology, SPO 652 - Assessment and Evaluation in Sport Counseling.

SPO 668 CAREER TRANSITION AND ATHLETIC RETIREMENT (5)
This course will focus on the career cycle of professional and elite athletes and teams, with special focus on the career transition process. Students will learn to assess, evaluate, and make proper recommendations to athletes in the areas of academic and career development and planning. Topics covered in this course will include reasons for career transitions among athletes, career transition needs, elements and models for successful career

transition, and career transition problem areas: psychological, physical, social, and economic. Prerequisites: SPO 651
- Introduction to Sport Counseling or consent.

SPO 751 SEMINAR IN SPORT PSYCHOLOGY (5)
Review and analysis of current research, trends, and issues related to Sport Psychology. Prerequisite: SPO 651 - Introduction to Sport Counseling.

SPO 754 NUTRITION & LIFESTYLE MANAGEMENT (5)
This class will explore the role of athletic training, diet, and life-style issues in peak athletic performance. Principles of exercise physiology, optimal nutrition management, and counseling for optimal physical and mental health will be emphasized. Skill development with assessment tools and with development of preventive and rehabilitative programs is also included.

SPO 765 SPORT COUNSELING PRACTICUM II (5)
This advanced experiential course provides supervision for students in approved internship placements. The practicum integrates different assessment and counseling strategies studied in previous courses according to their practical applications. Students will design their own applied approaches to counseling athletes, coaches, and teams. Moreover, students will have the opportunity to apply their knowledge in realistic sport settings and process the results in classroom discussion groups. Through feedback and hands-on experiences, students will develop confidence and marketable skills. Prerequisites: SPO 651 - Introduction to Sport Counseling, CPS 403 Theories of Personality, CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology, SPO 652 - Assessment and Evaluation in Sport Counseling, SPO 665 – Sport Counseling Practicum I.

SPO 766 PSYCHOLOGY OF COACHING (5)
This course will provide students with a theoretical and practical knowledge for the Psychology of Coaching. Students will learn various coaching strategies and techniques to help serve this unique population.

SPO 767 ADVANCED SPORT PSYCHOLOGY INTERVENTION TECHNIQUES (5)
This course will provide students with theoretical and practical knowledge in intervention techniques in Sport Psychology. Students will learn different working models they can use to assess and evaluate athletes and develop programs to serve this unique population. Counseling practice and feedback will be provided through case presentation and analysis to enhance student’s therapeutic effectiveness and ability to create strategies for successful intervention.
Prerequisite: SPO 665 - Sport Counseling Practicum I or concurrent enrollment.

SPO 769 SELECTED TOPICS IN SPORT PSYCHOLOGY (5)
Individualized studies in special topics in Sport Counseling. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite:

Tutorial study plan approved by the Chief Academic Officer.

SPO 799 INDEPENDENT STUDY IN SPORT PSYCHOLOGY (5)
Individualized studies in special topics in Sport Psychology. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

TBP – TIBETAN BUDDHIST PSYCHOLOGY

CTR 600 PSYCHOLOGY BUSINESS PRINCIPLES (5)
Students will learn how to set up their counseling practice, start a business, and network for success. The course will cover marketing techniques, office and self management, and record and bookkeeping. The essentials of managed care will be introduced as well as differences between clinical and consulting businesses.

CTR 670 INTRODUCTION TO TIBETAN BUDDHIST PSYCHOLOGY (5)
This course is a historical as well as practical overview of Tibetan Buddhist religion, philosophy, and psychology. Classes incorporate meditation practice with lecture and guest presenters as students learn about the Four Noble Truths, The Eightfold Path, and the Twelve Interdependent Origins. This course is a prerequisite for the more advanced courses.

CTR 671 THEORIES OF CONSCIOUSNESS (5)
This course is an overview of Eastern and Western perspectives of consciousness focusing on the Western psychological theories of Freud, Jung, and Hillman. The significance of consciousness as it is considered in religious and scientific systems will be discussed. Special attention will be given to current synthesis paradigms of Wilber, Tart, and others.

CTR 672 EAST/ WEST PSYCHOLOGY (5)
This course will focus on the integration of
Eastern and Western psychological thought in a dialogue between Hinduism, Buddhism, and Taoism as they relate to Western approaches to psychotherapy. Emphasis will be placed on the coordination of meditation, guided imagery, and mind/body integration.

CTR 673 MEDITATION AND MANDALAS (5)
Through a comparative exploration of various practices and theories of Eastern and Western meditation, this course focuses on the study of states of consciousness involved in meditation practice. Sitting meditation for concentration, focusing and analysis will be covered as well as, moving and walking meditations. The therapeutic and meditational use of mandalas will be explored as well. This course includes the experience of a basic meditation practice. Prerequisite: CTR 670 – Introduction to Tibetan Buddhist Psychology.

TRP 674 TRADITIONS OF TRANSFORMATIONAL ARTS (5)
This course will examine the psycho-spiritual concepts of transformation as revealed by various religions and cultures in their use of symbols and stories, songs and dances, art and poetry. We will use this information to explore the interrelationships between culture, religion, the arts and healing. Discussions of sacred art and ritual will lead to experiential processes designed to awaken deeper connections to the Self, the world and the source of creativity.

TRP 675 MIND/BODY APPROACHES TO HEALING (5)
This course will focus on detailing the interrelationships of the body/mind and will survey different body/mind therapies. Specifically, the role of life-style (beliefs, emotions, personality, & life events) on physical well-being and disease will be explored. Therapeutic approaches for mediating disease and promoting health using body/mind approaches will include relaxation therapy, autogenic training, hypnosis, visualization, meditation, creative movements, and various body therapies (e.g. massage, acupuncture, & nutrition)

TRP 676 ALTERNATIVE HEALING THERAPIES (5)
Survey of contemporary alternative healing therapies, such as Alexander Technique, Feldenkrais, and Tui Na Massage. Fundamental issues related to the employment of alternative healing therapies in a comprehensive health program: ethical and professional considerations, legal issues, and situational appropriateness of techniques. One specific modality will be studied in greater depth.

TRP 678 SELECTED TOPICS IN TRANSPERSONAL STUDIES (5)
Each time this course is offered, a specific topic relevant to Transpersonal Studies will be explored in depth. Examples include Shamanism, Visualization and Imagery, and Altered States of Consciousness.

CTR 770 BIRTH, DEATH AND INTERMEDIATE STATES (5)
Students will be introduced to the Buddhist perspective of living, dying, bardo states, rebirth, and reincarnation. A thorough discussion of the concept of karma and how it relates to these states will help the student to integrate this aspect of Buddhism into everyday life and Western concepts of behavior, attitude and motivation. Prerequisites: CTR 670 – Introduction to Tibetan Buddhist Psychology

TRP 771 FOUNDATIONS OF CONTEMPLATIVE DEPTH PSYCHOTHERAPY (5)
Contemplative Depth Psychotherapy is the integration of Western analytical and Tibetan Buddhist imaginal and archetypal processes that foster individualization and growth. The principle of analytical (Jungian/archetypal) and developmental, psychoanalytical (Object Relations & Kohut's Self Psychology) serve as a framework in which the contemplative depth psychotherapist works, supports, confronts, and elucidates the experiences of the client. Beginning from the basic analytical work of how resistance and defense hide painful affects, the goal is to enhance the Inner Self solidly within the psyche to provide deeper experiential and emotive insight into the psycho dynamics of life's conflicts. Prerequisite: CPS 601 - Counseling Theories & Strategies or equivalent.

TRP 774 FUNDAMENTALS OF ENERGETIC & SOMATIC THERAPIES (5)
Selected Topics such as Bioenergetics, Tui Na, T'ai Chi, Chi Kung, Feldenkrais, and Alexander techniques will be examined. The study of body-oriented psychotherapies will be addressed through selected topics from Eastern or Western traditions of holistic development. The class will focus on a specific therapeutic exercise, as well as, learning basic theory and practice. Students will be encouraged to continue a chosen technique for on-going study and practice. Prerequisites: CPS 601 - Counseling Theories & Strategies.

TRP 776 CONTEMPLATIVE, TRANSPERSONAL THERAPIES (5)
Theory, clinical application, and methods of mapping the intrapsychic experience of transpersonal techniques for personal development and strategies for transformation will be addressed. Topics include Mandalas, Kabbalah, and Shamanic traditions. Prerequisite: TRP 771 - Foundations of Contemplative

Depth Psychotherapy.

CTR 778 PRACTICUM IN TRANSPERSONAL PSYCHOLOGY (5)
Having already examined the Mahayana motivation for helping others, students will put these principles into action and will be able to contemplate, discuss, and explain their interventions with others in need. They will be able to assess another's suffering and be able to see the causes and conditions for this suffering. Under supervision, the students will learn to treat the other in a compassionate manner, and to understand their own process as a helper with an ongoing awareness of personal and professional growth. Students in practicum must be prepared to present actual cases that they are working on through video tape, and case notes, therefore, students, must be either licensed professionals or under the direct supervision of a licensed therapist. Prerequisites: CTR 670 – Introduction to Tibetan Buddhist Psychology, CTR 672 East/West Psychology, CTR 770 Birth, Death, and Intermediate States, and TRP 674 – Traditions of Transformational Arts.

TBP 779 SELECTED TOPICS IN TIBETAN BUDDHIST PSYCHOLOGY (5)
Individualized studies in special topics in Tibetan Buddhist Psychology. Each student's work is directed by a faculty member or recognized leader in the subject area being studied.

TBP 790 INTRODUCTION TO TIBETAN HEALING APPROACHES (5)
Tibetan Healing Practices blend Ayurvedic, Chinese, Persian, and Bon medical systems. Students will become familiar with the basics of Tibetan medical practice and its emphasis on diet, behavior or lifestyle and mind/body interactions. Students will become aware of the mind, body, and spirit relationships to counseling and healing.

TBP 791 EAST/WEST MEDICAL DIALOGUEUE (5)
This seminar type course will feature the open dialogue between Eastern and Western healers of all disciplines on the nature of similarities and differences in the perceptions, strategies, and treatments of these systems. Grand Round type dialogues, case studies, and open discussions will be the class format.

TBP 794 ADVANCED METHODS IN TIBETAN HEALING (5)
With an eye on the relationships to consciousness and growth, students will advance in their knowledge of Tibetan Healing practices such as Tibetan medicine, yoga, bodywork, and spiritual practice. Students will be introduced to Tibetan diagnostic and assessment techniques, as well as, the therapeutic use of herbs, meditations, and behavior modification.

TBP 795 INDEPENDENT STUDY IN TIBETAN BUDDHIST PSYCHOLOGY (5)
Individualized studies in special topics in Tibetan Buddhist Psychology. Each student's work is directed by a faculty member or recognized leader in the subject area being studied.

WEB -- WEB DESIGN

WEB 100 INTRODUCTION TO HTML AND WEB PAGE CREATION (5)
This course introduces students to the world of Hyper Text Markup Language (HTML), the predominant markup language for web pages on the internet. Students will gain familiarity with HTML scripting and will "hand code" web pages using a just basic text editor. Topics to be covered include setting tags, embedding pictures and links, formatting, creating tables, creating frames, and creating forms. This class is recommended for students that are new to the field of web design.

WEB 103 PRINCIPLES OF WEB SITE ARCHITECTURE AND DESIGN (5)
This course focuses on the successful organization of web pages into a thematic web site, based on principles of utility, economy, and human interface design. Students will examine case studies to determine client objectives and take an interdisciplinary approach to flexibly achieve optimal solutions. Topics covered will include the cognitive bases for usability, principles of navigation, presentation by priority, and diagrammatic approaches to problem solving.

WEB 104 INTRODUCTION TO APACHE, MySQL, AND PHP (5)
This course will prepare students to set up a basic Apache-MySQL-PHP (AMP) server from which they will be able to serve their own websites on any operating system of their choice. Students will learn the basics of integrating a web server (Apache), a database system (MySQL), and PHP, a scripting language for producing dynamic web pages. Encryption of web traffic via SSL and basic security concerns will also be discussed. This course is a prerequisite for WEB 230 "Introduction to Open Source Content Management Systems."

WEB 105 WEB DESIGN MARKETING (5)
This course provides students with an overview of specific concerns that web designers face in marketing services for web design. Strategies for portfolio design, client contact, interviewing and counseling, and obtaining referrals will be discussed.

WEB 205 OPEN SOURCE TOOLS FOR WEB SITE CREATION (5)
This course provides an introduction to the use of open source software to create robust web sites. The software covered in this course is cross-platform, free to use, and provides a cost effective alternative to use of proprietary software. This class will primarily focus on Aptana, GIMP, Inkscape, and Filezilla.

WEB 220 CSS Workshop and CSS 2.1 (5)
This course introduces students to the use of cascading style sheets (CSS) to set formatting, improve content accessibility, and optimize bandwidth.

WEB 225 SEARCH ENGINE OPTIMIZATION (5)
This course emphasizes the process of improving the volume or quality of traffic to a website from search engines through Search Engine Optimization (SEO). The principles and mechanisms behind search engine results, "black" and "white" hat techniques for optimization, and real world application will be discussed and practiced.

WEB 230 INTRODUCTION TO OPEN SOURCE CONTENT MANAGEMENT SYSTEMS (5)
This course will provide an introductory survey of popular open source content management systems (CMS) in order to manage workflow in a collaborative environment. This course will focus primarily on Drupal, Joomla! Wordpress, and MediaWiki. Students will have an opportunity to participate in creating and administering a class CMS of their choice. WEB 104 "Introduction to Apache, MySQL, and PHP" is a prerequisite for this class, but may be taken concurrently.

UNIVERSITY FACULTY

San Diego University for Integrative Studies takes great pride in its faculty. By embodying the qualities of scholar-practitioners, they bring wisdom and worly experience to their classrooms and our curriculum. Believing in personal exchange and exposure to a variety of thinkers and doers, San Diego University for Integrative Studies seeks out specialists to teach in each of its course areas. Input from faculty is sought at the curriculum development stage as well. Faculty members strive to pass on their knowledge and expertise so that they can have a positive influence on our collective future.

Although San Diego University for Integrative Studies is a small university, its scholars are leaders and innovators in their areas of expertise. Over 90% of the faculty who teach at the graduate level hold terminal degrees in their area of expertise. The University's residential and online faculty are published, recognized scholars whose approach to teaching embraces multicultural and multinational perspectives.

Faculty:

Neenah Amaral, PhD, MFT
Ph.D. Clinical Psychology, La Jolla University,
Master of Arts. Counseling Psychology, La Jolla University
Bachelor of Arts, Psychology, University of California San Diego
Teaching Specialty: Counseling, Family Therapy, Psychology

Jason Bernaldo, MA
Master's in Organizational Leadership, Chapman University
Bachelor's in Criminal Justice Administration, San Diego State University
Associate's in Criminal Justice Administration, Southwestern College
Teaching Specialty: Executive Leadership Coaching, Family Leadership Coaching, Communication

Yolonda Boston-Creigh, M.Ed.
Master of Education, Adult Education, University of Phoenix
Bachelor of Liberal Arts,
Purdue University
Teaching Specialty: Hospitality Management

Desiree Bradanini, Lead Faculty
Bachelor of Fine Arts, Fashion Design, Parsons School of Design, New York
Teaching specialty: Fashion Design

Spencer Burrows, J.D.
Juris Doctor, University of California, Hastings College of Law
Bachelor of Arts, Psychology, Minor Political Science, University of California, Los Angeles
Teaching Specialty: Business Administration, Business Law

Domenico M. Camplisson MTS
Master of Theological Studies, University of Dallas
Bachelor of Arts (Honors) Modern History, Queens University Belfast
Teaching Specialty: Humanities, Leadership, Marketing

Timothy Carr, BA
Bachelor of Science, Business Administration, Boston University
Teaching Specialty: Business, Marketing

Janet Cassidy, MS
Master of Science in Higher Education Administration, National University
Master of Arts in Coaching and Athletic Administration, Concordia University
Bachelor of Fine Arts with an emphasis in Graphic Design, San Diego State University
Associate of Arts Degree in Fine Arts, Riverside Community College
Teaching Specialty: Sport Coaching, Sport Management

Michele Christopher, MBA
Master of Business Administration, University of Phoenix, Phoenix, AZ
Bachelor of Science in Communication, Arizona State University, Tempe, AZ
Design for Six Sigma Greenbelt Certified
Teaching specialty: Business, Communication, Marketing

Stephanie Clausen, PhD
PhD, Organization Development, Marshall Goldsmith School of Management, Alliant University
Master of Arts, Organization Development, Marshall Goldsmith School of Management, Alliant University
Bachelor of Arts, Psychology, University of California, Santa Cruz
Teaching Specialty: Business, Hospitality Management, Leadership

William Dieck, MA, MBA
Master of Arts, Organizational Management, University of Phoenix
Master of Business Administration, University of Phoenix
Bachelor of Arts, Psychology, University of San Diego
Teaching specialty: Business, Humanities, Leadership

Noel Gonzaga, MS
Master of Science, Information Systems Management, Keller Graduate School of Management
Bachelor of Science, Cognitive Science, University of California, Los Angeles
Teaching Specialty: Information Technology, Computer Science

Edward Goold, DBA, Lead Faculty
Doctor of Business Administration, International Business Administration, Alliant International University
Master of Business Administration, California State University Long Beach

Bachelor of Science, Hotel Management, Florida International University
Associate of Applied Science, Hotel Technology, Sullivan County Community College
Teaching specialty: Business, Hospitality Management

Linda Greischel, PhD, LCSW
Doctor of Philosophy, Comparative Religion & Philosophy, California Institute for Human Science
Master of Clinical Social Work, University of Washington
Bachelor of Arts, Religious Studies, University of Colorado Boulder
Teaching Specialty: Core Psychology (Developmental, Counseling Theories & Methods), Expressive Arts, and Transpersonal Psychology (Cross-Cultural Spirituality & Jungian approach)

Michael Hawthorne, MBA
Master of Business Administration, Franklin University
Bachelor of Arts, Business Administration, Otterbein University
Associate of Applied Business, Central Ohio Technical College
Teaching Specialty: Business, Finance, Leadership, Marketing

Fred Kaiser, MS
Master of Science, Statistics/Biostatistics, San Diego State University
Bachelor of Science, Business Administration, Productions and Operations Research, San Diego State University
Associates in Business, Pasadena City College
Teaching Specialty: Math, Statistics

Dennis Kane, MBA
Master of Business Administration, Ohio State University, Columbus
Bachelor of Business Administration in Accounting, Cum Laude, Ohio State University, Columbus
Accountancy Board of Ohio, CPA 29091
Teaching Specialty: Business, Accounting, Finance

Betty Lewis, MSBA, MS ACC, CIA, CFE
Master of Science, Business Analytics, San Diego State University
Master of Science, Accounting
Certified Internal Auditor (CIA)
Certified Fraud Examiner (CFE).
Teaching Specialty: Accounting, Business Administration

Matthew Loschiavo
Bachelor of Science, Management , Georgia Tech
Teaching Specialty: Information Technology Systems, Web Design

Doris Lu-Anderson, PhD
Ph.D., Sport Administration/Physical Education., Florida State University
Master of Business Administration, San Diego State University
Master of Science, Health and Physical Education, Louisiana Tech University
Bachelor of Arts, International Business, Ming Chuan University, Taipei, Taiwan
Teaching Specialty: Business, Sport Psychology

Rand Lundmark, MA, CADC II
Master of Arts, Spiritual Psychology, University of Santa Monica
Bachelor of Science, Psychology, The Union Institute
Certified Alcohol & Drug Counselor, II
Teaching Specialty: Clinical Psychology, Behavioral Psychology

Yvette Lyons, PhD
Doctor of Philosophy, Psychology, California Institute of Integrative Studies
Master of Arts, Psychology, The University for Humanistic Studies
Bachelor of Arts, Psychology, Sierra University
Teaching Specialty: Expressive Arts Therapy, Psychology

Joseph Naanos, MBA
Master of Business Administration, Technology Management, University of Phoenix
Bachelor of Arts, Multimedia Production, California State University, Northridge
Teaching Specialty: Business Administration, Information Technology

Florence Norris, MS
Master of Science, Community Counseling Psychology, Springfield College
Bachelor of Science, Public Health, San Diego State University
Associate of Science, Sociology, San Diego City College
Teaching Specialty: Psychology (Abnormal, General, Social, Developmental), Leadership

Carlton O'Neal, J.D.
Juris Doctor, Southern Methodist University, School of Law
Master of Business Administration, Southern Methodist University, Cox School of Business
Bachelor of Science, Electrical Engineering, Rose-Hulman Institute of Technology
Teaching Specialty: Business, Business Law, Marketing

Rene Ray, M.Ed.
Master of Arts in Education, Alliant International University
Bachelor of Arts, Organizational Leadership, Chapman University
Teaching specialty: Business, Communication

Robert Rodgers, MBA
Master of Business Administration, Technology Management, National University
Bachelor of Science, Computer Engineering, Clemson University
Teaching Specialty: Business, Information Technology

Steve Ryan, MA
Master of Arts, English, City College of New York
Bachelor of Arts, English, College of Staten Island, City University of New York
Teaching specialty: Business, Communication

Stella Saling, PhD
Doctor of Philosophy, Professional Psychology, Alliant International University
Master of Arts, Counseling, Alliant International University
Bachelor of Arts, Biology, University of California Riverside
Teaching Specialty: Expressive Arts Therapy, Psychology

Douglas Saylor, PhD
PhD, French, English, Spanish, Italian, Louisiana State University
Master of Arts, Comparative Literature, University of New Mexico
Bachelor of Arts, English, University of New Mexico
Teaching Specialty: Academic English skills, writing, literature

Steven Schaefer, MBA
Master of Business Administration, International Management, Thunderbird, Goal School of Management
Bachelor of Arts, Government, Southern Illinois University
Teaching specialty: Business, Marketing

Robert Spellman, MBA
Master of Business Administration, Technology Management, University of Phoenix
Bachelor of Science, Computer Science, Norfolk State University
Teaching Specialty: Accounting, Business, Information Technology

William Stillwell, PhD
Doctor of Philosophy, Anthropology, University of Pittsburgh
Bachelor of Arts, Anthropology, Lawrence University
Teaching Specialty: Clinical Counseling, Humanistic Studies, Psychology

Cristina Versari, PhD
PhD specialization in Sport Psychology United States International University, San Diego, CA
Master of Arts in Sport Psychology United States International University, San Diego, CA
Bachelor of Science in Psychology, Universidade Gama Filho, Brazil
Bachelor of Science in Physical Education, Universidade Gama Filho, Brazil
Teaching Specialty: Sport Psychology, Business Planning

Jason Wiggins, PhD
Doctor of Philosophy in Management, Leadership and Organizational Change, Walden University
Master of Business Administration, City University of Seattle
Bachelor of Arts, Washington State University
Teaching Specialty: Business, Finance, Leadership

ACADEMIC CALENDAR

FALL 2025 September 26 – December 18
Quarter / Session I Classes Start: September 29
Admission Deadline Session II: October 10
Registration Deadline: October 24
Session I Classes End: November 9
Session II Classes Start: November 10
Holiday: Veteran's Day, Tuesday, November 11
Holidays: Thanksgiving Observed, Thursday & Friday, November 27 & 28
Admission Deadline 2026 Winter Quarter: December 1
Registration Deadline 2026 Winter Quarter: December 12
Quarter / Session II Classes End: December 21

BREAK: December 22, 2025 through January 4, 2026

WINTER 2026 January 5 – March 29
Quarter / Session I Classes Start: January 5
Admission Deadline Session II: January 16
Holiday: MLK Day, Monday, January 19
Registration Deadline Session II: January 30
Session I Classes End: February 15
Session II Classes Start: February 16
Holiday: President's Day, Monday, February 16
Admission Deadline 2026 Spring Quarter: March 6
Registration Deadline 2026 Spring Quarter: March 20
Quarter / Session II Classes End: March 29

BREAK: March 30 through April 5, 2026

Spring 2026 April 6 - June 28
Quarter / Session I Classes Start: April 6
Admission Deadline Session II: April 17
Registration Deadline Session: May 1
Session I Classes End: May 17
Session II Classes Start: May 18
Holiday: Memorial Day, Monday May 25
Admission Deadline 2026 Summer Quarter: June 5
Registration Deadline 2026 Summer Quarter: June 19
Quarter / Session II Classes End: June 28

BREAK: June 29 through July 5, 2026

Summer 2026 July 6 – September 27
Quarter / Session I Classes Start: July 6
Admission Deadline Session II: July 17
Registration Deadline Session: July 31
Session I Classes End: August 16
Session II Classes Start: August 17
Holiday: Monday, September 7, Labor Day
Admission Deadline 2026 Fall Quarter: September 4
Registration Deadline 2026 Fall Quarter: September 18
Quarter / Session II Classes End: September 27

NO BREAK

Fall 2026 September 28 – December 20
Quarter / Session I Classes Start September 28
Admission Deadline Session II: October 9
Registration Deadline Session II: October 23
Session I Classes End: November 8
Session II Classes Start: November 9
Holiday: Wednesday, November 11, Veteran's Day,
Holidays: Thursday & Friday, November 26 & 27, Thanksgiving
Admission Deadline 2027 Winter Quarter: December 4
Registration Deadline 2027 Winter Quarter: December 11
Quarter / Session II Classes End: December 20

BREAK: December 21, 2026 through January 3, 2027

Winter 2027 January 4 - March 28
Quarter / Session I Classes Start: January 4
Admission Deadline Session II: January 15
Holiday: MLK Day, Monday, January 18
Registration Deadline Session II: January 29
Session 1 Classes End: February 14
Session II Classes Start: February 15
Holiday: Presidents Day, Monday, February 15
Admission Deadline 2027 Spring Quarter: March 5
Registration Deadline 2027 Spring Quarter: March 19
Quarter / Session II Classes End: March 28

BREAK: March 29 through April 4, 2027

UNIVERSITY HOLIDAYS

- New Year’s Day - January
- Martin Luther King’s Birthday - January
- President’s Day - February
- Memorial Day - May
- Independence Day - July
- Labor Day – September
- Veteran’s Day – November 11th
- Thanksgiving Day - November
- Day after Thanksgiving - November
- Christmas Eve Day - December
- Christmas Day - December

Please note: The Quarterly Schedule of Classes will list all current financial and add/drop Deadlines. Payment schedules are listed on individual contracts.