THE CATHOLIC UNIVERSITY OF AMERICA

Catalog Announcements - 2015-2016

Metropolitan School of Professional Studies

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History, Mission, and Undergraduate Offerings
History and Mission

CUA's Metropolitan School of Professional Studies (MSPS) was
established as University College in 1979 by the Board of Trustees to

extend the educational resources and programs of the university to adult students wanting to pursue academic and professional credentials. MSPS has a long history of serving adults with programs that integrate a values-based, liberal arts foundation with majors that are applications-oreinted and focused on professional career tracks. The school offers master's degrees, bachelor's degrees, associate's degrees, certificates, and noncredit preparation for professional certification in high-demand career tracks.

MSPS regards its service to nontraditional students as a special part of The Catholic University of America's overall educational mission. Reflecting the tradition and educational values of the university, the bachelor's degrees are based on a strong core component of study in the humanities and social sciences. Individual programs are designed with maximum flexibility to accommodate the various schedules of adult students. Courses adhere to the academic standards of the university while being offered in evening, accelerated, and online formats.

Undergraduate Offerings

MSPS offers the following undergraduate degrees and certificates:

Bachelor's degree programs:

Bachelor of Arts in General Studies, B.A.G.S. (This degree has been discontinued and is offered only to students admitted prior to August 1, 2006.)
Bachelor of Arts in Interdisciplinary Studies, B.A.I.S.
Bachelor of Arts in Information Technology, B.A.I.T.
Bachelor of Arts in Management, B.A.Mgt.

Associate's degree program:

Associate of Science in Human Services, A.S. (This program is offered solely to a select group of students as determined by a special arrangement with Catholic Charities.)

Certificate programs:

Business Management Certificate
Health Information Technology Certificate
Human Resource Management Certificate
Human Services Administration Certificate
Information Technology Certificate
Social Entrepreneurship Certificate

For more detailed information about the A.S. and certificate programs, please visit the MSPS web site at: http://metro.cua.edu.

Admission

General Admission

Students must be 21 years of age or older to be admitted into MSPS. Students may be admitted into a baccalaureate degree or certificate program or may enroll in classes as special, non-degree-seeking students. Application to the undergraduate program includes the following:

MSPS Application for Undergraduate Admission;
$55 non-refundable application fee;

Official transcript(s) from high school(s) attended or official GED
completion report;
Official transcript(s) from previous college(s) attended (if applicable);
Statement of educational and career goals;
Current résumé;
A pre-admission interview with an academic counselor (if requested);
and
One letter of recommendation (required for degree applicants; only by
request for certificate applicants)

The submission of College Level Examination Program (CLEP) scores,
Dantes Subject Standardized Test (DSST) scores, and Scholastic Aptitude
Test (SAT) scores is encouraged and may be helpful when discussing
educational history and objectives. For additional information about MSPS
Admissions, please visit http://metro.cua.edu/admissions.

Admission to Bachelor's to Master's Scholars Program

In addition to applying for general undergraduate admission to MSPS,
qualified students may opt to apply to the Bachelor's to Master's Scholars
Program. Students enrolled in the program may take up to three (3)
graduate, 500-level classes during their senior year. Not only will the
graduate classes count toward the 120 credits needed to earn a CUA
bachelor's degree, but they will also give the graduating student a nine-
credit head start on a Master of Science in Management (M.S.M.) or a
Master of Arts (M.A.) in Human Resource Management at MSPS.
Bachelor's to Master's Scholars must commit to full-time pursuit (i.e., 12 or
more credits per semester) of undergraduate study, must maintain a
minimum cumulative GPA of 3.0, and must earn a B or better in the
graduate level courses taken at CUA's MSPS. In turn, Scholars receive a
significant discount on undergraduate tuition as well as special
consideration when they apply to the M.S.M. or M.A. program.

Undergraduate admissions requirements for Scholars include:

MSPS Application for Undergraduate Admission;
$55 non-refundable application fee;
Official transcript(s) from high school(s) attended or official GED
completion report;
Official transcript(s) from previous college(s) attended;
Sixty or more qualifying transfer credits from previous college study.
Candidates with fewer transfer credits may still be eligible for admission
to MSPS and are encouraged to apply. Admission to the Bachelor's to
Master's Scholars Program may be deferred until 60 credits are earned
through transfer and CUA credits;
Personal statement about intention to continue on to Master's program
and relation of Bachelor's to Master's Scholars Program to
professional/educational goals;
Current résumé;
Letter of recommendation - professional or academic; and
A pre-admission interview with an academic counselor.

For more information about the Bachelor's to Master's Scholars Program,
please visit: http://metro.cua.edu/bachelor/2plus1.

Transfer Student Admission

Admission evaluations for transfer students are made based on a

composite of work experience, professional references, a written statement of purpose, and performance in previous post-secondary academics that exhibits commitment and the ability to do quality college-level work. A program plan will be created after an evaluation of coursework from other postsecondary, regionally-accredited institutions has been completed. Course syllabi and/or course descriptions may be requested. Students applying for transfer from other schools within The Catholic University of America will be considered according to the above guidelines.

The Catholic University of America maintains a general policy on the transfer of academic credit, which is designed to articulate when courses at comparable accredited colleges or universities can be substituted for Catholic University courses. This policy applies both to students transferring to Catholic University from another institution and to Catholic University students taking courses off campus. The specific policy is available at http://policies.cua.edu/academicundergrad/transferofcredit.cfm.

In addition to this overarching Catholic University policy, each School has policies and procedures specific to their disciplines which may be different than the general rules set forth. Information on transfer of credit for MSPS may be found at http://metro.cua.edu/res/docs/bachelor/transfer-credit-policy.pdf.

Financial Information and Costs

Financial Aid

The Catholic University of America offers reduced tuition for students in the Metropolitan School of Professional Studies who are taking courses provided by MSPS. The university also maintains a federal financial aid program for students with a demonstrated need. For information on federal financial aid, please contact the Office of Financial Aid at (202) 319-5307 or visit http://financialaid.cua.edu. Scholarships and tuition discounts are also available for qualified students; for additional information, please contact the MSPS office at (202) 319-5256.

Student Accounts

Students are considered officially enrolled and responsible for any associated financial obligations once they are registered through Cardinal Station (https://cardinalstation.cua.edu). Billing statements are issued online through the CardinalPAY e-commerce system; no paper bills are issued. For more information on CardinalPAY, please visit http://enrollmentservices.cua.edu/Student-Financial-Information/CardinalPAY.cfm.

Satisfactory payment includes paying the total charges, being current with payments on the tuition payment plan, and/or completing all financial aid forms and waiting for accepted financial aid to be credited. Incomplete financial aid awards are considered to be late payments. Additional charges will be assessed to the student's account for checks returned by the bank for insufficient funds or stop payments. All charges due to the university must be paid in full by the payment due date published each semester. For more information on payment due dates, please visit http://enrollmentservices.cua.edu/Student-Financial-Information/BillingandDueDates.cfm. Students who do not honor the financial arrangements agreed upon will not be permitted to register the following semester unless payment is made or new arrangements are negotiated.

Costs

A general accounting of university tuition, fees, and other expenses may be found on the Office of Enrollment Services' web site: http://enrollmentservices.cua.edu/Student-Financial-Information/Costs.cfm.

Bachelor's Degrees: Aims, Program Requirements, and Policies

Bachelor's Degrees Objectives

The MSPS bachelor's degree programs place special emphasis on interdisciplinary learning that links theory and professional practice. The curriculum is designed to develop competencies in the following six areas:

1. Oral and written communication;
2. Critical thinking and reasoned analysis;
3. Social responsibility;
4. Multicultural and international perspectives;
5. Technology use; and
6. Self-directed learning.

The bachelor's degree programs consist of a core curriculum of 19 courses (57 semester credits), a major area of at least 15 courses (45 credits), and free electives, so that the total number credits is at least 120. A minimum of 36 credits must be taken at The Catholic University of America.

Core and Major Requirements

At MSPS, a minimum grade of C- is required for all courses in the academic major and track. (For certificate-seeking students, "major" courses equate to all courses in the certificate.) A minimum grade of C- is also required for the following core courses: MHU 151 Rhetoric and Composition, MHU 152 Composition and Research, MHU 131 Presiding, Presenting, and Speaking, MIS 105 Microcomputer Applications I, and MID 499 Senior Seminar.

Students earning less than a C- in any one of the core courses identified above or any major course must repeat the course. Any course taken to fulfill requirements for the core and/or major may only be repeated once. An exception to this policy requires approval from the dean of MSPS. When a course with a grade of D or F is repeated, the following rules shall apply:

1. The course must be identical in listing and cannot be taken at another institution;
2. The second time, the course may not be taken for pass/fail;
3. Both courses and grades will be recorded in the student's file and transcript; and
4. For calculation of the grade point average and for fulfillment of curriculum requirements, the credit and the grade of the repeated course will apply and the credit and grade of the original course will no longer count.

In addition to fulfilling the minimum grade requirements noted above for core and major courses, undergraduate students enrolled in the Bachelor's to Master's Scholars Program must earn a minimum grade of B in their graduate-level MSPS courses. Per the Bachelor's to Master's Program guidelines, up to three graduate-level courses with qualifying grades may

be transferred into one of MSPS Master's degree programs.

Transfer of Credit Post-Matriculation Guidelines

Catholic University allows undergraduates who wish to take a course at another college or university to apply those courses toward their Catholic University degree provided the following conditions are met:

> The course is completed at a regionally-accredited institution;
> The course is substantially similar to a CUA course;
> The course is completed with a grade of C- (C minus) or better;
> The course does not duplicate, overlap or regress previous work; and
> The college or university offering the course allows the course to be used for credit toward its own undergraduate degree.

National standards for online education will be used to determine if an online course is comparable to a CUA course. MSPS may limit the number of online courses which are transferrable. General undergraduate degree requirement policies are available online at http://policies.cua.edu/academicundergrad/acregsfull.cfm.

With approval from the dean of MSPS, matriculated MSPS students may take courses at other regionally-accredited institutions of higher learning on a limited basis. However, students may transfer in no more than a total of 84 credits - this includes all transfer credits pre- and post-matriculation. Students must also complete at least 12 credits at CUA within 12 months of the end of their final semester.

Students planning to take courses at another regionally-accredited institution (during any academic semester or summer session) must obtain approval from the dean of MSPS before the end of the semester prior to the semester in which they plan to take the transfer course(s). Approval is granted on a case-by-case basis depending on the student's need for the course(s), degree requirements, etc. Without prior approval, transfer of credit is not guaranteed. Students hoping to take courses at another institution should also contact the Office of Financial Aid at (202) 319-5307 to determine how funding will be impacted.

Pre-approved transfer credit will be awarded in accordance with the overarching Catholic University transfer credit policy (http://policies.cua.edu/academicundergrad/transferofcredit.cfm) and the MSPS transfer credit policy (http://metro.cua.edu/res/docs/bachelor/transfer-credit-policy.pdf).

Probation and Dismissal Policies

Probation

Any MSPS undergraduate student who falls below a 2.0 cumulative grade point average (GPA) is on academic probation for the following regular semester (i.e., a student whose cumulative GPA is below 2.0 at the end of the spring semester is on probation through the end of the following fall semester, even if the student takes summer courses to raise his/her cumulative GPA. A student whose cumulative GPA is below 2.0 at the end of the fall semester is on probation through the end of the following spring semester.). A student placed on academic probation by the academic dean may be required to take a reduced course load during the time of probation.

Students enrolled in the Bachelor's to Master's Scholars Programs are

subject to special GPA requirements. Specifically, Scholars must maintain a minimum 3.0 cumulative GPA. Any Scholar who falls below the 3.0 cumulative GPA is on Scholars probation for the following regular semester (i.e., a Scholar whose cumulative GPA is below 3.0 at the end of the spring semester is on probation through the end of the following fall semester, even if the Scholar takes summer courses to raise his/her cumulative GPA. A Scholar whose cumulative GPA is below 3.0 at the end of the fall semester is on probation through the end of the following spring semester.). Bachelor's to Master's tuition discounts for students placed on Scholars probation may be reconsidered.

Dismissal

For all students, the following are grounds for academic dismissal from MSPS:

>   Failure to earn a 2.0 cumulative grade point average after two semesters on academic probation; or
>   Receipt of a failing grade (F) in three or more credit-bearing courses undertaken in a semester. (Reversion of an incomplete grade (I) to an F shall be included in the total number of failures for the semester in which the I was given, with possible dismissal effective at the close of the current semester.); or
>   At the end of any academic year, possession of a cumulative grade point average (for all semesters undertaken) below 1.5.

Students should consult the Catholic University policy website for additional details pertaining to academic standing: http://policies.cua.edu/academicundergrad/grades.cfm.

Requirements for Graduation

The bachelor's degree programs in MSPS consist of a minimum of 120 semester credits. Students must maintain at least a 2.0 cumulative grade point average in order to remain in good academic standing for graduation.

There are numerous academic policies that apply to students enrolled in MSPS. These policies may be found in various Catholic University and MSPS documents, including these *Announcements* and the university's web-based policies page (http://policies.cua.edu). Students are responsible for familiarizing themselves with these policies and will find the information very helpful in understanding academic regulations, responsibilities, and expectations. Students are also encouraged to contact their MSPS academic advisers at (202) 319-5256 for additional information.

Student Advising and Support
Advising

Once admitted to MSPS, each undergraduate student is assigned an academic adviser. Generally, students remain with their assigned adviser for the duration of their degree program. However, given sufficient rationale, the student may be reassigned to another adviser at the discretion of the assistant dean.

All students are encouraged to meet with their advisers at least once a semester for pre-registration advising for the next semester's classes. However, students may see their adviser at any time during the academic year regarding their academic program and status. Students are

responsible for knowing and understanding the requirements of their specific degree programs and for keeping track of their progress in working toward their degrees.

Student Services

MSPS strives to deliver an unparalleled level of service to adult students. In addition to the opportunities for involvement and support provided by the university, MSPS delivers a wide range of services to include personal, professional, and academic development seminars; a new student orientation, which is also accessible in an online format; student organizations; an online student services center; a weekly e-newsletter disseminated to the entire MSPS student community; and a host of other student development programs. Students wishing to learn more about student services are welcome to visit the online Student Development Resource Center: http://metro.cua.edu/studentservices.

Degree Program Curricula

Bachelor of Arts in General Studies (B.A.G.S.)

This degree has been discontinued and is offered only to students admitted prior to August 1, 2006.

Requirement	Courses		Credits
Core	11 courses		33
MHU 151	Rhetoric and Composition	3	
MHU 152	Composition and Research	3	
MID 100	Critical Thinking	3	
MIS 105	Microcomputer Applications I	3	
MPH xxx	Philosophy (2)	3	
MRE xxx	Theology and Religious Studies (2)	6	
MSO 200	Human Cultural Diversity	6	
Varies	International Studies	3	
MID 499	Senior Seminar	3	
Distribution	12 courses in interdisciplinary studies: business, humanities, language and culture, mathematics, philosophy, social sciences, and religious studies, with no more than half of the credits coming from a single area.		36

Concentration	12 courses in one area: business management, education studies, general studies, management information systems, social sciences, or social work.	36
Electives	5 courses	15
Total	**40 courses**	**120**

Core Curriculum - All Bachelor's Degree Programs
(except the B.A.G.S. degree)

At the heart of MSPS's degree programs is a robust core curriculum designed to provide a strong liberal arts education. The education core affords students a particularly broad and engaging educational experience. MSPS offers the following core curriculum:

Requirement Courses		Credits
English Composition		6
	MHU 151 Rhetoric and Composition	3
	MHU 152 Composition and Research	3
Humanities (2)		6
Language and Literature		6
	MHU 131 Presiding, Presenting, and Speaking	3
	Literature elective*	3
Mathematics and Natural Sciences		6
	Mathematics*	3
	Natural Science elective*	3
Philosophy		9
	MID 100 Critical Thinking	3
	Philosophy electives (2)*	6
Religious Studies (2)		6
Social and Behavioral Sciences		12

MSO 200 Human Cultural Diversity	3	
International Studies elective*	3	
Social and Behavioral Science electives (2)*	6	
Technology		3
MIS 105 Microcomputer Applications I	3	
Capstone/Synthesis		3
MID 499 Senior Seminar	3	
Total	**19 courses**	**57**

 * Some degree programs may specify a particular course that must be taken to meet this requirement.

Bachelor of Arts in Interdisciplinary Studies (B.A.I.S.)

Of the three bachelor's degree programs offered by MSPS, the Bachelor of Arts in Interdisciplinary Studies (B.A.I.S.) is the ideal choice for those wishing to gain exposure to a broad range of subject areas, to customize a degree program of particular interest, or to major in either Interdisciplinary Studies, Social Science, or Social Work. The program is distinguished by its particularly strong foundation in liberal arts education and curricular flexibility. Following are the requirements for the B.A.I.S. degree with a major in Interdisciplinary Studies. For information regarding majors in Social Science or Social Work, or the various track options available within the B.A.I.S. degree, please contact an MSPS adviser at (202) 319-5256.

Requirement	Courses	Credits
Core	19 courses	57
Major	15 courses-Interdisciplinary Studies	45
Electives	6 courses	18
Total	**40 courses**	**120**

Bachelor of Arts in Information Technology (B.A.I.T.)

MSPS's Bachelor of Arts in Information Technology (B.A.I.T.) degree program provides an ideal education for those interested in developing a career in information technology. The program offers a strong liberal arts foundation, along with in-depth exposure to a wide range of information technology (IT) concepts, practices, and technologies. For information regarding the track in Health Information Technology, please contact an MSPS adviser at (202) 319-5256.

Credits

Requirement	Courses	
Core	19 courses	57
Major	15 courses	45
MBU 201	Management and Organizational Behavior	
MHU 131	Presiding, Presenting, and Speaking	
MID 100	Critical Thinking	
MID 150 or MBU 370	College Mathematics or Statistics	
MIS 107	Microcomputer Applications II	
MIS 110	Introduction to Programming	
MIS 238	Electronic Business	
MIS 240	Management Information Systems	
MIS 314	IT Hardware and Systems Software	
MIS 323	Data Communications	
MIS 325	Project Management	
MIS 327	Systems Analysis and Design	
MIS 431	Database Management Systems	
MIS 457	Emerging Environments	
MPH 250	Professional Ethics	
Electives	6 courses	18
Total	**40 courses**	**120**

Bachelor of Arts in Management (B.A.Mgt.)

The Bachelor of Arts in Management (B.A.Mgt.) is the ideal choice for those wishing to pursue a career in business or management. The program offers a strong liberal arts foundation, along with in-depth exposure to both the principles and practices of management and the various functional

areas of business enterprises. For information regarding the tracks in Human Resource Management, Federal Program Management, or Social Entrepreneurship, please contact an MSPS adviser at (202) 319-5256.

Requirement	Courses	Credits
Core	19 courses	57
Major	15 courses	45
MBU 110	Accounting I	
MBU 141	Macroeconomics	
MBU 142	Microeconomics	
MBU 201	Management and Organizational Behavior	
MBU 205	Contemporary Marketing	
MBU 251	Financial Analysis	
MBU 324	Strategic Management Practices	
MBU 341	Business Law	
MBU 356	International Business	
MBU 361	Human Resource Management	
MBU 370	Statistics	
MHU 131	Presiding, Presenting, and Speaking	
MIS 107 or MIS 110	Microcomputer Applications II or Introduction to Programming	
MIS 240	Management Information Systems	
MPH 250	Professional Ethics	
Electives	6 courses	18
Total	**40 courses**	**120**

MSPS Courses Offered

A full listing of undergraduate courses offered by the Metropolitan School of Professional Studies can be found below. Consult Cardinal Station for additional information about courses and to determine course offerings by semester.

Course Catalog for Metropolitan College and Metropolitan Schl of Prof Stud

MBU

100	Introduction to Business	A survey of the conceptual foundations and organizations of American business since World War II. Emphasis on the production process within the private sector and analysis of the contribution of capital, labor, and management.
105	Business Mathematics	A foundation course in mathematics designed to refresh the individual in the business uses of math. Covers material on fractions, percentages, ratios, proportions, introductory algebra, simple and compound interest, discounts, loans, and set theory. Also stresses hand calculators and computers.
110	Accounting I	A two-semester offering. Begins with analysis of accounting concepts, assumptions, and principles; progresses to evaluation of accounting data for management and decision making.
111	Accounting II	A two-semester offering. Begins with analysis of accounting concepts, assumptions, and principles; progresses to evaluation of accounting data for management and decision making.
140	Principles of Economics	Provides a broad explanation of the American socioeconomic system as well as the

		factors affecting behavior and decision making by various units and institutions operating within the system.
141	Macroeconomics	An introduction to modern economic analysis and its implications. Centers on the applications of economic theory to national policy problems such as growth, inflation, unemployment, and government expenditures and taxation. Provides a broad introduction to the understanding of the American socioeconomic system.
142	Microeconomics	A continuation of the introduction to modern economic analysis concentrating on the factors affecting behavior and decision making by households, business firms, and institutions operating under a mixed socioeconomic system.
160	Public Relations	Basic principles covering the role of public relations in society, public relations principles and their application, procedures for planning and implementing campaigns, identification of publics, and strategies for influencing them.
165	Business Communication	
173	Delivering Effective Customer Service	
174	Customer Service Excellence	
200	Principles of Management	An overview of what management is. First, a review of the development of management from the late nineteenth century through today. Discusses the functions and activities of a manager. Finally, describes the requirements and

capabilities for today's and tomorrow's managers and how they utilize them to perform effectively, both domestically and globally, enhancing a multicultural focus. Many cases used for discussion.

201	Management and Organizational Behavior	
202	Management Principles and Practices	
203	Leadership in the Classics	
205	Contemporary Marketing	Covers all the functions and activities of marketing, as practiced today, along with what the trends indicate for the future. Some reflection on marketing's professional development. Active discussion and cases, including analysis of ethically-related situations.
206	Professional Ethics in Literature	
207	Ethics in the Workplace	
210	Intermediate Accounting I	After review of the accounting cycle, concentrates on the valuation and accounting of tangible and intangible assets like receivables, inventories, fixed assets, goodwill, patents, etc. The concepts of present value and discounting are presented. Prerequisites: MBU 111
211	Intermediate Accounting II	Complementary course to 210, considers in-depth accounting of current, contingent, and long-term liabilities; stockholders' equity; statement of changes in financial position. The concepts of present value and discounting are reinforced. Prerequisites: MBU 210

251	Financial Analysis	Introduction to financial analysis, planning and control, working capital management, financial structure, and financial decisions. Emphases on both supply and demand for capital as well as the return on and cost of capital investment.
275	Public Opinion Research	Examination of the informational needs of management. Procedures and techniques by which public opinion and attitudes are identified and measured. Discussion of advanced research techniques in measurement and analysis. Prerequisite: MBU 100 or MBU 120 or MBU 160.
281	Managerial Decision Making	
310	Cost Accounting	Discussion of such concepts as job order and process cost accounting, predetermined cost, management by exception, and cost control; introduces the student to the standard cost system. Prerequisite: MIS 104.
320	Introduction to Records & Information Management	Provides an introduction to the history and development of information and records management, including planning and establishing a records management program, records classification, cost/benefit analysis, hardware and software selection, and management style.
321	Information Development & Documentation	Focuses on how to develop and document an information and records management system, including such topics as feasibility studies, data collection techniques,

storage and retrieval practices, legal issues, forms management, documentation standards, and records protection.

| 322 | Records Technology | A survey of technologies used in information and records management, including bar coding, CD-ROM, computer database and records systems, electronic imaging, integrated systems, local area networks, micrographics, optical scanning, and telecommunications. |

| 323 | Archives Management | An introduction to the theory and practice of archives management, including the storage and protection of records in various formats. Discussions include acquisition and appraisal, processing, storage, preservation, access, and retrieval. |

| 324 | Strategic Management Practices | A survey course that includes topics such as: the role of HR in organizations, human resources planning, organization design and development, budgeting, motivation and leadership. Course emphasizes strategic planning and policy making, with focus on ability to interpret knowledge of an organization environment and develope internal organizational structures, policies, evaluation techniques to be effective in a changing environment. |

| 325 | Electronic Records Management | This course covers Implications of Records Management on the Organization, Basic Concepts of Electronic Management Systems, Scheduling and |

Maintenance of Electronic Records Management Sytems, Implementing an Electronic Records Management Project, Access to Electronic Information, Legal issues related to Electronic Records, and Looking Ahead-How Technology will affect Electronic Records Management.

326	Developing Employee Capability	Provides a summary of topics such as equal employment opportunity and affirmative action,recruitment, selection, career planning and development; and addresses organizational exit such as constructive discharge, layoffs, and retirements. Provides an introduction to the organizational practices related to developing and training employees to meet specific organizational goals and objectives. The course examines methods to determine training needs and to develop internal training and development programs, or selecting outside sources for training needs.
327	Employment Operations	This course will provide an overview of union representation and employees, unfair labor practices, collective bargaining, management/labor relationships in organizations, strikes, and boycotts. Federal and state laws have been promulgated and established to protect employees in the workplace. One of the major Federal initiatives is the Occupational Safety and Health Administration

(OSHA).

328	Employee Compensation and Benefits	This course provides a framework for understanding various types of compensation approaches. It distinguishes between job-based and person-based pay structures and the ongoing management functions that maintain internal alignment, enhance organizational competitiveness, and create employee incentives within these various types of pay systems. The course also examines the compensation of special groups, external market forces that impact compensation, the collective bargaining process, and the role of government and legal compliance issues in determining compensation practices.
330	Retirement Plans: Basic Features and Defined Contribution Approaches	After an historical introduction of private pension plan development, this course reviews the objectives of plan design. Subjects discussed include profit-sharing plans, thrift and savings plans, Section 401(k) cash or deferred arrangements, employee stock ownership and stock bonus plans, individual retirement accounts, simplified employee pensions, SIMPLE plans, tax-deferred annuities, and executive retirement arrangements.
331	Employee Benefits: Concepts and Health Care Benefits	This course begins with an overview of the environment of employee benefit plans and then addresses issues pertaining to health care plans, plan design, and

cost-control techniques. Specifically, topics covered include selecting health and managed care plans, maintaining and improving employee health, and purchasing quality health care. Dental plans and specialized benefits - mental health/substance abuse, prescription drugs, vision and hearing care plans - are covered, as are medical benefits for retirees and long-term care.

332	Employee Benefits: Design, Administration and Other Welfare Benefits	Examines a wide variety of welfare benefits including dependent care and family leave benefits; work/life benefits; and vacation and other time-off benefits. Flexible benefit plans and flexible spending accounts are also discussed, as are the administration, funding, communication, and taxation of welfare plans. Topics on multi-employer welfare benefit plans and benefits technology and information management are also included. Recommended: MBU 331.
334	Retirement Plans: Defined Benefit Approaches and Plan Administration	Covers the contemporary fundamentals of pension plans with particular emphasis on the defined benefit approach to providing retirement income. Major subject areas include plan design, actuarial aspects (costs and funding), investments of plan assets, and plan termination insurance. The course also addresses the creation of hybrid plans, early retirement incentives, and structuring retirement plans to meet the special needs of executives.

Recommended: MBU 330.

339	Health Economics	This course examines health economic issues using various microeconomic tools. The purpose of the course is to provide a theoretical basis for understanding the practical issues in health plan design, management, and administration.
340	Business Ethics	An examination of ethical questions in various business and professional situations including the film, savings and loan, stock, chemical, farming, and manufacturing industries and their responsibilities to their consumers and employees. Analyzes some professions including physicians, lawyers, and ministers and the situations they encounter. Use of films and literature to demonstrate some of the ethical questions.
341	Business Law I	An overview of certain basic legal concepts and principles pertaining to the business world, focusing on business organizations and property rights. Covers agency law and the legal aspects of the formation, operation, and termination of partnerships and corporations. Also addresses public regulation of business.
342	Business Law II	An overview of certain basic legal concepts and principles pertaining to the business world, focusing on business organizations and property rights. Covers agency law and the legal aspects of the formation, operation, and termination of partnerships and corporations. Also

addresses public regulation of business. Prerequisites: Metropolitan College Students Only.

351	Managerial Leadership	Application of management principles and practices to policy making. Develops universality of management functions to all phases of business and need for policy formulation. Prerequisite: MBU 200 or MBU 201 or MBU 204 or MBU 469.
353	Government and Business	Public policies toward business, with special reference to the maintenance of competition, the control of monopoly, public enterprise, and the protection of consumers, investors, and the environment.
354	International Financial Management	Focuses mainly on finances that businesses must consider to negotiate international enterprise activities.
355	Lobbying	Provides the groundwork for a career in the lobbying profession, and provides students in other fields an opportunity to learn how to influence political decisions.
357	Managing Non-Profits	Designed for the non-profit professional; covers the roles and functions of the principal types of non-profit organizations, proposal writing, foundations and corporate giving, fund-raising systems and procedures, forms and record-keeping aids and etc.
358	Asset Management	This course introduces asset management in the context of setting investment objectives for

pension plan assets. The course provides the necessary background on financial markets, how they are organized, and how they operate. The concepts of risk versus return and efficient markets and the impact of modern portfolio theory are presented, followed by a detailed discussion on bonds, stocks and derivatives. The course also covers mutual funds, managed accounts, and guaranteed investment contracts.

360	Marketing & Sales Promotion	Examines the role of marketing and sales promotion in the American economic system; analyzes the management of distribution. Introduction to the study of demand analysis, evaluation of various tools used in marketing research.
361	Human Resource Management	This course provides an overview of the management of human resources in organizations, examining the major issues in creating a productive workforce and fostering effective employee/management relationships. The course addresses such topics as job design, recruitment and selection, performance appraisal, incentive programs, total compensation approaches and strategies for their implementation, employee rights, labor relations, and the collective bargaining process.
363	Executive Compensation and Compensation Issues	This course presents an overview of executive compensation issues and practices. Various components of executive compensation - including

direct pay, employee benefits, perquisites, short-term incentives, and long-term incentives - are covered. Other topics include balancing current versus deferred incentives, tax and financial considerations, and establishing and monitoring executive compensation. Recommended: MBU 328.

365	Key Legal Issues in Human Resource Management	This course reviews key employment laws and how they impact human resource managers. It also provides students with an appreciation for the legal underpinnings of employment policies and practices, and discusses how legal issues impact employees at various levels throughout the organization. Students learn how to draft and implement employment policies.
370	Statistics	A survey of statistical methods and techniques most commonly used by accountants and business managers. Covers descriptive statistics, followed by an introduction to the topics of statistical sampling, statistical inference, and simple regression analysis.
381	Team Building and Performance Management	
387	Leadership and Change Management	
410	Income Tax Accounting	Covers the difference in accounting and legal concepts underlying tax laws and regulations. Also covered: the mechanics of tax return preparation and the development of case law over the years.

411	Tax Accounting II	Continuation of 410; focuses on corporate tax returns. Prerequisite: MBU 410.
453	Labor Relations	Focuses on the economic and institutional aspects of collective bargaining. Studies attitudes and policies of unions and management, negotiation and grievance procedures, wage and economic security plans, union security, programs for coping with job displacement, and public policies toward collective bargaining.
462	Human Resources Staffing	Introduction to the organizational practices related to developing and training employees to meet specific organizational goals and objectives. The course examines methods to determine training needs and to develop internal training and development programs. The course ends with exploring the techniques to evaluate training effectiveness.
463	Managing Diversity	Emphasis of cross-cultural differences and the contributions made by each. In-depth examination of how different cultures and ethnic groups have addressed similar problems and similarities in solving problems and discussion of differences as well. Review of the management of and creation of diversity programs with an eye toward analysis of both real and imagined discrimination. Discussion of "equal protection of the law" and perceived differences in the understanding of this

historical development of this constitutional protection and its application to "state action".

465	Human Resources Development and Training	Introduction to the organizational practices related to developing and training employees to meet specific organizational goals and objectives. The course examines methods to determine training needs and to develop internal training and development programs or selecting outside sources for training needs. The course ends with exploring the techniques to evaluate training effectiveness.
466	Managing Performance, Supervision, and Evaluation	Study of theories of management from management ob objectives, top-down management, teamorganizations, versus the production line. Evaluation of performance including employee input into evaluations, both self-examination and evaluation of management.
467	Employee and Labor Relations	An in-depth study of the requirements of Equal Opportunity Employment including programs that must be in place, reporting requirements, independent internal EEO oversight. Rights of employees to bring actions for wrongs and requirements to do so in the proper procedure and format.
468	Human Resources Health, Safety and Security	Federal and state lwas have been promulgated and established to protect employees in the workplace. One of the major Federal initiatives is the Occupational Safety

and Health Administration (OSHA). The course will examine the provisions in health(such as employee wellness programs, and stress management);safety (such as accident investigations and human factors engineering - ergonomics), and security (such as control systems and theft and fraud). This course explores some recent cases.

469	Organizational Development and Behavior	Introduction to individual and group behavior in organizations, i.e., examination of reserach regarding the ways members of organizations behave, behavior of work groups and supervisors, inter-group relations, employees goals and attitufes, and problems in communication. Exmaines procedures for supporting and strengthening emergent behavior. Explores methods for making organizations and individuals more productive through intervention techniques, such as team building and feedback. Examines the organizational interaction with the environment.
470	Organizational Research and Performance Enhancement	An introdution to individual and group behavior in organizations. The examination of research regarding thw ways members of organizations behave, behavior of work groups and supervisors, inter-group relations, employees goals and attitudes, and problems in communication. Examines procedures for supporting and strengthening emergent behavior. Explores methods for

making organizations and individuals more productive through intervention techniques, such as team building and feedback. Not open to students with previous credit for MSO 185.

| 490 | Entrepreneurship | A detailed review of what existing or new small business of all types require in terms of entrepreneurial characteristics and capabilities, followed by an analysis of the various functions and activities necessary. Discusses the preparation of a viable, integrated business plan that is directed towards achieving a successful, profitable organization. |

MCH

| 125 | Chemistry in Our Lives | |

MEDU

101	Introdcution to Special Education	This course will cover the basic competencies paraeducators need to function effectively in the classroom and improve student outcomes. Through lecture, discussion, active learning, simulations and field-based projects, participants will build knowledge and skills related to special education programs and procedures, how students learn, principles of effective instruction, behavior management, communication, collaboration and professional practice.
110	Process and Acquisition in Reading	
115	School Home Connection: Partnerships	

201A   Paraeducator Field Placement

201B   Paraeducator Field Placement

201C   Paraeducator Field Placement

210   Language and Learning,
        Reading and Writing

251   Foundations of Education and   Introduces students to the
        Effective Teaching   aims, goals, and functions
                                          of schooling within the
                                          context of the
                                          philosophical, historical,
                                          sociological bases of
                                          American education.
                                          Develops a relationship
                                          between theory and
                                          practice through
                                          interaction with resource
                                          persons and observation
                                          experiences in local
                                          schools.

261   Human Growth and
        Development and Developing
        Age-Appropriate Materials

271   Characteristics and Needs of
        Severe Disabilities

301   Special Topics in   This course will cover
        Paraeducation Practice   topics related to the
                                          paraeducator's specific
                                          area of special education
                                          employment (i.e.
                                          emotional disabilities,
                                          inclusion, learning
                                          disabilities). These topics
                                          will be explored in depth,
                                          making use of case
                                          studies, projects and
                                          classroom interaction with
                                          expert practioners.
                                          Companion projects to be
                                          carried out in the
                                          paraeducator's classroom
                                          will provide the link
                                          between theory and
                                          practice. Prerequisite:
                                          MEDU 101, and MEDU
                                          201.

301A   Special Education Curriculum
        and Instructions

310   Methods for Teaching
        Elementary Mathematics with
        Manipulatives

321	Positive Classroom and Behavior Management	Positive Classroom and Behavior Management: Students learn the principles and techniques of classroom organization and instruction, and how to establish group cohesion, positive relationships, and effective learning environments. Students also learn and apply theories and methods of dealing with individual learning and behavior problems. Emphasis is on supporting children with special needs. (3 units) Prerequisite: MEDU 101, MEDU 251, MEDU 361.
331	Methods for Teaching Elementary Reading	Methods for Teaching Elementary Reading: Students learn about the reading and language skills children need and how these skills are acquired. Students learn the causes of reading problems, and how to prevent and remediate reading problems through differentiated instruction. (3 units) Prerequisite: MEDU 101, MEDU 251, MEDU 361.
341	Methods for Teaching Elementary Mathematics	Methods for Teaching Elementary Mathematics: Students learn the math concepts and strategies that children need and how these are acquired. Students learn and apply math methods including how to use materials and manipulatives. Students learn the causes of mathematics problems, and how to prevent and remediate math problems through differentiated instruction. (3 units) Prerequisite: MEDU 101, MEDU 251, MEDU 361.
351	Interdisciplinary Teaching Through Physical Education	

for Special Needs Learners

| 371 | Best Practices in Educ. of Students w/Developmental Disabilities | |

MHU

120	Intro to Art	Survey of the visual arts from prehistory to the late Middle Ages, with emphasis on broad understanding of artistic style in relation to culture and history.
131	Presiding,Presenting,Speaking	For the individual who must communicate effectively to large or small groups. Given in workshop format, with specific techniques immediately useful to improve confidence and performance in presenting reports and recommendations, presiding as a chair, or speaking to live audiences.
140	Writing Skills	An intensive composition course treating basic grammar, sentence structure, organization, and elements of writing style.
151	Rhetoric and Composition	An intensive composition course including a review of grammar rules, writing and rhetorical principles, logic, and the rules of evidence as applied to research, expository, and argumentative writing.
152	Composition and Research	Teaches the research skills individuals need during and after their college careers, including researching topics, preparing bibliographies, and gathering data, documenting and organizing research, and writing and presenting a research report.

203   Leadership in the Classics

204   Creative Writing

While your fiction is the focus of this class, you will be required to read extensively, keep a journal, and give written comments to your fellow students. As well as a few short writing assignments, the Instructor will expect you to submit four short stories to the workshop. While there are no strict deadlines for the submission of these stories, you need to roughly stick to one story every four weeks. Some of you may be wondering exactly what a short story is and how long your stories should be. Joyce Carol Oates provides wise guidance: "My personal definition of the form is that it represents a concentration of imagination, and not an expression; it is no more than 10,000 words; and, no matter its mysteries or experimental properties, it achieves closure- meaning that, when it ends, the attentive reader understands why."

205   Creative Writng: Poetry

This course is designed to improve your poems and poetry writing skills. While you will choose the topics and forms of the poems you submit to the workshops, classes will be enhanced with in-class writings and discussions of craft and the landscape of American poetry. Readings and out-of-class writings, both topically and formally driven, will be assigned. The formal exercises will help you express yourselves in various rhythms and patterns, and the topical

exercises will allow you to tap into new perspectives and tucked-away portions of your memories.

206	Professional Ethics in Literature	
210	American Culture	Study of social customs, folklore, popular culture, and the mass media at given periods in American life; the literary and religious roots; conflict and consensus in music and art.
261	Western Literature	Ancient and medieval literature, with an emphasis on the epic tradition from Homer to Dante.
320	Film and Literature	Novels and short stories have been interpreted for film and television; studies the differences and similarities of the two art forms.
327	Professional Research and Writing	A writing course required of all transfer students, this course will emphasize proper citation and proper academic, as well as, business writing.
360	Minorities in America	Traces the experience of minorities in America from the slaves who arrived in Jamestown to women in the 1990s; from the ethnic migrations of the late nineteenth century to the boat people a century later.
361	American Literature	Selected writers from the Puritans to the Civil War.
362	American Literature II	Selected writers from the Civil War to the present.
363	African-American Literature	A survey of the principal contributors to American literature made by Black writers, especially in the twentieth century, including slave narratives

and early protest writing, the debate between Booker T. Washington and W.E.B. DuBois, the Harlem Renaissance, Zora Neale Hurston, Richard Wright, Ann Petry, Ralph Ellison, James Baldwin, the Black Arts Movement, and contemporary writers such as Alice Walker, Toni Morrison, Charles Johnson and August Wilson.

368	Civil Rights in America:1950 to the Present	A survey history of the issues, leaders, legislation, and activities of the modern Civil Rights Movement from 1950 to the present.
370	The Jazz Age	A survey of American literature after World War I. The course will include F. Scott Fitzgerald's, The Great Gatsby and "The Diamond Big as the Ritz" & Other Stories, Ernest Hemingway's, In Our Time or Men Without Women, Edna St. Vincent Millay's First Fig & Other Poems, Willa Cather's, My Antonia or selected short stories, Eugene O'Neill's, The Emperor Jones OR Anna Christie. Selections from The Harlem Renaissance Reader and 101 Great American Poems will be covered as well.
371	International Cultures in American Literature	
372	The Jazz Age and The Harlem Renaissance	
410	Women's Literature	A social, psychological, and literary exploration of writings by or about women.

MID

101	Problem Solving	Students develop skills involved in effective problem solving, including defining the problem,

creating alternative solutions to it, and evaluating those alternatives. Emphasis on providing a general approach to problems.

150	College Mathematics	
210	Introduction to the Biological Sciences	A one-semester survey of the animal and flower kingdoms. With adviser's permission, can be substituted for MID 250 or 251.
211	People and the Enviroment	Interdisciplinary examination of population, pollution, natural resources, and their implications for society.
213	Earth Science	
214	Mythology	

MIS

| 104 | Intro to Computers | Provides an introduction to computer history, concepts, hardware, software, and application software, such as operating systems, graphics, word processing, databases, and spreadsheets. Elementary programming in a high-level language. |
| 107 | Microcomputer Applications II | A continuation of MIS 105; emphasizes more in-depth cases in MS Word, MS Excel, MS Access, MS Power Point, and MS Outlook to create impressive business documents, financial statements, database systems, daily schedule, and presentations. Students will explore all the programs in the suite with their interactions with each other and will also learn how to create Web pages simply by converting MS programs to HTML. Prerequisite: |

MIS 105.

108	Information Systems and Personal Productivity	
135	Desktop Publishing	Students will learn to design professional-quality typeset documents with multiple input files, typographical control, inserting pictures, and more complex works. Using PageMaker as a versatile program, they will also produce electronic publishing; documents that are meant to be viewed electronically, not in print. Not open to students with previous credit for MBU 135. Prerequisite: MIS 105.
201	Introduction to Health Informatics	
202	Informatics, Databases, and the System Lifecycle	
203	Advanced Health Informatics	
210	Fundamentals of Information Systems	
230	Local Area Networks	A study of basic concepts of local area networks (LAN) focusing on communication media: cable, radio, satellite and fiber optic links, hardware and interface standards, network topologies and switching techniques, and design of a simple data communications network. Not open to students with previous credit for MBU 230. Prerequisite: CSC 104, MBU 130, or MIS 104.
235	Essentials of Web Design	Students will learn the essentials of web design, strategic site design planning, and the elements of building great web sites. Prereq. MIS 109
236	Multimedia Concepts and the	"Multimedia" is a generic

	Web	term covering many forms of paperless publication, including Internet and Web sites, digital presentations, CD-ROMS, and DVD's. Students and professionals are now expected to understand and utilize these new technologies that are reshaping our service and information society. Students will gain a sophisticated understanding of new media and interactive technologies and what skills are needed to effectively manage multimedia content.
237	Intermediate Web Design Concepts	
238	E-Business	This course provides an introduction to e-business strategy and the development of e-business solutions. Focuses on the linkage between organizational strategy and informational technologies to implement a variety of business models. Presents organizational value and supply chain concepts, types of business relationships, consumer issues involved in e-commerce systems (e.g., shopping carts, interface designs), hardware and software system components, and ethical issues involved in electronic business.
240	Management Information Systems	A survey course covering all aspects of the management perspective of implementing a corporate information system; the development of user requirements using business process reengineering/system planning methods; the process of selecting the

appropriate hardware, software and communication systems; and the implementation and maintenance of the system. Uses real world case studies to cover state-of-the-art technical solutions. Not open to students with previous credit for MBU 240. Prerequisite: MIS 104.

260	Multimedia Authoring/Software	An introduction to multimedia using two authoring systems. Issues include hardware requirements, facility support, cost of development, time to develop, limitations of authoring tools, and screen design. Internet resources, such as discussion groups, developers, and forums, are integrated into the course. Not open to students with previous credit for MBU 260. Prerequisite: MIS 104 and MIS 105.
280	Data Stuctures	
300	Graphics for the Web	Introduces students to a variety of design techniques for creating professional-looking Web graphics and graphic layouts. Students will learn to create their own original graphics for the Web using industry-standard software.
314	Information Technology Hardware System Software	Prerequisite: MIS 210.
319	Unix/Linux for Users and Administrators	Unix/Linux for Users and Administrators is an introductory course to practical Unix and Linux,covering basics of two similar operating systems. It is aimed at Unix novices with limited or no experience in

operating systems other than indows.Topics include: Unix shells and shell commands;File systems;Ownerhip and Mask; File manipulation; Processes; Common Unix/Linux graphical interfaces; Vi editor;Unix communication;Grep Sed and Awk;Bourne Shell scripting; Unix and Linux Administration

321	Operating Systems	Development of operating systems, implementation techniques, multiprogramming and multiprocessing, memory management, performance considerations, inter-process communication and interfaces, and deadlocks. Includes an introduction to operating systems such as UNIX, NT, Windows, DOS, and MacOS. . Prerequisite: MIS 105.
322	Computer Organization and Systems	
323	Data Communications	Covers the various concepts of business data communications and data processing, the application of these ideas in computer networks, basic principles of telecommunications technology, computer network technology, data management in distributed database systems, and management of the technical and functional components of telecommunications technology. Prerequisite: MIS 105.
325	Project Management	Teaches the student how to plan and implement a business/computer project from the beginning stages of design through planning, development of specifications, the use of

flow charts, and reporting techniques. Prerequisite: MIS 105.

| 326 | Project Management II | Prerequisite: MIS 325. |

| 327 | Systems Analysis & Design | Teaches traditional analysis and design through dataflow analysis and the system development life cycle approach. Includes methods of structured analysis and design, with emphasis on gaining an ability to use the various tools associated with systems analysis. Emphasizes use of the project team in producing specifications of current systems, and developing and implementing a new system. Prerequisite: MIS 105. |

| 334 | An Introduction to Security & Security Awareness | This course focuses on security issues and how security integrates into the enterprise. Various aspects of employee involvement, security training, ethics, and trust are highlighted. Security concepts and issues that face industries today are defined and discussed. |

| 335 | Introduction to Information Security | |

| 336 | C Language | Introduces the student to structured programming techniques. No prior programming is needed for this course; provides adequate introduction and usage of the seven control structures with which a program can be written. The student will write programs as early as the second class of the semester. Includes using arrays, structures, and pointers; prototyping, building and calling functions, and using |

standard C library; dynamic memory allocation; repetition structures (while, for, do/while); and selection structures (if, if/else, switch). Not open to students with previous credit for MBU 336. Prerequisite: MIS 104, or MIS 105, or MIS 107.

337	C++ Language	A comparison of Object-Oriented programming to C structured programming concepts and how C++ strong typing and classes complements C. Includes C++ declaration of function, specifications, and using the standard IO functions cout and cin, as well as stream manipulation for formatting outputs. Also includes using arrays, structures and pointers; prototyping, building, and calling functions; using standard C++ library; dynamic memory allocation; repetition structures (while, for, do/while), selection structures (if, if/else, switch); new classes definition; encapsulating public functions and data members; object declaration, accessing and modification; and inheritance. Prerequisite: MIS 336.
338	Internet Architecture	A comprehensive course designed to provide background information as well as hands-on practice. Topics include the history of the Internet, Internet topology (hardware, software, and communications), current Internet applications (browsers, search engines, and e-mail), and Internet uses (web page design, navigating the Internet for

personal and professional research). Not open to students with previous credit for MBU 338. Prerequisite: CSC 104, MBU 130, or MIS 104; command of the Windows '95 operating system.

339	Advanced Internet	This course is designed to introduce students to the basics of creating graphics and designing layouts for professional web sites. Students will learn the basics of Adobe Photoshop and Illustrator to create original graphics for the web, and then apply them using web site development tools Macromedia Dreamweaver and Flash. Prerequisite: MIS 338.
340	Practicum In Web Site Technologies	Students work in teams on an organization's Web site to enhance it through the incorporation of sound e-business, design, and database concepts.
341	Practicum In Info and Org Security	Students work in teams on a problem involving information secruity submitted by a local organization, applying the concepts and methods discussed throughout the program.
345	Java Language	Introduces the student to JAVA language, its relationship to other languages such as C and C++, application development resources, JAVA program structure, packages and libraries, variables and data types, operators and precedence, methods, arrays, strings, and program flow. The student will learn how to design, program, and execute JAVA programs. Prerequisite: MIS 336 or MIS 337.

346	Intensive Java	
351	Security Technologies & Threat Detection Prevention & Avoidance	The main focus of this course is an overview of software technologies such as firewalls and web servers with add-in security devices and applications. Various software intrusion applications such as viruses and worms will be discussed. A review of the techniques used by the anti-virus vendors and freeware offerings to protect electronic assets from harm or other compromise is highlighted.
352	Security Policies,Disaster Recovery, Risk Management	This course examines the necessity of security policies and the role of employees in the enactment and management of security procedures. Students will explore and discuss various security policies and the role of risk management and disaster recovery in the formulation of security procedures. The course concludes with security policies regarding incident response, forensics, and the rules of evidence.
353	Information Privacy, Ethics and the Law	This course begins with the legal protection and enforcement of the issues regarding Internet and local access computer security and information privacy. The most important statutes, regulations, and court cases that establish rights and liabilities for information privacy are discussed. The use and protection of corporate and client information assets are examined with regard to ethical and legal usage.

354	Threat Perception & Evaluation Psychology	Employees are front-line monitors and sensors to organizational threat. They use their personal abilities to perceive, identify, and evaluate threat using first impression analysis as a function of organizational security. Students will be exposed to cognitive and behavioral aspects of assessing environmental threats and preemptive decision making. Case studies, tools, and evaluation techniques will be utilized to underscore the intuitive and cognitive nature of threat perception and prevention.
355	Organizational Security and Terrorism	Feelings of security have changed into feelings of insecurity. The workplace, once an extension of our safety net, is now more vulnerable to personal attack, property attack, vandalism, information theft, and now, terrorism. Students discuss the role of the security manager and employees in the identification, analysis, and response to a variety of human and natural crises. Case studies and literature research aid in the examination of threats resulting from riots, demonstrations, product tampering, work stoppage activities, terrorism, and natural disasters.
356	Malicious Software	
357	Netware Securities Technologies	
431	Database Management Systems	A comprehensive beginning course on the Relational Database System covering three major areas: industry trends, relational database theory, and database applications. Industry

		trends addresses the major vendor database engines, CASE tools, industry leaders and industry direction. Database theory includes RDBMS structure, normalization, SQL (Structured Query Language), data modeling, and design. Database applications analyzes the distributed databases, data warehousing, data marts, data mining, multimedia, object and intelligent databases. Not open to students with previous credit for MBU 431. Prerequisite: MIS 105.
451	Database Management Systems I-SQL	Develop skills in writing PL/SQL procedures, functions and packages. PL/SQL is the heart-of Oracle development and will be used to write program units and database triggers using supplied packages. Learn how to use these program units in your web applications aaas server-side programs.
453	Database Management Systems II/ PL-SQL	This course offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL and PL/SQL programming languages. Students are taught to create and maintain database objects to store, retrieve, and manipulate data. Demonstration and hands-on practice reinforce the fundamental concepts. This class is preparation for both Oracle Application Developer and Database Administration certification exams.

457	Design and Implementation: Emerging Environments	Prerequisites: MIS 110, MIS 431.
460	IT Applications: Synthesis of Theory and Practice	

MLA

101	Introduction to Legal Asst Work	Examines the process of litigation through both the Federal and State court systems.
200	Techniques of Legal Research	Covers the basic techniques of legal research. Emphasizes the location and use of statutes, judicial opinions, and secondary sources such as encyclopedias, treatises, and digests. Students acquire the techniques of legal research through assignments designed to develop effective strategies for defining a program and locating relevant resources. Instruction focuses on both manual and computerized methods of research. Requires extensive use of a law library.
201	Legal Writing	A review of techniques of legal writing, including the drafting of legal memoranda and pleadings and correct citation form. Assignments include preparation of a legal memorandum, basic correspondence, and draft pleadings.
204	Law Office Systems/Legal Ethics	This course discusses the acceptance of a case, including review, letter of acknowledgment, review of litigant, and letter of agreement. It also addresses the work product, including preparation of trial, motions, jury instructions, verdicts, judgments,

		enforcement of judgments, and motions to enforce or attach.
205	Administrative Law	
206	Real Property	
230	Criminal Law	
312	Torts	Deals with civil wrongs (or injuries) and the remedies for those wrongs. Covers intentional torts, negligence, defamation, and product liability.
325	Litigation	Covers the fundamentals of bringing and defending against a lawsuit, with emphasis on the role played by legal assistants. Covers jurisdiction of federal and state courts, investigative techniques, understanding basic pleadings, the discovery process, trial, preparation, and assistance during trial. Students will be given a number of projects in which they will develop skills involved with gathering information, organizing complex materials, and drafting pleadings.
340	Contract Law	Common Law contracts oral and written, statutory changes required in writing. Real Estate property and the different types of estates, the requirement of a writing: deeds, deeds of trust, mortgages and title work.
360	Computer Applications in Law	An overview of uses of the computer in the legal environment. Explains the concepts and theory of computer operations in the context of need analysis for law firms.
400	Advanced Legal Research	A thorough study of effective methods and techniques for planning

and completing a complex legal research project. Presents the introductory to on-line sources for both primary and secondary legal authority. Prerequisite: MLA 101 or MLA 202 or equivalent.

411	Consumer Protection Law	A general overview of consumer protection law and the roles of Federal, State, and local agencies. Specific concepts and topics include warranties, strict liability, the regulation of consumer credit, determination of damages, restrictions on advertising, credit reporting, the obligations of insurers, and the writings involved in consumer law litigation.
414	Introduction to Immigration and Nationality Law	Areas covered include the Immigration and Nationality Act of 1952; procedures at United States land, sea, and airports of entry; detention and removal from the U.S. of noncitizens. Intended for students with an interest in immigration matters but little or no experience.

MME

120	Business and Professional Communication	Human communication as a behavioral process employing both vertica and nonverbal modes of ineteraction. Emphasis on studies of learning theory, motivation, language, meaning, and social interaction as they apply to hamn communication. Consideration of the applied use of communication studies in personal, business, and professional endeavors.
150	Introduction to Mass Media	How American mass media (newspapers,

magazines, radio, television, and film industries) are organized to collect and distribute news, editorial, and entertainment messages.

210	Interpersonal Communication	Human communication as a behavioral process employing both verbal and nonverbal modes of interaction. Emphasis on studies of learning theory, motivation, language, meaning, and social interaction as they apply to human communication. Consideration of the applied use of communication studies in personal, business, social, and professional endeavors.
345	Creative Writing	For students with advanced writing skills, an opportunity to write fiction and poetry under critical supervision.
352	Media Postproduction	Students in this course will learn to use the desktop computer to organize, clarify, intensify, and interpret materials already developed and acquired in photograghed, texts, and video. They will use professional editing, composting, and special effects software. Prerequisite: MME 350 or equivalent
387	Intercultural Communication	Focuses on understanding and improving oral communication between people of different cultural backgrounds, including male/female, interracial, and international communication. Encourages exploration of ways of making intercultural communication beneficial to all participants.

397	News Media and International Affairs	
446	Mass Media and Society	Looks at the effects of mass communication on social and cultural institutions.
490	Topics in the Mass Media	Selected subjects in the mass media fields will be discussed from time to time. Prerequisites: At least one 400-level course and junior standing.

MNSG

259	Health Promotion
297	Introduction to Epidemiology
299	The Worldwide Burden of Disease
357	Nutrition for a Healthier Lifestyle

MPD

209	Foreign Language: M & Pract

MPH

200	Classical Mind	The beginnings and development of philosophical thinking in pre-Socratic, Socrates, Plato, Aristotle, and Plotinus.
201	Modern Philosophy	Covers some of the major philosophers in the Modern Era including Decartes, Leibnitz, Hume, and Kant. Particular attention to the issues of freedom, knowledge, God, and causality.
250	Professional Ethics	Brief presentations of some of some of the main ethical views on ethics from ancient times to the present. These summaries will provide a context to the ethical professional decisions we take in our daily lives. These summaries will provide a context to the ethical

professional decisions we take in our daily lives. Comprehensive study of, and application of fundamental ethical values to business actions. discussion of selected economic and business policy issues from an ethical perspective. Review of the "ethical" foundations of both contemporary capitalism and socialism.

| 300 | Persons and Value | A critical examination of the basic concepts and techniques of philosophy as applied to the fundamental qualities of being a person, the nature of the interpersonal values, and a life of well being. |

| 303 | Biomedical Ethics | |

| 311 | Contemporary Moral Issues | |

| 330 | Philsophy of Human Nature | An examination of the nature of a human being; body-soul and mind-matter relationships; sense perception, imagination, reasoning, free will, immortality. |

| 350 | Philosophy of Religion | Critical evaluation of philosophical problems of religion; nature of religion, religious experience, theistic proofs, religious knowledge, religious language, alternative views of God, problem of evil, relation of religion and value experience. |

| 420 | Contemporary Philosophy | Advanced study of modern-day thinkers, such as Croce, Santayana, Bergson, Whitehead, Husserl, Sartre, Peirce, James, Dewey, and others. |

| 450 | Ethics & Human Values | Meanings and methods of ethics and analysis of the moral situation. Study of |

ethical theory, classical and modern. Explores problems of social and personal ethics.

MRE

100	The Old Testament	Intensive study of sections of the Old Testament, with particular attention to the text's impact on the rise of Judeo-Christian thought. Prerequisites: MID 305 and MID 306.
150	Fathers of the Church	A topical discussion of the patristic writings of different Fathers of the Church. Prerequisites: MID 305 and MID 306.
175	The Catholic Tradition	A study of the fundamentals of Catholic belief, the roots of Catholicism, the Creed, the Church. Prerequisites: MID 305 and MID 306.
240	Liturgy Prayer and Sacrament	
249	Christianity and Culture	
275	The Medieval ChristianTradition	An intensive course in the liturgy, thinking, and development of the Medieval Church, and its legacy today. Prerequisite: MRE 175.
276	Matrimonio y Familia	
278	Ano Liturgico	
279	Religiones del Mundo	
280	Jesus, Salvacion de Dios	
281	Pastoral de Conjunto	
282	Arte y Religion	
283	Teologia de Religiones	
284	Teologia Hispana	
285	Introduccion Biblica para Jovenes	
286	Panorama Historico: Iglesia	

287	Espiritualidad Hoy	
288	Ministerio Juvenil	
300	Contemporary Catholic Thought	A study of recent Catholic thinking and its effects on contemporary thought and action. Prerequisite: MRE 175.
325	Religions of the World	A history and comparative study of beliefs and the cultural impact of the great religions of the world, and their relationship to society and culture. Prerequisites: MID 305 and MID 306.
351	Contemporary Christian Spirituality	
369	The Protestant Experience	
412	Hispanic Catholicism	A historical overview of the Hispanic presence in the United States with special focus on multicultural diversity in relation to religiosidad popular, basic christian communities, pastoral de conjunto and the mestizo future of Hispanic Catholicism.
419	Makers of Hispanic Catholic History	
424	Theology, Science & Technology	Comparison and contrast of religious beliefs and practices, scientific methodologies and developments, and their technological impacts on world cultures. Current and historical issues.
446	Sexual Ethics & New Testament	
447	Theology of Marriage and the Family	
448	Emerging Voices in the U.S. Christian Community	
450	Religion & Social Mores	An investigation of the historical development of religious values and moral concepts in the western

		religious traditions of Judaism, Catholicism, and Protestantism.
455	The History of the Catholic Church	A survey of the development of the Catholic Church from Peter's time to the present.
481	World Religions	

MSES

102	Introduction to Assessment and Evaluation in Special Education	This course provides an overview of a variety of formal and informal assessment instruments. Students will be exposed to the terminology, ethics, and procedures involved with the assessment process. Collaborative, interdisciplinary assessment processes will be addressed as will interpreting, reporting, record keeping, and monitoring student progress.
201	Introduction to Intervention/Instruction in Special Education	This course will provide an overview of the process of intervention, research-based strategies, and curriculum modification using cognitive based instructional approaches. Students will develop a repertoire of intervention strategies as well as a framework for making appropriate decisions in planning for and interacting with the disabled individual. The course is taught using a reflective approach to enable students to make critical, interpretive, and technical decisions about learning issues pertaining to students and subject matter.
202	Introduction to Communication with Community and Collaborative Partners in	In this course students will have an opportunity to integrate core coursework

	Internal Settings	for the purpose of facilitating change in programs in their home environments. Students will be exposed to a number of international models of collaboration and program design for the purpose of achieving family-centered, culturally competent, inclusive practices, settings, and placements. MSES 202 also provides an environment for the student to carry out action research that is individually designed. It aims to prepare practitioners who can be effective consultants and active change agents on behalf of children with special needs.
203	Introduction to Leadership in Special Education:Planning and Managing the Teaching/Learning Envir	The purpose of this course is to introduce students to the leadership functions and issues in general and special education. The program will address short range and long range planning; budgeting, and other aspects of administration and supervision, such as personnel organization, and staff training. Governance and relationships will be addressed, as well as leadership styles and presentation skills.
205	Foundations of Spec Educ People w/Severe Disabi & Challenging Behav: Characteristics & Intervention	

MSO

101	Intro to Human Services	An overview of human/social service professions within the institution of social welfare. Basic definitions, historical development, trends in social welfare

and social work, and a survey of various agencies. May include guest lectures and field trips. Students who have credit for SSS 101 may not receive credit for MSO 101.

115	The School-Home Connection: Partnerships Supporting Student Learning	
150	The American Experience to 1877	A survey of American history to 1877. From colonization to the early Reconstruction period. Development of political and social institutions, economic growth, immigration and race, and social structures and mobility.
151	The American Experience 1877 to Present	A survey of American History from 1877, reconstruction, unfettered capitalism, the progressive movement, the rise of America as a world power, the depression, the world wars and the cold war.
152	America and the World	The relationship between the United States and the major European powers and the peoples of Latin America, Asia, and Africa in the period 1890-1945, particularly the technologies, economies, and societies.
170	American Political Science	A look into the evolution of American politics, from the enlightenment of Jefferson to the smoke-filled room; from all-male voting to the reformers of the twentieth century.
180	General Psychology	A study of the field of psychology, its nature and scope. Topics include growth and development, motivation and emotion, cognition and learning, sensation and perception,

abnormal psychology and psychotherapy, mental abilities, personality and social psychology.

185	Organizational Behavior	This course relates existing theory and research of organizational problems by reviewing basic concepts in the following areas: individual motivation and behavior, leadership, job satisfaction, interpersonal communication and small group behavior. There will be an emphasis on the application of the principles of behavior on operational organizational programs such as organizational assessment, compensation, and training and devlopment programs.
200	Human Cultural Diversity	The basic concepts of culture, cultural transmission, diversity, human interaction, and cultural identity. Topics include the concept of ethnicity, the nature of prejudice and discrimination, internal and external culture, cultural change, biological versus environmental influences, majority/minority relations.
203	Social Problems	
220	Pycology of Stress & Coping	Studies the theories and current research in related to stress, grief, and approaches to coping with the effects of these circumstances.
268	Comparative World Politics	
270	Understanding Global Issues	This course identifies and examines some of the political and social issues that go beyond the traditional boundaries of our nation-state. Using a normative and value-

oriented parameters, students are encouraged to identify and examine some of those issues and then make assessment as to how these global issues have affected or changed our lives. Some of the topics include globalization, violence and international terrorism, nuclear weapons and arms control, epidemic and endemic diseases, human rights, and the role of the US.

271	World Politics	Stresses an analytical approach to the understanding and evaluation of contemporary world politics and familiarizes the student with the central concepts and developments in the fields of international relations.
272	Comparative Politics	Introduces students to the major social and political movements and systems that have shaped our twentieth-century world. Focuses on common features of the developmental experiences of the western liberal capitalist, communist, ex-communist, and Third World nations, as well as the ways in which differing political structures have shaped differences between these worlds.
273	Impact of Technology on International Relations	This course, in seminar form, is a general examination of the impact of modern information and communication technology on international affairs. It will concentrate principally, but no exclusively, on exploring the decision making process and the "speed" with which policy-makers must respond to

events in our increasingly interdependent geopolitical environment.

276	Public Policy	This course represents a study of public policy and process. We will study historical trends and institutions. And we will examine the role of regulators, lobbyists, political action committees, special interest groups, elections, the media, and elected lawmakers at various stages of the process on the local, state, and federal levels.
328	Public Policy & Human Services	Designed to provide students with an understanding of how changes within the local government affect the way social and human services are provided to the poor and indigent in the District of Columbia.
334	Human Services Delivery: A Comprehensive Evaluation	
335	Human Services Delivery: Skills, Strategies, and Resources	Prerequisite: MSO 101 or MSO 334.
350	The American Civil War	A study of the background, development, personalities, and aftermath of the Civil War. Special attention to the coming of the war and the different explanations of its causes. Prerequisite: MSO151.
358	Immigrant Experience in America	Discusses the cultural, social, political, religious, and psychological aspects of immigration to the United States, the adjustment of immigrant groups to American society, and the reaction of Americans to the arrival of new groups.
363	Africa from Colonialism to	

Independence

365	Introduction to Counseling	Provides the student with background in the three basic elements of counseling: self-development, skill development, and process development. Engages students in research on theoretical issues and practical applications of various counseling modalities, as well as examining the process of assessment, treatment, and evaluation as practiced in professional counseling. Provides opportunities to practice a variety of counseling skills with appropriate monitoring and assessment of application.
371	International Cultures in American Literature	
380	Social Psychology	An introduction to the study of the individual interacting in a social context. Theories of attitude development and change, social perception, and small group behavior. Applications of social psychology in social work and other professional fields.
381	Psychology of Aggression & Violence	Examines interpersonal, intergroup and international violence and aggression from the standpoints of physiological, motivational, learning, cognitive, and interpersonal factors, as well as structural and sociological factors. Also covers aspects of the psychology of nonviolence.
395	Conflict Resolution	The study of the analysis and resolution of human conflict. Emphasis on the role of mediation in dispute

resolution focusing on language, listening, and problem-solving techniques.

396	Working with Couples and Families	Addiction problems affect more than the substance user. Finding solutions to addiction problems can be enhanced by engaging families in the treatment process. Integrating diverse approaches to family therapies through a multi-phase process will be presented. Participants will have the opportunity to apply the model to clinical situations they wish to discuss.
397	News Media International Affairs	This course presented in Seminar form, is an examination of the relationship between the news media and government decisions in international affairs. It will concentrate principally, but not exclusively, on the relationship between the press and the U.S. government. The press is often called the "fourth branch of the government" because of its extensive influence on international and domestic activity. The course will examine the complexities of this relationship.
398	International Conflict Resolution	
401	Management for Public Health	This course provides the student with a broad range of factors that can affect public health policy development and implementation, which can influence how public health services are organized and developed. The differing approaches to develop and implement public health policy and to organize and manage a unit within the

public health service.

455	Psych. Child Abuse & Neglect	Review of current literature on child abuse and neglect, including identification, etiology, treatment, prevention, and legal aspects. Also discusses family violence. Prerequisite: MSO180 or MSO190.
461	Psychology of Group Behaviour	An analysis of the effects of the individual on the group and the group on the individual. Investigates unstructured collective behavior, group formation and development, member characteristics, conformity, cohesiveness, and leadership.

MBU

167	Conflict Resolution	

MEDU

361	Psychology of Education	Introduction to the principles of educational psychology. Teaching methods based on research in psychology. Topics include classroom learning, memory, problem solving, measuring student performance, and planning instruction to meet the needs of diverse learners. Designed for Paraprofessional Education majors

MHU

236	Art of the Early Middle Ages: Celts to Charlemagne	
262	Western Literature II	The development of "Modern" consciousness from Romanticism to Realism to 20th Century writers such as Doris Lessing, Ellison, Kafka, Achebe, and Garcia-Marquez.
373	Literature of the Depression	

Era

490	Topics in the Humanities	From time to time, special offerings presented to discuss specific topics in the humanities. Prerequisites: at least one 400-level course and junior standing.

MID

50	Synthesis, Application, and Integration of Learning	Synthesis, Application, and Integration of Learning (SAIL) is designed to facilitate the assessment of college-level learning (i.e., prior learning) acquired outside the traditional classroom environment (i.e., as a result of life and work experience). Students enrolled in this course will work closely with the course instructor and discipline-specific faculty mentors to critically analyze their prior learning experiences and build a portfolio evidencing the integration of prior learning with academic theory. This course is required for all MSPS students seeking to earn credit for prior learning through portfolio development.
100	Critical Thinking	Introduction to techniques of sound reasoning in written and verbal communication, including formulation and testing of arguments, means of identifying and testing fallacious reasoning, and the art of persuasion.
215	Topics in Modern Science	
350	Synthesis, Application, and Integration of Learning	Synthesis, Application, and Integration of Learning (SAIL) is designed to facilitate the assessment of college-level learning (i.e., prior learning) acquired outside the

traditional classroom environment (i.e., as a result of life and work experience). Students enrolled in this course will work closely with the course instructor and discipline-specific faculty mentors to critically analyze their prior learning experiences and build a portfolio evidencing the integration of prior learning with academic theory. This course is required for all MSPS students seeking to earn credit for prior learning through portfolio development.

| 494 | Independent Study/Project | Individual learning projects can be designed under faculty supervision credit. Permission of the dean is required prior to enrolling. Prerequisite: A minimum of ninety completed semester hours. |

| 494A | Independent Study/Project | Individual learning projects can be designed under faculty supervision credit. Permission of the dean is required prior to enrolling. Prerequisite: A minimum of ninety completed semester hours. |

| 495 | Internship | |

| 499 | Senior Seminar | Consolidates the student's academic experience through either a comprehensive research paper or a practical research project which will focus the student toward graduate studies or employment goals respectively. |

MIS

| 105 | Microcomputer Applications I | A survey of basic microcomputer operation and software with hands-on experience in operating systems, spreadsheets, |

		database management, and management analysis. Not open to students with previous credit for MBU 220. Prerequisite: MIS 104.
110	Introduction to Programming	Basic concepts of programming with procedural languages. Not open to students with previous credit for CSC 105.
204	Medical Terminology & Anatomy - Health Info Techn	
206	Medical Coding & Billing I	
207	Medical Coding & Billing II	
208	Electronic Health Records I	
209	Electronic Health Records II	

MPD

140	Writing Skills	
165	Business Communication	

MPH

325	Philosophy of Science	Considerations of the major problems affecting the assumptions, methodologies, and conclusions of the natural sciences.
490	Topics in Philosophy	An intensive study of a selected philosophical topic. Prerequisites: At least one 400-level course and junior standing.

MRE

110	The New Testament	Selected readings from the New Testament, with emphasis on the growth of Christianity.
490	Topics in Religion	Intensive study of a selected religious topic. Prerequisites: At least one 400-level course and junior standing.

MSES

| 103 | Introduction to Behavior Management | The purpose of this course is to provide an overview of the teaching/learning environment and the underlying elements of challenging student behavior. The course examines an array of intervention strategies and analyzes issues of maintenance, implementation and consultation. Students will examine case studies and work in groups to propose solutions based on principles advanced in the course. |
| 105 | Introduction to Computer Concepts | |

MSO

250	Abnormal Psychology	Surveys the historical and contemporary socio-cultural landscape associated with abnormal behavior. Emphasizes the varied categories of abnormal behavior and explores current methods of clinical intervention as well as current issues in abnormal psychology research.
275	Public Administration	A survey of American public administration, considering its structure, management, and role in the American governmental system.
317	Global Economic Environment	
340	Human Services Administration	Serves to focus on the operational activities associated with managing and growing a human services organization. Emphasizes issues such as strategic planning and management, organizational assessment, community outreach, and fund-raising.
345	Legal and Ethical Issues in	Explores the legislative

	Human Services	issues and court decisions related to client rights and care as well as the legal standards to which human service workers are held accountable. The dynamic interplay between law, ethical codes of conduct, and good professional practice is examined.
384	Principles and Practices of Social Entrepreneurship	This course provides an introduction to principles and practices in social entrepreneurship. Students gain an overview of the perspectives and strategies of visionaries who are creating new ways to address intractable social problems. Students identify and assess social needs and how they are addressed by entrepreneurs, philanthropists and government.
385	Public Private Partnerships	This course provides an introduction to the role public agencies and private corporations play in partnership to solve social problems in a variety of sectors. Discusses the framework used to identify, establish and sustain partnerships, and reviews US and international case studies of public-private partnerships.
386	Corporate Social Responsibility	Through thought leadership and effective management, socially responsible corporations can expect to attract investors, customers, recruit and retain highly talented employees, and improve their bottom line. This course explores how corporations design, manage and measure social strategies to generate social and business value. Students

		learn the frameworks, methodologies and tools used by leading corporations to create socially responsible businesses.
412	Social Entrepreneurs, Innovators, and Problem Solvers	
413	Africa Rising	
415	International Social Entrepreneurship	This course introduces students to the traditional methods of social change, and then examines new approaches for effective social change in the 21st century. Students will learn about the international social entrepreneurs, innovators and visionaries who are creating new strategies for solving social problems.
417	Social Enterprise Development	This course focuses on innovative approaches to creating social value through the development of social businesses. Students learn about the strategic tools that social entrepreneurs use, factors pivotal to success, and the challenges that social enterprises face from inception to maturity. Students prepare a blueprint to address a social problem of their choice.
450	Case Management and Crisis Intervention	Provides the foundation of good practice, including models, theories and ethics of case management and crisis interventions, including intake, assessment, action plans, resources, referrals, and informational strategies. Explores the use of case management in both public and private human services programs; focuses on issues of

eligibility coordination,
efficient use of community
resources, program
planning, crisis response,
and models of case
management.

476   Public Policy Analysis and
         Implementation

490   Topics in Social Science   Selected subjects in the
                                           social science fields
                                           discussed from time to
                                           time.

Footnotes

^top

Last reviewed: August 25, 2015

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