

## **XI. Metropolitan School of Professional Studies**

### **Administration**

Vincent Kiernan, Ph.D.	Dean
William J. Buracker II, M.Phil., M.S.	Assistant Dean
Joseph McDonald, M.S.M.	Associate Director of Admissions
Nicole Pietrucha, M.A.	Manager of Academic Records
Anthony Boehm, M.A.	Program Coordinator
Charis Choe-Joaquin, B.A.	Assistant to the Dean

### **Adjunct Faculty**

- Adele Abrams, J.D.
- Emmett Aldrich, M.S.
- Dennis Austin, M.S.
- David Banks, Ph.D., M.S.S.W., M.P.H., RN
- Daniel Barrie, Ph.D.
- Gilberto Brito, M.P.P.
- Tonya Doby Broughton, M.A.
- Rodney Cartwright, M.S.
- Herbert Casey, M.S.
- Adel Daham, M.A.
- Timothy Dirks, M.B.A.
- Lloyd Eby, Ph.D.
- Mark Fitzgerald, M.F.A.
- Eric Fontaine, J.D.
- Ann Gallagher, M.S.
- Roya Ganjalizadeh, M.B.A.
- Saiid Ganjalizadeh, Ph.D.
- Ali Ghassemzadeh, M.S.
- Jacqueline Hamp, Ed.D.
- Thomas Healy, J.D., M.I.M.
- Joyce Henderson, Ed.D., M.B.A.
- Lawrence Kaiser, Ph.L.
- Ellen Kandell, J.D.
- D. Kimo Kippen, M.S.
- Robert Kline, M.A., M.S.
- James Kruggel, Ph.D.
- Michael Krumpak, M.S.
- Michael Kushner, M.B.A., PMP
- Roy Littlefield, Ph.D.
- Frederick Mills, M.P.A., CCP
- William Morton, M.B.A.
- James O'Brien, M.S.
- Deborah Parris, M.S.
- Mary Roary, Ph.D.
- Larry Robertson, M.A.
- M. Jean Russell, Ph.D.
- Donald Sepe, M.A.
- Joseph Smolskis, M.B.A.
- Karen Stacy, M.A.
- Richard Stacy, M.S.
- Howard Steed, Ph.D.
- Maximilian Teleki, M.A.
- Timothy Tobin, Ed.D.
- David Vargas, M.S.
- Laura Viehmyer, M.S.
- Donald Winstead, M.A.
- Cheryl Wood, Ph.D.
- Jimmy Word, M.D., M.H.A.

### **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-oriented and focused on professional career tracks. The school offers master's degrees, bachelor's degrees, associate's degrees, and certificates.

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 Interdisciplinary Studies, B.A.I.S.
- Bachelor of Arts in Information Technology, B.A.I.T.
- Bachelor of Arts in Management, B.A.Mgt (this degree has been discontinued and is offered only to students admitted prior to August 15, 2015. Students admitted prior to August 15, 2015 should go to [announcements.cua.edu](http://announcements.cua.edu) and view the announcements for the year in which they were originally admitted)

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:

- Human Services Administration Certificate Information Technology 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 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;

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://enrollment-services.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://enrollment-services.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://enrollment-services.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/transerofcredit.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/studentervices>.

### Degree Program Curricula

#### Core Curriculum - All Bachelor's Degree Programs

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
<b>English Composition (6 credits)</b>		
MHU 151	Rhetoric and Composition	3
MHU 152	Composition and Research	3
<b>Humanities (2)</b>		
<b>Language and Literature (6 credits)</b>		
MHU 131	Presiding, Presenting, and Speaking	3
	Literature elective*	3
<b>Mathematics and Natural Sciences (6 credits)</b>		
	Mathematics*	3
	Natural Science elective*	3

<b>Philosophy (9 credits)</b>		
MID 100	Critical Thinking	3
	Philosophy electives (2)*	6
<b>Religious Studies (2)</b>		
<b>Social and Behavioral Sciences (12 credits)</b>		
MISO 200	Human Cultural Diversity	3
	International Studies elective*	3
	Social and Behavioral Science electives (2)*	6
<b>Technology (3 credits)</b>		
MIS 105	Microcomputer Applications I	3
<b>Capstone/Synthesis (3 credits)</b>		
MID 499	Senior Seminar	3
<b>Total</b>	<b>19 courses</b>	<b>57</b>

\* 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
<b>Core</b>	19 courses	57
<b>Major</b>	15 courses-Interdisciplinary Studies	45
<b>Electives</b>	6 courses	18
<b>Total</b>	<b>40 courses</b>	<b>120</b>

### 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.

Requirement	Courses	Credits
<b>Core</b>	19 courses	57
<b>Major</b>	15 courses-Interdisciplinary Studies	45
	MBU 201 Management and Organizational Behavior	
	MHU 131 Presiding, Presenting, and Speaking	
	MID 100 Critical Thinking	
	MID 150 or College Mathematics or Statistics	
	MBU 370	
	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	
<b>Electives</b>	6 courses	18
<b>Total</b>	<b>40 courses</b>	<b>120</b>

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

This program has been discontinued and is only available for students admitted prior to August 15, 2015. 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
<b>Core</b>	19 courses	57
<b>Major</b>	15 courses-Interdisciplinary Studies	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	

<b>Electives</b>	6 courses	18
<b>Total</b>	<b>40 courses</b>	<b>120</b>

### 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.

MBU	100	Introduction to Business
MBU	105	Business Mathematics
MBU	110	Accounting I
MBU	111	Accounting II
MBU	130	Introduction to Computers
MBU	135	Desktop Publishing
MBU	140	Principles of Economics
MBU	141	Macroeconomics
MBU	142	Microeconomics
MBU	160	Public Relations
MBU	165	Business Communication
MBU	167	Conflict Resolution
MBU	200	Principles of Management
MBU	201	Management and Organizational Behavior
MBU	202	Management Principles and Practices
MBU	203	Leadership in the Classics
MBU	204	Principles of Management
MBU	205	Contemporary Marketing
MBU	206	Professional Ethics in Literature
MBU	210	Intermediate Accounting I
MBU	211	Intermediate Accounting II
MBU	220	Microcomputer Application
MBU	230	Local Area Networks
MBU	240	Management Information Systems
MBU	250	Personal Finance
MBU	251	Financial Analysis
MBU	260	Multimedia Author/Software Development
MBU	270	Business Math
MBU	275	Public Opinion Research
MBU	301	Management Theory & Applic
MBU	310	Cost Accounting
MBU	311	Auditing
MBU	320	Introduction to Records & Information Management
MBU	321	Information Development & Documentation
MBU	322	Records Technology



MBU	323	Archives Management
MBU	324	Strategic Management Practices
MBU	325	Electronic Records Management
MBU	326	Developing Employee Capability
MBU	327	Employment Operations
MBU	328	Employee Compensation and Benefits
MBU	330	Retirement Plans: Basic Features and Defined Contribution Approaches
MBU	331	Employee Benefits: Concepts and Health Care Benefits
MBU	332	Employee Benefits: Design, Administration and Other Welfare Benefits
MBU	333	Automated Mgt Decision Analysis
MBU	334	Retirement Plans: Defined Benefit Approaches and Plan Administration
MBU	335	Advanced COBOL
MBU	336	C++ Language
MBU	337	Advanced C++ Language
MBU	338	Internet
MBU	339	Health Economics
MBU	340	Business Ethics
MBU	341	Business Law I
MBU	342	Business Law II
MBU	350	Supervisory Management Skills
MBU	351	Managerial Leadership
MBU	353	Government and Business
MBU	354	International Financial Management
MBU	355	Lobbying
MBU	356	International Business
MBU	357	Managing Non-Profits
MBU	358	Asset Management
MBU	360	Marketing & Sales Promotion
MBU	361	Human Resource Management
MBU	363	Executive Compensation and Compensation Issues
MBU	365	Key Legal Issues in Human Resource Management
MBU	370	Statistics
MBU	410	Income Tax Accounting
MBU	411	Tax Accounting II
MBU	431	Database Management
MBU	453	Labor Relations
MBU	462	Human Resources Staffing
MBU	463	Managing Diversity
MBU	465	Human Resources Development and Training
MBU	466	Managing Performance, Supervision, and Evaluation
MBU	467	Employee and Labor Relations
MBU	468	Human Resources Health, Safety and Security
MBU	469	Organizational Development and Behavior

MBU	470	Organizational Research and Performance Enhancement
MBU	490	Entrepreneurship
MBU	490	The NAFTA Agreement
MBU	499TR	Transfer of Credit
MHU	120	Intro to Art
MHU	131	Presiding, Presenting, Speaking
MHU	140	Writing Skills
MHU	149	Researching & Writing Reports
MHU	151	Rhetoric and Composition
MHU	152	Composition and Research
MHU	200	Introduction to Fine Arts
MHU	203	Leadership in the Classics
MHU	204	Creative Writing
MHU	205	Creative Writing: Poetry
MHU	206	Professional Ethics in Literature
MHU	210	American Culture
MHU	222	Creativity & Intuition
MHU	236	Art of the Early Middle Ages: Celts to Charlemagne
MHU	260	Intro to Literature
MHU	261	Western Literature
MHU	262	Western Literature II
MHU	320	Film and Literature
MHU	327	Professional Research and Writing
MHU	343	Foundations of Non-Fiction Writing
MHU	360	Minorities in America
MHU	361	American Literature
MHU	362	American Literature II
MHU	363	African-American Literature
MHU	366	Studies in Women's Literature
MHU	367	African-American History
MHU	368	Civil Rights in America: 1950 to the Present
MHU	369	The African Americans
MHU	370	The Jazz Age
MHU	371	International Cultures in American Literature
MHU	372	The Jazz Age and The Harlem Renaissance
MHU	373	Literature of the Depression Era
MHU	403	Oral Communications
MHU	410	Women's Literature
MHU	443	Harlem Renaissance
MHU	490	Topics in the Humanities
MHU	499TR	Transfer of Credit
MID	50	Synthesis, Application, and Integration of Learning
MID	100	Critical Thinking

MID	101	Problem Solving
MID	102	Research Skills
MID	150	College Mathematics
MID	210	Introduction to the Biological Sciences
MID	211	People and the Environment
MID	212	Ethics and the Environment
MID	213	Earth Science
MID	214	Mythology
MID	215	Topics in Modern Science
MID	257	Libraries and Information in Society
MID	300	The World of Ideas I
MID	350	Synthesis, Application, and Integration of Learning
MID	354	International Trade
MID	494	Independent Study/Project
MID	494A	Independent Study/Project
MID	495	Internship
MID	499	Senior Seminar
MID	499TR	Transfer of Credit
MIS	104	Intro to Computers
MIS	105	Microcomputer Applications I
MIS	107	Microcomputer Applications II
MIS	108	Information Systems and Personal Productivity
MIS	110	Introduction to Programming
MIS	135	Desktop Publishing
MIS	201	Introduction to Health Informatics
MIS	202	Informatics, Databases, and the System Lifecycle
MIS	203	Advanced Health Informatics
MIS	204	Medical Terminology & Anatomy - Health Info Techn
MIS	206	Medical Coding & Billing I
MIS	207	Medical Coding & Billing II
MIS	208	Electronic Health Records I
MIS	209	Electronic Health Records II
MIS	210	Fundamentals of Information Systems
MIS	230	Local Area Networks
MIS	235	Essentials of Web Design
MIS	236	Multimedia Concepts and the Web
MIS	237	Intermediate Web Design Concepts
MIS	238	E-Business
MIS	240	Management Information Systems
MIS	260	Multimedia Authoring/Software
MIS	280	Data Structures
MIS	300	Graphics for the Web
MIS	314	Information Technology Hardware System Software

MIS	319	Unix/Linux for Users and Administrators
MIS	321	Operating Systems
MIS	322	Computer Organization and Systems
MIS	323	Data Communications
MIS	325	Project Management
MIS	326	Project Management II
MIS	327	Systems Analysis & Design
MIS	334	An Introduction to Security & Security Awareness
MIS	335	Introduction to Information Security
MIS	336	C Language
MIS	337	C++ Language
MIS	338	Internet Architecture
MIS	339	Advanced Internet
MIS	340	Practicum In Web Site Technologies
MIS	341	Practicum In Info and Org Security
MIS	345	Java Language
MIS	346	Intensive Java
MIS	351	Security Technologies & Threat Detection Prevention & Avoidance
MIS	352	Security Policies, Disaster Recovery, Risk Management
MIS	353	Information Privacy, Ethics and the Law
MIS	354	Threat Perception & Evaluation Psychology
MIS	355	Organizational Security and Terrorism
MIS	356	Malicious Software
MIS	357	Network Securities Technologies
MIS	399	Creating Web Page - Animation
MIS	431	Database Management Systems
MIS	451	Database Management Systems I-SQL
MIS	453	Database Management Systems II/ PL-SQL
MIS	457	Design and Implementation: Emerging Environments
MIS	460	IT Applications: Synthesis of Theory and Practice
MIS	499TR	Transfer of Credit
MLA	101	Introduction to Legal Asst Work
MLA	200	Techniques of Legal Research
MLA	201	Legal Writing
MLA	204	Law Office Systems/Legal Ethics
MLA	205	Administrative Law
MLA	206	Real Property
MLA	230	Criminal Law
MLA	312	Torts
MLA	325	Litigation
MLA	340	Contract Law
MLA	360	Computer Applications in Law
MLA	400	Advanced Legal Research

MLA	411	Consumer Protection Law
MLA	414	Introduction to Immigration and Nationality Law
MLA	499TR	Transfer of Credit
MPH	150	Logic: Techniques of Reasoning
MPH	200	Classical Mind
MPH	201	Modern Philosophy
MPH	202	Contemporary Philosophy
MPH	250	Professional Ethics
MPH	300	Persons and Value
MPH	303	Biomedical Ethics
MPH	311	Contemporary Moral Issues
MPH	325	Philosophy of Science
MPH	330	Philosophy of Human Nature
MPH	350	Philosophy of Religion
MPH	420	Contemporary Philosophy
MPH	450	Ethics & Human Values
MPH	490	Topics in Philosophy
MPH	491	Philosophy in the computer age
MPH	499TR	Transfer of Credit
MRE	100	The Old Testament
MRE	101	Introduction to Study of Religion
MRE	110	The New Testament
MRE	120	African Religion and Culture
MRE	150	Fathers of the Church
MRE	170	The Christian Tradition I
MRE	175	The Catholic Tradition
MRE	201	The Christian Difference
MRE	240	Liturgy Prayer and Sacrament
MRE	249	Christianity and Culture
MRE	275	The Medieval Christian Tradition
MRE	300	Contemporary Catholic Thought
MRE	311	Conscience & Community
MRE	315	Vatican II: The Church in Council
MRE	325	Religions of the World
MRE	326	America's Religious Heritage
MRE	347	Contemporary Moral Issues & a Catholic Tradition
MRE	348	Continuity and Change in Catholicism
MRE	351	Contemporary Christian Spirituality
MRE	369	The Protestant Experience
MRE	412	Hispanic Catholicism
MRE	419	Makers of Hispanic Catholic History
MRE	424	Theology, Science & Technology
MRE	446	Sexual Ethics & New Testament

MRE	447	Theology of Marriage and the Family
MRE	448	Emerging Voices in the U.S. Christian Community
MRE	450	Religion & Social Mores
MRE	455	The History of the Catholic Church
MRE	464	Sects/Cults & New Religious Movements
MRE	465	World Religions
MRE	466	Theologies of Liberation
MRE	481	World Religions
MRE	490	Topics in Religion
MRE	491	Contemporary Moral Issues
MRE	499TR	Transfer of Credit
MSO	101	Intro to Human Services
MSO	115	The School-Home Connection: Partnerships Supporting Student Learning
MSO	150	The American Experience to 1877
MSO	151	The American Experience 1877 to Present
MSO	152	America and the World
MSO	170	American Political Science
MSO	171	Working with Congress
MSO	173	State & Local Government
MSO	180	General Psychology
MSO	185	Organizational Behavior
MSO	190	Sociology
MSO	200	Human Cultural Diversity
MSO	203	Social Problems
MSO	220	Psychology of Stress & Coping
MSO	250	Abnormal Psychology
MSO	268	Comparative World Politics
MSO	270	Understanding Global Issues
MSO	271	World Politics
MSO	272	Comparative Politics
MSO	273	Impact of Technology on International Relations
MSO	275	Public Administration
MSO	276	Public Policy
MSO	313	Contemporary American Politics
MSO	317	Global Economic Environment
MSO	328	Public Policy & Human Services
MSO	334	Human Services Delivery: A Comprehensive Evaluation
MSO	335	Human Services Delivery: Skills, Strategies, and Resources
MSO	340	Human Services Administration
MSO	345	Legal and Ethical Issues in Human Services
MSO	350	The American Civil War
MSO	355	History of Amer. Peacemovements
MSO	358	Immigrant Experience in America

MSO	359	Urban Immigrant Politics
MSO	363	Africa from Colonialism to Independence
MSO	365	Introduction to Counseling
MSO	370	Contemporary American Political Issues
MSO	371	International Cultures in American Literature
MSO	379	US Foreign Policy
MSO	380	Social Psychology
MSO	381	Psychology of Aggression & Violence
MSO	382	Organizational Psychology
MSO	384	Principles and Practices of Social Entrepreneurship
MSO	385	Public Private Partnerships
MSO	386	Corporate Social Responsibility
MSO	395	Conflict Resolution
MSO	396	Working with Couples and Families
MSO	397	News Media International Affairs
MSO	398	International Conflict Resolution
MSO	401	Management for Public Health
MSO	412	Social Entrepreneurs, Innovators, and Problem Solvers
MSO	413	Africa Rising
MSO	415	International Social Entrepreneurship
MSO	417	Social Enterprise Development
MSO	450	Case Management and Crisis Intervention
MSO	451	Global Democratization
MSO	453	Elections
MSO	455	Psych. Child Abuse & Neglect
MSO	461	Psychology of Group Behaviour
MSO	476	Public Policy Analysis and Implementation
MSO	490	Topics in Social Science
MSO	491	US Foreign Policy in the Post
MSO	497	Sociology: Work & Occupations
MSO	499TR	Transfer of Credit
UACT	220	Intro to Accounting
UACT	222	Intro to Accounting II
UACT	311	Auditing
UACT	321	Intermediate Accounting
UCDP	105	Business Microcomputers
UCDP	106	Intro Computers/Bus Applications
UCDP	204	Records Organization & Mngt
UCDP	206	Data Mgmt Sys for Large System
UCDP	221	Structured Cobol
UCDP	231	Business Comp & Sys Analy
UCDP	232	Automated Management
UCDP	330	Software Development

UDR	102	Voice and Speech
UDR	203	Intro to Communication
UDR	205	Intro to Communication
UDR	403	Public Speaking
UHS	337	American Peace Movements
UHS	338	Moral Problems: Power in Amer
UIS	325	History of Information
UMGT	110	Intro to Business
UMGT	210	American Economic System
UMGT	240	Management Theory & Practice
UMGT	243	Personal Financial Management
UMGT	326	Introduction to Finance
UMGT	328	Soc Responsibility in Business
UMGT	330	Introductory Statistics
UMGT	330	Personnel Theory
UMGT	332	Government & Business
UMGT	380	International Business
UMGT	382	Intern'l Business and Finance
UMGT	445	Marketing Management
UMGT	445	Marketing Management
UPHL	201	Classical Mind
UPHL	202	Modern Mind
UPHL	203	Contemporary Trends
UPHL	250	Basic Issues Political Thought
UPHL	301	Reasoning and Argumentation
UPOL	250	Basic Issues Political Thought
UREL	200	Religions of the World
UREL	201	Intro to Religious Studies
UREL	362	Liberation Theology
UREL	403	Religion and Literature
UREL	419	Religion and Politics
USOC	301	Social Problems
USOC	325	The Blues and Jazz in Society
USPA	101	Elementary Span I