

2005-2007 CATALOG



SOUTHEASTERN



UNIVERSITY

Celebrating 125 Years of Excellence

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Southeastern University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools.

Every effort was made to print information accurate as of December 15, 2004. This catalog is not intended to serve as a contract between any student and Southeastern University. University procedures, programs, and courses are under constant review and revision. Southeastern University reserves the right to change any provision, regulation, or requirement set forth within this document, and the right to withdraw or amend the content of any course. Please consult the department or appropriate office for possible changes and updated information.

Southeastern University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, color, gender, national origin, religion, age, disability, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, and source of income, place of business or residence, pregnancy, childbirth or any other unlawful basis.

WELCOME



FROM THE PRESIDENT

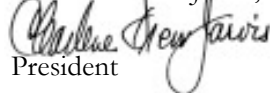
Since 1879, Southeastern University has offered its students advanced, market-driven educational opportunities in the field of business in an environment that fosters academic excellence, leadership development, critical thinking, and the exit competencies demanded by today's business environment. The University's rich tradition in business management and leadership is complemented with disciplines in entrepreneurship, computer science, liberal studies, and public administration. The value, discipline, and creativity of the entrepreneurial mindset are integrated throughout all academic disciplines at the certificate, associate's, bachelor's, or master's program levels in Business Management, Computer Science, Information Systems, Public Administration, and Liberal Studies Programs. Our focus is to develop the business leader who thinks as an entrepreneur and the successful entrepreneur who demonstrates sound business leadership practices. Our students graduate with a strong liberal arts core and skilled in the technology of their professions. Our unique academic year operates on a "quadmester system" that gives students the opportunity to obtain an undergraduate or graduate degree in a shorter period of time than the usual college, while not sacrificing the critical course content demanded by disciplines. Flexible daytime, evening, weekend, in-class and online courses offer an added convenience for students who are employed or have other obligations.

Our students are from diverse social, religious and ethnic backgrounds, ensuring a wide range of opportunities for educational enrichment and social interaction. The University faculty is composed of persons who are distinguished scholars, high-ranking professionals in the government or executives in private industry with practical experiences and a track record of success in their professions. Their frequent contacts with outside communities and firms enable them to bring up-to-date perspectives to the teaching/learning laboratory and to respond quickly and competently to the changing educational needs of our modern technological society. Southeastern University is conveniently located in the heart of Southwest Washington, DC, adjacent to the Waterfront and Capitol Hill. Its close proximity to federal agencies such as the Departments of Transportation, Health and Human Services, Housing and Urban Development, Education, Commerce, Labor, Justice, and Agriculture, make it ideally situated for employees who want to pursue degree programs or to take refresher classes.

To further encourage community awareness, the University makes available its facilities and resources for both educational and social purposes. The University has developed relationships with area business establishments, corporations, law firms, financial institutions and consulting firms in order to further enhance its academic programs and the employment possibilities for students and graduates.

Thank you for choosing Southeastern University.

Charlene Drew Jarvis, Ph.D.


President



ABOUT

SOUTHEASTERN UNIVERSITY

MISSION STATEMENT

Southeastern University is an institution of higher learning committed to academic excellence and civic engagement. Our academic innovation is driven by faculty who provide traditional and adult learners with the critical thinking and business skills that result in exit competencies demanded by a competitive marketplace. (Adopted by the Board of Trustees January 13, 2000)

HISTORY

Over a century ago, the antecedent of Southeastern University arose in the Nation's Capital. It was in 1879 - following a great influx of newcomers to Washington - that the Young Men's Christian Association of the District of Columbia began to offer classes in French, mathematics, general education, religion and business. As Dr. Charlene Drew Jarvis, president, often points out in speeches around the nation, the guiding purpose of the founders was to afford young men a practical education. Then, as now, Southeastern was dedicated to the twin principles of education for citizenship and education for a life's career. In 1907, the Washington School of Accountancy was added to the University, creating a specialty that has evolved and continues today. And, in 1923, the institution was incorporated by the city government as the Southeastern University of the Young Men's Christian Association of the District of Columbia. A major step forward was taken when, on August 19, 1937, an Act of Congress was approved declaring the name of the institution to be "Southeastern University" and providing a federal charter for the university. The Congress declared that the University was to be governed by a board of trustees composed of prominent individuals. It also called for a wide range of courses, schools and degrees. Over time, many courses and programs were added: liberal arts, business administration, transportation studies and a law school, among others. Today, the University's academic strength

rests upon its four disciplines: business management; computer science and information systems management; public administration; and liberal studies. Undergraduate degrees are offered in accounting, business management, entrepreneurship, liberal studies, marketing, computer science, information systems management, finance, and public administration. Graduate courses are offered in accounting; business management, entrepreneurship and marketing; computer science; information systems management; mathematics; finance and banking; economics; and public administration. The main campus moved over the years and, since September 1972, the Washington campus has been located in the Southwest quadrant of the city, on a site formerly occupied by the Hawthorne School. Southeastern University has been accredited by the Middle States Association of College and Schools since 1976. In 1996, the University Board of Trustees selected as its ninth President The Honorable Charlene Drew Jarvis, member of the Council of the District of Columbia. President Jarvis is a trained scientist with a doctorate in Neuropsychology, a scientific researcher, and a prominent community leader. The University took another great step forward in 1997, when it was admitted to the Consortium of Universities of the Metropolitan Washington Area - the elite gathering of colleges and universities in this region of the country. As a member of the Consortium, Southeastern University benefits from the exchange of students, library utilization, scholarships and grant competitions. President Jarvis and other key University faculty and administrators meet with their Consortium counterparts to ensure rigor and develop collaborative plans that will advance the University's mission. Over the years, students from all corners of the globe have attended and graduated from Southeastern University. Increasingly, both Washingtonians and citizens of the world have looked to the University for leadership in higher education and for the very highest of intellectual standards. Today, the University works to help build the strengths of the community that it serves, while remaining an

internationally distinguished institution “held in trust for the business leaders of the region and the world.” Southeastern is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215)662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

AFFILIATIONS

The University is a member of the Middle States Association of Colleges and Schools, the American Council on Education, the Association of Collegiate Business Schools and Programs (ACBSP), the American Management Association (AMA), the National Association of College and University Business Officers (NACUBO), the National Association of Independent Colleges and Universities (NAICU), the International Federation for Business Education (IFBE), the National Association for College Admission Counseling (NACAC), the National Association of Foreign Student Advisors (NAFSA), the National Association of Student Financial Aid Administrators, the DC/Delaware/Maryland Association of Financial Aid Administrators, the Eastern Association of Financial Aid Administrators, American Association of College Registrars and Admissions Officers (AACRAO) and the College Board.

LOCATION

Southeastern is located close to the Waterfront/ Southeastern University and L’Enfant Plaza Metro stations. It is especially convenient to employees of the U.S. Departments of Transportation, Housing and Urban Development, Health and Human Services, Education, Labor, Commerce, Justice, and Agriculture, as well as the Library of Congress and the museums of the Smithsonian Institution. Similarly, the University is located near business establishments, law firms, financial institutions, consulting firms, and the United States Congress.



ENROLLMENT

INFORMATION

THE OFFICE OF ADMISSIONS

Southeastern University (SEU) welcomes applications for full-time or part-time admission from applicants who wish to enter the University as first-time freshman or transfer undergraduate students; and first time graduate or transfer graduate students. Students can be admitted during each of the four terms of the academic year: Fall (September), Winter (January), Spring (March/April), and Summer (June/July).

Southeastern University
Office of Admissions
501 I Street, SW
Washington, DC 20024
U.S.A.

Telephone: (202)-COLLEGE (202-265-5343)
Fax: (202) 488-8093
Email: admissions@seu.edu

Hours of Operation **Non-Registration**

Monday, Tuesday, Thursday, and Friday
9:00am-6:00pm
Wednesday 10:00am-7:00pm
Saturday 10:00am-2:00pm

Hours of Operation **Registration Only**

Monday - Friday 10:00am-7:00pm
Saturday 10:00am-2:00pm

Application Procedures

Before a student is processed for registration, the student must complete an application and be admitted by the Office of Admissions. It is the applicant's responsibility to make certain that all documents necessary for admission are sent to the Admissions Office. Incomplete applications will delay the admission decision. Therefore, upon receipt of all application materials, the student will receive written notification of official acceptance in approximately two weeks. Southeastern University believes in offering good customer service for every applicant.

UNDERGRADUATE STUDENT ADMISSIONS

Categories of Undergraduate Admission

Undergraduate students may seek admission as degree-seeking or non-degree-seeking students.

Degree-seeking: Applicants who meet all undergraduate admission requirements and who wish to complete a degree program will be admitted as degree-seeking matriculants.

Non-degree-seeking: Applicants who desire to take courses at SEU without seeking a degree will be admitted as non-degree students. Non-degree students are ineligible for financial aid, including student loans.

On-Line Students: On-line students may seek admission as degree or non-degree seeking students. All admissions requirements must be met by on-line students.

ADMISSION REQUIREMENTS FOR DEGREE SEEKING STUDENTS

Applicants to undergraduate degree programs must:

1. submit a properly completed **application** form with the non-refundable application fee (see schedule of fees);
2. make arrangements to have "official" high school/GED **transcripts** and undergraduate transcripts from all colleges and universities attended sent directly to the Office of Admissions. The term "official" means a computer-generated record of the student's transcript or copy of the original transcript certified by an officer of the student's school or by a notary public. Transfer applicants who completed forty-eight (48) credit hours from an accredited institution are not required to submit high school or GED transcripts. **Faxed copies and photocopies will not be accepted;**

- complete the English and Math University **Placement Tests** (only if the applicant is not transferring the equivalent of ENGL 101, MATH 101 or more advanced courses in these fields). Applicants who wish not to take the test(s), will be placed in enrichment courses.
- provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT) These records are only necessary for applicants under the age of 26. Also, online students without campus classes are exempt from the requirement.

ADMISSION REQUIREMENTS FOR NON-DEGREE SEEKING STUDENTS

Non-degree seeking undergraduate applicants must:

- submit a properly completed **application** form with the non-refundable application fee (see schedule of fees);
- provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT) These records are only necessary for applicants under the age of 26. Also, online students without campus classes are exempt from the requirement.

Students who wish to change from non-degree to degree-seeking status must complete a "Change of Program" form from the Admissions Office, and must satisfy regular acceptance requirements. Once cleared, a letter of acceptance into an undergraduate program will be issued. Non-degree credits are included in the maximum amount of credits transferred into a degree program.

Undergraduate Enrollment Requirement

Southeastern University students seeking a Bachelor of Science Degree or Bachelor of Arts Degree must take the final 60 credit hours from SEU. Associate degree seeking students must take the final 30 credit hours from SEU.

TRANSFER CREDIT ALLOWANCES

Undergraduate students admitted to a degree program may transfer up to:

- thirty (30) credits towards an Associate of Science Degree or Associate of Arts Degree;
- sixty (60) credits towards a Bachelor of Science Degree or Bachelor of Arts Degree.

To apply for transfer credit from another institution, an applicant must have official transcripts from all previously attended institutions forwarded to the Office of Admissions. For proper evaluation of these credits, students may need to submit the institution's course catalog. Only courses from nationally accredited institutions for which the undergraduate student earned a grade of "C" or better will be considered for transfer.

Acceptance of undergraduate credits earned more than seven years prior to admission are subject to the review and approval of the Academic Department Chairperson.

Concurrent Enrollment Program

The Concurrent Enrollment Program is for students 16 or older who wish to take college level courses from SEU while still enrolled in high school or an approved home study program. Students must be high school seniors or, if in an approved home study program, provide documentation of the completion of junior-level work. Each student must:

- have a cumulative grade point average of 3.00 or the equivalent;
- be certified by the school principal or designated authority as approved for participation;
- apply for admission as non-degree;
- take relevant college placement tests, with college-level placement scores, prior to registration.

High school juniors may be eligible for participation provided they are 16 years of age and have completed all required high school coursework with a 3.00 cumulative grade-point average. Concurrent enrollment students may take no more than two courses each quadmester and must abide by all college policies, procedures, and regulations while on campus or in the classroom.

Advanced Placement Tests

High school students who submit Advanced Placement (AP) Test scores of 3 or better will earn university credit. Information on procedures for applying for AP transfer credit can be obtained from the Office of Academic Advising.

ACT Scores

New students who submit ACT scores of 19 or above in the English and Reading Subtests are not required to take the English placement test.

Placement in English and Mathematics Courses

English and Mathematics placement tests are offered to determine appropriate course placement. All new students must take placement tests unless transfer credits (equivalent to ENGL 101 and MATH 101) are accepted from another accredited university. Students taking placement tests must:

- Earn a score of 30/45 on the Reading Test; a 25/40 on the Written Exam and a Pass on the Essay to be placed in a college-level English course.
- Pass the Mathematics Placement Test with at least a 25 or better.

Enrichment Courses

Students who do not satisfy the above will be required to take (non-degree credit) Enrichment courses in the appropriate areas for development of Math and/or English skills.

Students admitted with conditions to the freshman class must meet their requirements. The English requirements may be met by achieving a score of 30/45 on the Reading Test a 25/40 on the Written Exam and a Pass on the Essay. Students who passed will be placed in English 101 depending on their scores or the recommendation of the chair of the English Department. In general, students must pass the Mathematics Placement Test with at least a 25 or better. The mathematics requirements may be satisfied by passing appropriate non-degree credit courses. In special circumstances, with permission of the chair of the Department of Mathematics and Computer Science, passing appropriate credit-bearing courses will be acceptable.

College Level Examination Program (CLEP)

For selected undergraduate courses, the University recognizes the College Level Examination Program (CLEP) offered by the College Entrance Examination Board. University policy permits an entering student to earn a maximum of 15 CLEP credits for the Associate's degree and earn a maximum 30 CLEP credits for the Bachelor's degree (these are applied to the maximum allowable transfer credits). A student must matriculate at the University before requesting advanced standing for CLEP credits. A student may not:

1. receive credit for both a passed CLEP examination and the equivalent Southeastern course;
2. include the CLEP credits in the 30-hour residency requirement for the Associate of Science Degree or Associate of Arts Degree;
3. include CLEP credits in the 60 hour residency requirement for the Bachelor of Science Degree or Bachelor of Arts Degree.

To take CLEP exams, a student must obtain approval of the appropriate Academic Department Chairperson. The test may be taken at any CLEP testing center. The student must request that The College Board send the official report to the University's Registrar's Office.

Challenge Examination

For selected undergraduate courses, the University recognizes credits obtained through challenge examinations to be included in the total number of allowable transfer credits to a program. Students at Southeastern may obtain course credit through successful performance on a challenge examination. A student may challenge only 100 and 200 level courses and may not challenge courses listed as major requirements. He or she must first secure written permission from the appropriate Academic Department Chairperson. Forms for challenge examinations are available in the Registrar's Office. Challenge examinations will not be given if a

CLEP examination exists for the course the student seeks to challenge. Students are limited to nine (9) credit hours by challenge examinations. A challenge examination fee will be assessed on a per examination basis. Current fees are listed on the fee schedule published in each quadmester's "Course Schedule."

Prior Work/Life Experience

For selected undergraduate courses, the University gives credit for Prior Work/Life Experience. An evaluation of the knowledge which a student has gained through prior work/life experience is conducted as a prior learning assessment instrument. Through this process, the University tries to equate prior work/life experiences to courses taught at the college level. The main tool the University uses to conduct the prior learning assessment is the review of a Prior Learning Portfolio completed by the student. A Prior Learning Portfolio is a written record presented by the student requesting college credit for learning outside the classroom. Credit is given only for college-level learning, and the portfolio must be well documented and organized. The following are required elements of the portfolio:

1. Identification and definition of specific prior learning for which college credit is being requested;
2. An essay or narrative explaining how this prior learning related to the student's desired degree program, from what experiences it was gained and how it fits into his/her overall education and career plans;
3. Documentation that the student has actually acquired the learning he/she is claiming;
4. A credit request listing exactly how much credit the student expects in each subject area.
5. a maximum number of allowed credit hours are as follows;
 - a. Associate Degree 15 Credits;
 - b. Bachelor Degree 30 Credits and;
 - c. Master Degree 0 Credits.

Students who wish to apply for credit based on prior work/life experience must start the process by consulting their Department Chairperson who will provide guidelines on how to complete a Prior Learning Portfolio and will assign the student a faculty advisor to evaluate the portfolio. Students are advised that they will be assessed a fee for each credit earned through the Credit for Prior Work/Life Experience. Current fees are listed on the fee schedule published in each quadmester's "Course Schedule."

Military Service Credits

All credits obtained through military service are included in the total number of allowable transfer credits to a program. Southeastern University is a member of the Service-members Opportunity Colleges (SOC). Veterans of the United States Armed Services may obtain credit for college level academic achievements.

Defense Activity for Non-Traditional Education Support (DANTES)

All credits obtained through DANTES are included in the total number of allowable transfer credits to a program. Students who have taken subject examinations under DANTES may receive academic credit at the university. Students interested in receiving such credit need to have official transcripts forwarded to the Admissions Office.

Servicemembers Opportunity Council for Navy Personnel (SOCNAV) and Servicemembers Opportunity Council for Marine Personnel (SOCMAR)

The University is a member of the Servicemembers Opportunity Council for Navy Personnel (SOCNAV) and Marine Personnel (SOCMAR). SOCNAV and SOCMAR are worldwide consortia of colleges and universities which assist Navy and Marine personnel in completing degree programs by reducing residency requirements, sharing course information and increasing opportunities for transfer of credits between member institutions. Students should meet with the SOCNAV/SOCMAR advisor at their primary institution to complete a degree contract to ensure maximum transferability of credits. Active duty Navy and Marine personnel should follow the appropriate procedures for full-time, part-time or transfer students. The University will grant credit for courses taken from service schools and other agencies recommended in the current edition of the American Council on Education's National Guides to the Evaluation of Educational Experiences. Credits are limited to those courses which the University determines to be applicable to its degree. Credits will not be granted for courses not recommended or not found in these publications. Before any evaluation can be made, records for each school or agency must be submitted to the Admissions Office.

RETURNING FOR A SECOND UNDERGRADUATE DEGREE

Students who have received a degree from Southeastern University may return to pursue a second degree. Students should apply through the Admissions Office. They should complete an application form and submit it along with the non-refundable application fee. All student debts must be cleared before the application deadline. Students should also submit a letter from the appropriate department chair granting permission to enroll in that major. Students who have obtained a bachelor's degree at an institution other than Southeastern University and want to pursue a second degree, must apply through the Office of Admissions.

Double Majors

The Double Major degree program applies only to Southeastern University students who are currently enrolled or who will be enrolling for the first time. Double Majors are permitted at the undergraduate level.

Major courses will not be counted twice. Substitution courses will be assigned by the Department Head.

READMISSION POLICY

Reasons for Applying for Readmission

Students must apply for readmission to the University if they:

1. have not been enrolled for four or more consecutive quadesters; or
2. were academically dismissed from SEU.

Re-admission Application Procedures

Applicants for readmission must submit:

1. a properly completed **application** form with the non-refundable readmission fee (see schedule of fees);
2. a typewritten **personal statement** (only necessary for students who were dismissed);
3. two **letters of recommendation** to the Admissions Committee (only necessary for students who were dismissed).

Applicants will be readmitted when all undergraduate admissions requirements are satisfied. While in review, applicants may be required to resubmit all official or certified copies of transcripts. A readmitted student is subject to all academic requirements and regulations of the current catalog in effect at the time of readmission.

GRADUATE STUDENT ADMISSIONS

Categories of Graduate Admission

Graduate students may enter as degree-seeking or non-degree seeking students.

Degree-seeking: Applicants who meet all graduate admission requirements and who wish to complete a degree program will be admitted as degree-seeking matriculants.

Non-degree-seeking: Applicants who desire to take courses at Southeastern University without seeking a degree will be admitted under non-degree status. Non-degree students are not eligible for financial aid, including student loans.

On-Line Students: On-line students may seek admission as degree or non-degree seeking students. All admissions requirements must be met by on-line students.

ADMISSION REQUIREMENTS FOR DEGREE SEEKING STUDENTS

Applicants to graduate degree programs must:

1. submit a properly completed **application** form with the non-refundable application fee (see schedule of fees);

2. make arrangements to have official or certified true copies of all **undergraduate and graduate transcripts** from all colleges and universities attended sent directly to the Office of Admissions. The term “official” means a computer-generated record of the student’s transcript or copy of the student’s original transcript certified by an officer of the student’s school or by a notary public. Transcripts of earned degrees must show degree completion with graduation date. **Faxed copies and photocopies will not be accepted;**
3. submit **Graduate Record Examination (GRE) scores** earned within the past five years (only necessary for Computer Science majors). A minimum cumulative score of 1200 on the GRE is required of applicants for the Master of Science Degree in Computer Science. Students must arrange to have the test results sent to Southeastern University, Office of Admissions by the Educational Testing Service (ETS). A student can obtain a bulletin for the GRE by visiting their web site at <http://www.gre.org>. **Faxed copies and photocopies of test results will not be accepted.** Applicants who have earned an advanced degree are not required to submit GRE scores;
4. petition the Admissions Committee (only necessary for applicants who earned an undergraduate degree with less than a 3.0 cumulative grade point average from a recognized accredited institution within or outside the United States) The applicant must submit:
 - a. a typewritten personal statement of at least 500 words, describing why he/she wishes to pursue his/her graduate program at Southeastern University, and how the degree will serve his/her career goals and objectives; and
 - b. two letters of recommendation from references that will be able to relate specific and relevant details about his/her performance. Recommendations provide the opportunity for the Admissions Committee to gain additional information about the applicant’s ability, potential, and readiness for the graduate program he/she selected. We suggest that the applicant seek references from faculty members, advisors, internship supervisors, and current or past employers, or colleagues. The applicant should arrange to have the personal statement and letters of recommendation sent directly to the Office of Admissions for timely admissions clearance;
5. complete **prerequisite courses**. If an applicant’s undergraduate academic major varies widely from his/her proposed graduate major

at Southeastern University, certain undergraduate courses may be required and successfully completed before commencing graduate level study. Identification of necessary prerequisites will be determined by the Department Chairperson;

6. provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT) These are only necessary for applicants under the age of 26 who are enrolled in on-campus courses.

ADMISSION REQUIREMENTS FOR NON-DEGREE SEEKING STUDENTS

Non-degree-seeking graduate applicants must:

1. submit a properly completed **application** form with the non-refundable application fee (see schedule of fees);
2. provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT) (only necessary for applicants under the age of 26 who are enrolled in on-campus courses).
3. Students who wish to change from non-degree to degree-seeking status must complete a “Change of Program” form from the Admissions Office, and must satisfy regular acceptance requirements. Once cleared, a letter of acceptance into an graduate program will be issued. A maximum of six (6) non-degree credit hours can transfer towards a graduate degree program.

TRANSFER CREDIT ALLOWANCES

Transfer of credits may be accepted only on the following conditions:

1. students who wish to transfer graduate level courses from other accredited institutions must provide evidence that the courses are comparable in content to those offered in the program of study at SEU;
2. a maximum of 6 credit hours of work taken at other accredited academic institutions may be accepted provided those credits carry a grade of “B” (3.0) or better;
3. these requirements may not have been used to satisfy the requirements for another degree;
4. the coursework must not be more than five years old at the time of admission.

RETURNING FOR A SECOND GRADUATE DEGREE

Students who have received a degree from Southeastern University may return to pursue a second graduate degree. Students should apply through the Admission’s Office. They should complete an application form and submit it along with the non-refundable application fee (see schedule of fees). All student debts must be cleared before the application deadline. Students should also

submit a letter from the appropriate department chair granting permission to enroll in that major. Students, who have obtained a master's degree at an institution other than Southeastern University and want to pursue a second degree, must apply through the Office of Admissions.

Major courses will not be counted twice. Substitution courses will be assigned by the Department Head for the second degree.

READMISSION POLICY

Reasons for Applying for Readmission

Students must apply for readmission to the University if they:

1. have not been enrolled for four or more consecutive quadesters in a graduate program; or
2. were academically dismissed from SEU.

Re-admission Application Procedures

Applicants for readmission must submit:

1. a properly completed **graduate application** form with the non-refundable readmission fee (see schedule of fees); and
2. a typewritten personal statement, and two letters of recommendation to the Admissions Committee (only necessary for students who were dismissed).

Applicants will be readmitted when all graduate admissions requirements are satisfied. While in review, applicants may be required to resubmit all official or certified copies of transcripts. A readmitted student is subject to all academic requirements and regulations of the current catalog in effect at the time of readmission.

INTERNATIONAL STUDENTS

Definition of An International Student

International students are defined by the University as those persons who are not citizens or permanent residents of the United States of America.

General Information

Southeastern University welcomes applications from qualified international candidates around the world. In view of the participatory nature of the undergraduate and graduate programs, students must possess highly developed proficiency in written and oral English. Applicants from non-English-speaking countries are required to take the Test of English as a Foreign Language (TOEFL). Certain applicants may be required to attend intensive English language courses (ESL) before beginning the program. International undergraduate students in F-1 visa status may only enroll in one on-line course per term. Overseas applicants may expect to receive written notification of an admissions decision

approximately six weeks from the time the application and all supporting documents are received by the Admissions Office. Applicants should be aware, however, that delays in international mail are frequent. Prospective students should make necessary visa, financial, and personal travel arrangements before departing for the United States. The I-20 will be issued after all admission requirements are satisfied. Under no circumstances should an international applicant plan to depart to the United States without having received his/her notification of admission to the University and issuance of the I-20. The applicant must use this form to secure an F-1 student visa at an American Embassy or Consulate abroad. All F-1 students are required to sign their I-20 forms outside the U.S. prior to their entry. By signing the I-20 Form, students acknowledge that they understand and will maintain F-1 regulations. Students who enter the U.S. on an F-1 Student visa are required by the United States Customs and Immigration Service (USCIS) to attend the school who issued the I-20 Form. If the student fails to do this, they are "out of status." In other words, students who enter the U.S. on I-20 issued from Southeastern University must enroll at Southeastern during the first term they arrive for study. Students who arrive at the University without prior notification of admission do so at their own risk, and their presence will neither guarantee admission nor a visa status adjustment. The United States Customs and Immigration Service (USCIS), not the University, processes visa adjustment applications. Students who plan to study are highly discouraged from arriving in the United States without their F-1 visa.

Application Procedures

Applicants who do not reside in the United States are advised to apply for admission at least six months before the beginning of the term for which they wish to enroll. Completed applications, including all supporting academic and financial documents, should be received prior to six months before they enroll.

At the request of an applicant, late applications and supporting documents may be deferred to the following term and should contact the Office of Admissions to confirm. In cases of deferred applications, updated financial support documents are likely to be required.

UNDERGRADUATE INTERNATIONAL STUDENT ADMISSIONS

Categories of Undergraduate Admission

International undergraduate students may only enter as degree-seeking students.

Degree-seeking: Applicants who meet all undergraduate admission requirements and who wish to complete a degree program will be admitted under degree-seeking status.

Admission Requirements for Degree Seeking Students

International applicants applying for undergraduate admissions must meet many of the same admission requirements as degree-seeking students and must also:

1. submit a properly completed international undergraduate **application** form and return it with a non-refundable application fee (see schedule of fees). Bank drafts or international money orders sent from overseas must be in US dollars and made payable to Southeastern University. U.S. Immigration Form I-20 will be issued to students residing outside the U.S. only when all the admission requirements are met;
2. make arrangements to have official or certified true copies of **transcripts** of coursework earned at the secondary school, national examinations records, and college-level transcripts sent directly to the Admissions Office. All official/certified transcripts must be accompanied by an official translation in English. Only originals or notarized copies will be accepted. The term “official” means a computer-generated record of the student’s transcript or copy of student’s original transcript certified by an officer of the school or by a notary public. **Faxed copies and photocopied transcripts or translations are not accepted.** Official transcripts of any college or university work completed outside the United States will need to be evaluated at the applicant’s expense by an accredited credentialing service. The Knowledge Company (www.knowledgecompany.com) and The World Education Service (www.wes.org) are two approved sources. Other credential evaluation services must be accredited. Diplomas alone cannot be used for admissions evaluation and clearance;
3. complete the Math University **Placement Test** (only if the applicant is not transferring the equivalent of ENGL 101, MATH 101 or more advanced courses in these fields). Applicants who wish not to take the test(s), will be placed in enrichment courses. Applicants may submit official/valid SAT scores in lieu of completing the University Placement Tests;
4. provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria/Tetanus (DT). These records are necessary for applicants under the age of 26.
5. submit official **Test of English as a Second Language (TOEFL) scores** that are no more than two years old (only necessary for undergraduate applicants whose native language is not English and who have not completed ENGL 101 at an accredited institution within the United States or English-speaking country). A valid TOEFL score (not more than two years old) of 500 (paper-based) 173 (computer-based) or better will be considered evidence of English proficiency and will qualify students to enroll in

regular undergraduate courses. Applicants who score below 500 will be required to enroll in the University’s ESL program. Applicants who have completed the equivalent of English 101 are not required to submit a TOEFL score. Applicants whose native language is English are not required to submit TOEFL scores, but must take the University Placement Test(s); and

6. International undergraduate students in F-1 visa status must be enrolled full-time and complete 12 credits per term

The following steps are only necessary for an applicant who plans to apply for an F-1 visa at an American Embassy or Consulate or who plans to apply to change his/her visa status to F-1 while in the United States.

7. Submit two original, notarized **“Statement of Financial Support forms”** and supporting verification documents for each individual financial sponsor. The “Statement of Financial Support” forms may be requested from the University. They are also available online at www.seu.edu. Through completion and submission of the forms and supporting documentation, financial sponsors must demonstrate the source and availability of adequate funding to cover all costs related to the student’s educational and living expenses while pursuing study in the United States. Supporting documentation may include letters from the financial sponsor’s employer stating the sponsor’s annual salary in U.S. dollars and a notarized letter from the sponsor’s bank indicating the current balance of their deposits in U.S. dollars. All supporting documentation must be in English and amounts stated in US dollars.
8. Submit a \$1000.00 **tuition deposit** (only necessary for applicants who are currently outside of the United States). The deposit will be applied to the first term’s tuition. If the applicant’s visa is denied or if the applicant chooses not to attend SEU, the applicant may request a refund of the tuition deposit (\$900 of which is refundable). The request for a refund must be made within one year of the start date of classes stated on the applicant’s I-20 form. U.S. Immigration Form I-20 will be issued to students residing outside the U.S. only after all the admission and documentation requirements are met.
9. After the I-20 is issued, then complete the SEVIS I-901 form with the appropriate fees to register into SEVIS. <https://www.fmjfee.com/index.jhtml> *It is highly recommended that applicants pay the additional fee to expedite receipt. See Tuition & Fees Section in this catalog.

INTERNATIONAL GRADUATE STUDENT ADMISSIONS

Categories of Graduate Admission

International graduate students may only enter as degree-seeking students.

Degree-seeking students who meet all graduate admission requirements and who wish to complete a degree program will be admitted.

International applicants applying for graduate admissions must meet many of the same admission requirements as degree-seeking students and must:

1. submit a properly completed international graduate **application** form and return it with a non-refundable application fee (see schedule of fees). Bank drafts or international money orders sent from overseas must be in US dollars and made payable to Southeastern University);
2. make arrangements to have official or certified true copies of **transcripts** of coursework earned at the undergraduate and graduate levels sent directly to the Admissions Office. All official/certified transcripts must be accompanied by an official translation in English. Only originals or notarized copies will be accepted. The term "official" means a computer-generated record of the applicant's transcript or copy of the applicant's original transcript certified by an officer of the applicant's school or by a notary public. Photocopied transcripts or translations are not accepted. Official transcripts of any college or university work completed outside the United States will need to be evaluated at the applicant's expense by an accredited credentialing service. The Knowledge Company (www.knowledgecompany.com) and The World Education Service (www.wes.org) are two approved sources. Other credential evaluation services must be accredited. Diplomas alone cannot be used for admissions evaluation and clearance;
3. submit **Graduate Record Examination (GRE) scores** earned within the past five years (only necessary for Computer Science majors). A minimum cumulative score of 1200 on the GRE is required of applicants for the Master of Science Degree in Computer Science. Arrange to have the test results sent to SEU's Office of Admissions by the Educational Testing Service (ETS). Southeastern University's school code is #5622. You can obtain a bulletin for the GRE by visiting their web site at <http://www.gre.org>. **Faxed copies and photocopies of test results will not be accepted.** Applicants who have earned an advanced degree are not required to submit GRE scores;
4. petition the Admissions Committee (only necessary for applicants who earned an undergraduate degree with less than a 3.0 cumulative grade point average from a recognized accredited institution within or outside the United States) The applicant must submit:
 - a. a typewritten personal statement of at least 500 words, describing why he/she wishes to pursue his/her graduate program at Southeastern University, and how the degree will serve his/her career goals and objectives; and
 - b. two letters of recommendation from references who will be able to relate specific and relevant details about his/her performance. Recommendations provide the opportunity for the Admissions Committee to gain additional information about the applicant's ability, potential, and readiness for the graduate program he/she selected. We suggest that the applicant seek references from faculty members, advisors, internship supervisors, and current or past employers, or colleagues. The applicant should arrange to have the personal statement and letters of recommendation sent directly to the Office of Admissions for timely admissions clearance;
5. complete **prerequisite courses**. If an applicant's undergraduate academic major varies widely from his/her proposed graduate major at Southeastern, certain undergraduate courses may be required to be successfully completed before commencing graduate level study. Identification of necessary prerequisites will be determined by the Department Chairperson;
6. provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT) (only necessary for applicants under the age of 26);
7. submit **Test of English as a Second Language (TOEFL) scores** that are no more than two years old (only necessary for graduate applicants whose native language is not English and have not completed ENGL 101 at an accredited institution within the United States or English-speaking country); and
8. submit original certified English **translations** of any official document that is not in English. Both the foreign language and the English versions of such documents will be evaluated for admissions purposes. The following steps are only necessary for an applicant who plans to apply for an F-1 visa at an American Embassy or Consulate or who plans to apply to change his/her visa status to F-1 while in the United States.
9. submit two original, notarized "Statement of Financial Support" forms and supporting verification documents for each individual

financial sponsor. The “Statement of Financial Support” forms may be requested from the University. They are also available online at www.seu.edu. Through completion and submission of the forms and supporting documentation, financial sponsors must demonstrate the source and availability of adequate funding to cover all costs related to the student’s educational and living expenses while pursuing study in the United States. Supporting documentation may include letters from the financial sponsor’s employer stating the sponsor’s annual salary in U.S. dollars and a notarized letter from the sponsor’s bank indicating the current balance of their deposits in U.S. dollars. All supporting documentation must be in English and amounts stated in US dollars.

10. submit a \$1000.00 tuition deposit (only necessary for applicants who are currently outside of the United States). The deposit will be applied to the first term’s tuition. If the applicant’s visa is denied or if the applicant chooses not to attend SEU, the applicant may request a refund of the tuition deposit (\$900 of which is refundable). The request for a refund must be made within one year of the start date of classes stated on the applicant’s I-20 form. U.S. Immigration Form I-20 will be issued to students residing outside the U.S. only after all the admission and documentation requirements are met.
11. complete the SEVIS I-901 form with the fee and register into SEVIS, after the I-20 is issued. www.fmjfee.com/index.jhtml It is highly recommended that applicants pay the additional fee to expedite receipt. See Tuition & Fees Section in this catalog
12. international graduate students in F-1 visa status must be enrolled full-time and complete 9 credit hours per term.

CONSORTIUM STUDENT ADMISSIONS

THE CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA

Southeastern University is a member of The Consortium of Universities of the Washington Metropolitan Area (www.consortium.org). Other members of the Consortium include American University, Gallaudet University, Georgetown University, The Catholic University of America, George Mason University, The George Washington University, Howard University, Joint Military Intelligence College, Marymount University, National Defense University, Trinity University, The University of the District of Columbia, and the University of Maryland at College Park. Eligible Southeastern students may take courses at member institutions.

Consortium Visiting Students

1. Students from other consortium schools may only register for Southeastern University courses during the registration period on a space available basis.
2. Computer courses may have limited enrollment and not be available to students from visiting schools.
3. Students from visiting schools are required to meet all prerequisites for courses they wish to enroll in at Southeastern University.

Consortium Tuition and Fees

1. Southeastern University consortium students pay the Southeastern University tuition rate to Southeastern University’s Business Office. Credits taken through the consortium are counted toward full-time/part-time status at Southeastern University for the purposes of financial aid.
2. Any attendant fees (lab, books, and study materials) are to be paid by the student to the visited institution.
3. Refunds for consortium courses follow the Southeastern University refund schedule.

Consortium Courses

Eligible SEU students may take courses at member institutions, while receiving course credit and paying Southeastern University’s rate of tuition.

Eligibility Requirements for Southeastern University Students

1. All full-time undergraduate and graduate degree-seeking students in good academic standing are eligible.
2. Undergraduate students must be currently enrolled at the junior level (60 credits hours or more) to participate.
3. Consortium courses must be relevant to the Southeastern University major.
4. Students who have been dismissed will not be allowed to enroll in courses under the Consortium arrangement.
5. Students must obtain in the Registrar’s Office a signed Consortium Registration Form that includes the signatures of the advisor, the Dean, and the Consortium Coordinator. A course selected at a member institution may not be one concurrently offered at SEU.
6. Registration in the course is acceptable as determined by the visited institution.
7. A maximum of six (6) credits or two (2) courses may be counted for credit toward Southeastern University’s degree requirements.
8. Consortium courses do not fulfill the minimum credit requirements for residency.
9. Students may not enroll in consortium classes in the quadmester immediately preceding their anticipated graduation.
10. Students may not audit Consortium courses.

Registration Procedures for Consortium Courses

To register for courses at Consortium member institutions, a student should:

1. Determine the course he or she wants to take; (Schedules for all institutions are available in the Registrar's Office or at www.consortium.org.)
2. Obtain the "Consortium Registration Form" from the Registrar's Office and obtain the signatures of the Dean and Academic Department Chairperson and return the form to the Registrar's Office for the signature of the Consortium Coordinator;
3. Present the buff-colored copy of the permission slip to the professor of the class. This legitimizes his or her enrollment at the visited institution. (The student should keep the form for his or her personal records.)
4. Withdrawal from consortium courses must be reported to the Consortium Coordinator in the Registrar's Office. All consortium students are subject to the visited institution's academic and social rules, regulations, and policies.

Grading for Consortium Courses

1. Grades for Consortium courses are sent to Southeastern's registrar by the visited institution. They are recorded as Southeastern University credits and calculated into the Southeastern University cumulative grade point average.
2. Grades are recorded onto the Southeastern University grade report and transcript as soon as they are received. In most cases, this will be after regular Southeastern University credit has been posted.
3. Students may not have grades of "Incomplete" and must be in good academic and financial standing at Southeastern University.



TUITION, FEES AND FINANCIAL AID

TUITION AND FEES

(Amounts in U.S. Dollars)

Application Fee	\$50.00
Also applies for 2 nd Degree from SEU	\$50.00
Re-Admit Application Fee	\$20.00
SEVIS I-901 Fee	\$100.00
SEVIS I-901 Expedite Receipt Fee	\$30.00
University Fee During Early Registration	\$250.00
University Fee After Early Registration	\$350.00
Undergraduate Tuition Per Credit Hour	\$255.00
Undergraduate Tuition Per Credit Hour for Online Courses	\$305.00
Graduate Tuition Per Credit Hour	\$320.00
Graduate Tuition Per Credit Hour for Online Courses	\$370.00
Institutional TOEFL	\$20.50
Replacement of Student Identification Card	\$5.00
Late Registration Fee	\$125.00
Incomplete Fee (per class, per term)	\$50.00
Add/Drop fee (per transaction)	\$25.00
Transcript Fee (per copy)	\$5.00
Express Transcript Fee (per copy)	\$10.00
Challenge Examination	\$50.00
Graduate Orientation (ORTN 500) Fee	\$75.00
Payment Plan Fee	\$100.00
Returned Check Fee	\$50.00
International Draft Processing Fee	\$25.00
Graduation FEES:	
Certificate Program	\$50.00
Associate's Degree	\$100.00
Bachelor's Degree	\$150.00
Master's Degree	\$200.00

The University's tuition and fees are subject to change at the discretion of the Board of Trustees. The most current tuition and fees are listed in each quadesters "Course Schedule."

THE BUSINESS OFFICE

The Business Office's primary function is to ensure accurate recordings of student account activity, payments and other financial transactions. Our primary goal is to provide this service to the faculty, staff and students with the highest level of quality, respect and courtesy.

PAYMENT TYPES

Students have four payment options:

- (1) pay in full at the time of registration;
- (2) apply for financial aid and;
- (3) arrange a payment plan with the University.
- (4) utilize a purchase order from Sponsor or Employer

Personal checks, money orders, VISA, Master Card, American Express, and certified or cashier's checks drawn on banks in the United States will be accepted for all payments. Electronic transfers/wired payments from overseas banks will be accepted only for the amount of tuition and fees for the current term.

All financial obligations for previous quadesters must be met before a student begins a new registration process. **A past due balance for any student will require the university to withhold grades, diplomas, and transcripts.** Students who are delinquent in their payments are responsible for the cost of collection including court costs and attorneys fees with 1% interest charged from the day of registration. If students fall behind with scheduled payments, they risk the ability to receive any additional services from the University including registering for future quadesters. Students who do not pay the total tuition and fees at the time of registration will be allowed to register and attend classes only if they possess:

1. A valid and current "Award Letter" signed by the Financial Aid Officer; or
2. A valid Purchase Order from Sponsor or Employer; or
3. A "Payment Plan Agreement" issued by the Business Office.

Students are fully liable and responsible for tuition and fees covered by sponsorship in the event sponsors refuse payment for any reason. Payment is due and payable before the final exam of the respective term.

Payment Plan Agreement

Students who do not have sufficient funds to pay the full cost of registration, do not qualify for Student Financial Aid and do not have payment guaranteed by a sponsor, may contact the Business Office to enter into a payment plan agreement. Students who enter into a

legally binding tuition payment contract with Southeastern are required to pay their tuition in three (3) equal installments. The first payment will be due at the time of registration. The payment will constitute one third of the tuition and the fees owed plus the \$100.00 payment plan fee. Subsequent installments are due as agreed upon in payment plan contract. If a scheduled payment is more than three days late, a \$50.00 penalty fee will be applied. Students who have established a payment plan but do not meet the required payments will be denied any university services until the debt has been paid in full. The debt will also be assigned to collection and any failure of payment will be reported to the Credit Bureau.

TUITION REFUND POLICY

Date of Withdrawal for Portions of Tuition Refunded

Withdrawal prior to the University's first week of classes	100%
Withdrawal during the first week of classes	75%
Withdrawal during the second week of classes	50%
Withdrawal after the second week of classes	0%

Students who receive financial aid will be subject to an institutional refund or the pro-rata refund policy as specified by the United States Department of Education, as the case may warrant. More details on these policies are contained in the Financial Aid Package available from the Financial Aid Office.

FINANCIAL AID

THE OFFICE OF FINANCIAL AID

The Office of Financial Aid is dedicated to helping students obtain university financial assistance to cover the cost of attendance. Students can apply for grants and loans through the Office of Financial Aid, but are encouraged to seek other types of aid, in the form of scholarships, to reduce loan costs and out-of-pocket expenses.

STUDENT FINANCIAL RESPONSIBILITY AND STUDENT AID

The University recognizes its role in fostering personal initiative, planning, and responsibility in financial affairs as an integral part of the educational process. The administration believes each student has the primary responsibility for arranging financing and payment of his or her charges. Each student will, therefore, be held responsible for his or her bill. Southeastern University maintains an Office of Financial Aid to make every effort possible to provide financial aid to any deserving student eligible to attend the Institution. This aid may be in the form of scholarships, grants-in-aid, loans, or work study. Further, this office provides assistance to help the student as much as possible in his or her application for funds

available from federal government programs, from state vocational rehabilitation offices, and from other agencies and organizations.

Processing of Financial Aid

Financial aid will not be disbursed until the University add/drop period is completed and student enrollment is verified. Financial aid is based on student enrollment status as of the last day of the add/drop period. In addition, all required documentation must be received (e.g., tax forms) before aid will be released for individual students. All financial aid administered by the University must first be used to cover University charges; refunds of financial aid will not be given to students until all semester charges are satisfied. All grants and scholarships are credited directly to students' accounts. Loan checks for Federal Stafford, Perkins, and PLUS loans must be endorsed by the borrower, if required, and submitted to the University cashier so that the loans can be credited against charges. Loan checks may not be deposited into private checking or savings accounts, or otherwise negotiated by students.

SOURCES OF FINANCIAL AID

Federal Student Aid Programs

Southeastern University participates in most major federally funded student financial aid programs. Federal financial aid is based on financial need and the difference between the cost of education and the amount parents and students are expected to contribute towards their education expenses. Students may participate in a combination of programs if they are eligible. The following Federal Student Aid programs are available for eligible students:

Pell Grants: Pell Grants, intended to be the foundation of the financial aid package, are annual awards ranging from \$400 to \$4,050. Students must complete and submit the Free Application for Federal Student Aid (FAFSA) each year. Only undergraduate students are eligible for Pell Grants.

Family Federal Educational Subsidized and Unsubsidized Stafford Loans (FFEL): Subsidized and Unsubsidized loans are financed through private lenders and bear variable interest rates. Repayment of the loan begins six months after the student graduates or drops below Part-Time study. Both undergraduate and graduate students are eligible for the FFEL. The amount of loan is determined by the cost of attendance, grade level and previous loan history. Students may obtain applications from banks, credit unions or the University's Office of Financial Aid.

Parent Loans for Undergraduate Students (PLUS): The PLUS loan program provides unsubsidized loans for parents of undergraduate students. Students may obtain applications from banks, credit unions or the University's Office of Financial Aid.

Supplemental Educational Opportunity Grants (SEOG): SEOG awards are based on financial need. The number of awards is based on the availability of funds. Only undergraduate students are eligible for SEOG. Students may inquire about SEOG in University's Office of Financial Aid.

Federal Work-Study Program: Funded jointly by the federal government and the University, this program involves placement of students in a variety of jobs on campus, suited to their interests, skills, and experience. Work-study students work an average of 10 to 20 hours a week when classes are in session. Job schedules are designed to accommodate scheduled classes. Awards are based on the availability of funds to the University and the amount of other financial aid that students are receiving. Interested students should inquire in the University's Office of Financial Aid.

Other Aid

DC Tuition Assistance Grant Program (DC TAG) - an annual grant available to DC residents. Applications may be obtained through the University's Office of Financial Aid or the DC State Education Office.

Leveraging Education Assistance Program (LEAP) - awards made by the District of Columbia State Education Office based on financial need only. Applications are available through the Office of Financial Aid or the District of Columbia State Education Office.

External Scholarships - Information about available institutional and private scholarships may be obtained in the Office of Financial Aid.

Veterans Educational Benefits

Veterans and their dependents may be eligible to receive educational benefits from the Veterans Administration. For additional information in reference to Veterans Benefits, students should contact the Office of Financial Aid.

ELIGIBILITY FOR FEDERAL FINANCIAL AID

Federal Qualifiers

A minimum of 6 credit hours are required to qualify for federal aid programs:

Full-Time Undergraduate	12 Hours
Full-Time Graduate	9 Hours
Part-Time Undergraduate	6 Hours
Part-Time Graduate	6 Hours

Financial Aid Application Deadlines

The Financial Aid Office accepts applications at any time before or during the academic year; however there are

priority deadlines that are enforced for the awarding of any institutional grants and scholarships. The deadlines are as follows for each Quadmester:

- | | |
|-----------|---------------------------|
| 1. Winter | December 1st |
| 2. Spring | March 1st. |
| 3. Summer | June 1 st |
| 4. Fall | September 1 st |

Funds are awarded on a first-come, first-served basis; so it is important to apply long before the priority deadlines. Institutional funds may be exhausted before the priority deadline dates. Applications received after the priority deadline dates will be reviewed for federal grant, work study, and loan eligibility (if a loan request has been made).

Prospective and currently enrolled students interested in applying for Federal Student Financial Aid programs must meet the following requirements:

1. be enrolled in an Associate, Bachelor's or Master's degree-seeking program;
2. establish financial need by a recognized needs analysis system;
3. be a U.S. citizen or eligible non-citizen;
4. be registered with the Selective Service (if required);
5. sign a "Statement of Education Purpose" indicating that aid received will be used only for education related expenses;
6. not be in default on a federal loan or owe a refund on a federal grant; and
7. maintain satisfactory academic progress.

In addition:

1. Less than Part-Time students may be eligible for Federal Pell Grants or other Federal Student Financial Aid programs.
2. Students who have received a Bachelor's Degree are not eligible for Federal Pell Grants or SEOG, but may be eligible for other Federal Student Financial Aid programs.
3. Students attending two schools in the same enrollment period cannot receive Pell Grants at both schools.
4. Conviction for drug distribution or possession may make a student ineligible for federal aid.
5. Students must maintain at least half time status (6 credits) to be eligible for a Federal student loan.

Eligibility requirements, loan and grant limits may change annually as mandated by federal regulations. Students must apply each year for those financial aid programs in which they wish to participate. Information and application forms for all types of Federal Student Financial Aid may be obtained from the Office of Financial Aid.

Financial Aid Satisfactory Academic Progress Policy

In order to maintain eligibility for Federal Student Financial Aid programs, students must comply with "Standards of Satisfactory Academic Progress." The Office of Financial Aid is required by Federal regulations to monitor the academic progress of Federal Student Financial Aid recipients. Satisfactory Academic Progress will be monitored at the completion of each term. A detailed copy of the policy described below may be obtained from the Office of Financial Aid.

Students who receive Federal Student Financial Aid must maintain a cumulative grade point average of 2.0 (undergraduate)/ 3.0 (graduate) or will be placed on Financial Aid probation. Students who receive Federal Student Financial Aid must successfully complete a minimum of 67% of credits attempted on a cumulative basis, or be placed on Financial Aid probation. Students must earn their degrees within the maximum allowable time frame regardless of their program of study. Students who exceed the maximum time frame cannot receive Federal Student Financial Aid until they have completed their current program and become accepted into a new program. A student placed on financial aid probation is eligible for Federal Student Financial Aid during the probationary term, after which he/she will be disqualified from receiving Financial Aid if standards are not met.

Students may request a review of their Federal Student Financial Aid eligibility after standards have been met. Any student who has been disqualified from receiving Federal Student Financial Aid for failure to meet the "Standards of Satisfactory Academic Progress" has the right to submit a written appeal, if there are mitigating circumstances.

FINANCIAL AID REFUNDS TO INSTITUTION AND TITLE IV PROGRAMS

When a student leaves the University during a quadmester during which federal or institutional aid has been received, some or all of the financial aid received may have to be cancelled. The amount of aid which must be cancelled (refunded to the federal/institutional program) is calculated on a prorated basis according to the length of time (in days) a student has been enrolled. For example, if the quadmester is 90 days in length and a student withdraws on the 28th day, the student has attended 32% of the quadmester, and has "earned" 32% of his/her aid. ($68 \div 28 = 32\%$) The remaining 68% (unearned amount) of the financial aid must be cancelled. In this example, a student who receives a total of \$5,000 in financial aid will keep \$1,600 (32%). The remaining \$3,400 will be refunded to the financial aid program source.

If all or part of the financial aid was given to the student as a financial aid "refund" for living expenses, the student may be responsible for repaying a portion of this "unearned" financial aid. Required financial aid refunds to Title IV Programs will be made in the following order: Federal Stafford and Plus Loans, Federal Perkins Loans, Federal Pell Grant, Federal SEOG, and other Title IV assistance. Please be aware that the above required policy governing the return of financial aid funds as a result of student withdrawal is different than the University's policy for refunds of University charges. Financial aid refunds may be required even though there may be no reduction to the student's charges. Please read the section titled, "Refunds After Withdrawal from the University" for further information on adjustments to University charges.

OVERAWARDS

The Financial Aid Office is charged with the responsibility for compliance with federal aid program guidelines, which include ensuring that students do not receive more aid than that for which they are eligible (exceeding the "financial need" amount). In some cases where a student has been awarded financial aid, and other financial assistance received exceeds the financial need amount, the Financial Aid Office must reduce or cancel any aid it has awarded to avoid "overawards" of federal aid. Students who are awarded institutional grants, and subsequently receive departmental assistantships, stipends, VR support, waivers, or outside assistance, may have their institutional grants reduced. Institutional grants are limited, and if awarded without knowledge of "other" assistance, may be reduced to make grant funds available to students who do not receive such other assistance. It is essential that students notify the Financial Aid Office of any assistance expected or received from outside sources (private scholarships, VR); or from other University departments or Offices (such as tuition scholarships/waivers, stipends, grants, or other assistance/scholarships) in order to determine what effect, if any, this assistance will have on aid awarded by the Financial Aid Office.



Left to right: Dr. Charlene Drew Jarvis, President, SEU and Rodney Slater, former U.S. Secretary of Transportation

ACADEMIC INFORMATION

WAYS TO LEARN AT SOUTHEASTERN

TRADITIONAL ON CAMPUS COURSES

Traditional courses are those courses taught in a classroom with an instructor at a fixed day and time as listed in the “Course Schedule”.

ONLINE COURSES

SEU Online offers both traditional students and working professionals the opportunity to pursue their degrees and certificates at times that best fit their busy schedules through Online Courses. Asynchronous e-learning allows students to take courses at anytime, at any place... affordably. The combination of online learning, affordable tuition, and an accelerated system provides a powerful argument to complete your degree...now. These courses are also listed in the “Course Schedule”.

Requirements for Students Enrolling in Online Courses

Students taking online courses at Southeastern University must know how to use the internet and they must be skillful in using word processing and spreadsheet programs. They must have available to them, outside the Southeastern facility, access to a **Pentium III or a more powerful computer**. Students are encouraged to discuss these technical requirements with the E-Learning staff in the E-Learning Office. Computers are available for students to use on campus; however access is limited. Students should also note that the computer labs at Southeastern University are designated as quiet areas and are not intended to be used for group work. (elearning@admin.seu.edu)

HYBRID COURSES

Hybrid courses are those courses which combine traditional on campus and e-learning distance instructional delivery modes.

COHORT COURSES

Cohort courses are those courses developed for a community of learners, in which ten or more students enroll in discrete courses.

ORIENTATION PROGRAMS

Undergraduate Orientation (ORTN 101)

Enrolling in and completing Undergraduate Orientation (ORTN 101) during their first term of study is a graduation requirement for all undergraduate students. ORTN 101 is a comprehensive one-credit course that exposes students to skills needed to succeed in college and to reach academic goals. Students will receive an introduction to the University's administrative departments, support resources and academic policies. Students will be given strategies for taking effective notes, preparing budgets, working in groups, relieving test anxiety, appreciating the University's diverse student population, improving oral and written communications skills and planning their careers. If for a well-documented reason, a student is unable to complete ORTN 101 in his/her first term of enrollment, the student must complete the course during his/her second term. The student will not be given authorization to register for a third term without successful completion of ORTN 101.

Graduate Orientation (ORTN 500)

Enrolling in and completing Graduate Orientation (ORTN 500) during their first term of study is a graduation requirement for all graduate students. During orientation, students receive information about the history of the University and its programs; are educated about the culture and expectations of graduate school; learn about important policies and procedures; receive important documents and information; and meet their academic department heads; key administrators and staff. The course is offered once per term, typically on the Saturday before classes begin for the term. Course dates are published in the academic calendar in the back of this catalog and in each term's “Course Schedule.” The course carries no credit and is graded on a pass/fail basis depending on attendance and participation. If a student fails orientation (for reasons of not attending and participating), he or she must repeat the course. If for a well-documented reason, a student is unable to complete ORTN 500 in his/her first term of enrollment, the student must complete the course during his/her second term. The student will not be given authorization to register for a third term without successful completion of ORTN 500.

International Student Orientation

An additional two-day orientation program is provided for all international students (defined as non-citizens and/

or permanent residents of the United States). During this orientation, international students will learn about unique aspects of American culture, academic norms in the United States, regulations regarding maintaining visa status and various work options. The University requires all international students to attend International Student Orientation prior to their first term of study at SEU. More information about and schedules of upcoming International Student Orientations may be obtained through the Office of Student Services.

Online Course Orientation

The University is committed to providing online students with the tools and information to help them succeed in their web-based course/s and has designed an additional orientation class specifically for students taking online courses. Students registering for an online courses for the first time are strongly encouraged to participate in one of the conveniently scheduled orientation sessions. During this orientation, students will learn hardware and software requirements for online courses, how to access an online course, the use of course management tools, and other information on how to become a successful online student. Online students have the option of participating in the online course orientation either online (through the University's web site) or on-campus. The dates for online orientation sessions each term are published in the Academic Calendar in the back of this catalog and in each term's "Course Schedule." More information about the Online Course Orientation is available through the Office of E-learning. (elearning@admin.seu.edu)

ACADEMIC RESOURCES AND SERVICES

To help students achieve their full potential, the University operates several academic support services.

THE OFFICE OF ACADEMIC ADVISING

The Academic Advising Office is a part of Southeastern University's continuing effort to provide counseling to both undergraduate and graduate students. The office assists students with their academic needs, program and course selection, probation counseling, and change of academic status. Both undergraduate and graduate students are required to meet with a member of the advising staff to plan and to have their course schedules approved before registration, each term. Students should have their program checklist with them when they meet with an advisor. All students must register for themselves. No third party registrations will be processed. (advising@admin.seu.edu)

THE OFFICE OF STUDENT SERVICES

The Office of Student Services exists to support the University's mission and goals and the non-academic needs of its students. Its primary objective is to help improve student retention. The OSS staff carries out

many varied functions including: Administering SEU's orientation programs; advising international students; Planning activities and events and; Making counseling referrals. (happenings@admin.seu.edu)

Disabled Student Services

Southeastern University fully complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Students are provided with reasonable accommodation according to their individual needs. Students requiring assistance and accommodation should contact the Office of Student Services at (202) 478-8274. (stusvc@admin.seu.edu)

International Student Services

Southeastern University is proud to host students from more than fifty countries. Their presence helps to foster an atmosphere of multi-cultural awareness and interaction on campus. Southeastern University provides assistance and information and services to its international students including advising and information on immigration and visa status regulations; social and recreational activities; programs to foster intercultural relationships; learning; and orientation programs for international students new to SEU. International students are encouraged to seek assistance by contacting the Office of Student Services at (202) 478-8274

Bookstore

Southeastern University has a partnership with the on-line book vendor Varsitybooks.com. Students may purchase textbooks on-line. Financial aid recipients and sponsored students should contact Southeastern University's Financial Aid Office before ordering their textbooks to receive their book voucher. Students should have their current course registration form in hand when ordering their textbooks as they will need to know both the course and section number of each course for which they have registered.

Tutoring Centers

The Writing and Math Centers provide additional academic support to students. Their hours of operation are posted each term. Students may also call to arrange special appointments. Limited tutoring is available and may be arranged in other subject areas. In courses requiring intensive writing, Writing Center staff will cover such areas as understanding the assignment; prewriting; gathering information; drafting; revising; editing; and reflecting on the process and product. A Writing Center staff member, however, will not correct papers or put the student's ideas into his/her words. The Writing Center staff will help students become better writers by assisting them in understanding specific rhetorical situations and how to use them in all courses. In addition, the students will receive help in learning how to critique and revise their writing.

Library

The Randolph E. Myers Memorial Library & Learning Resource Center at Southeastern University is intended

to meet the research, informational and literacy needs and desires of the student as well as to provide support for the curriculum. (library@admin.seu.edu)

A reserve system of required and supplementary reading material for courses is maintained. A wide variety of audiovisual materials and related media are available for use in the classroom. The library's catalog is accessible through the Internet at www.library.seu.edu.

Computing Facilities

The University provides computing facilities tailored to the instructional needs of the curricula. There are four computer classrooms. Each has networked computer workstations and overhead LCD projectors. Each computer classroom has access to the Internet and to the University's academic local area network. The Student Computer Lab provides students with access to the same computing resources found in the classrooms. Use of the Lab is available only to enrolled students and is restricted to university-related activities. The staff of the Computer Lab is present to ensure the upkeep and operation of the facility and does not provide tutoring. The Lab contains computer workstations, printers, and a scanner for graphics and optical character recognition. Some specialized computing facilities are also provided under the auspices of other departments. For example, the Writing Center and the Internet Room in the Library provide computer services. All academic computing facilities are maintained by the Office of Technology Systems and Services.

THE OFFICE OF THE REGISTRAR

The Office of the Registrar is responsible for the integrity of all students records. The office conducts registration, enrollment verification, collects and publishes grades, clears students for graduation; and provides students with accurate and timely transcripts. The goal is to provide high quality academic and administrative information and services in an efficient, effective and professional manner to Southeastern students, colleagues, alumni and the community.

SOUTHEASTERN UNIVERSITY

Office of the Registrar
Southeastern University
501 I St. S.W.
Washington, DC 20024
Phone: (202) 478-8226
FAX: (202) 488-3179
E-mail: registrar@admin.seu.edu

Hours of Operation Non-Registration

Monday, Tuesday, Thursday, Friday 9:00am-6:00pm
Wednesday 10:00am-7:00pm
Saturday 10:00am-2:00pm

Hours of Operation Registration Only

Monday - Friday 10:00am-7:00pm
Saturday 10:00am-2:00pm

THE OFFICE OF CAREER SERVICES AND THE CAREER CENTER

The mission of the University's Department of Career Services is to facilitate all aspects of career development, and to act as a liaison between employers and students. Career Services provides students with career counseling, workshops on job-search skills and strategies (resume writing, interviewing, etc.) and reference materials. An integral part of Career Services is job placement assistance. Students may visit the University's Career Center to review current job postings from area employers and government agencies. Career Services sponsors on campus recruiting events all year, including a Fall and Spring Career Fair. The Career Center also coordinates Experiential Learning Programs (ELP), including internships and cooperative education. Students work twenty hours per week off campus, and receive three credits for participating in this program. All positions must be in the student's major. ELP positions may be paid or unpaid. An employment "Offer Letter" and approval from the student's academic department and Career Services are required prior to registering for these courses. Upon approval, students may use their current work site for their ELP. (sprice@admin.seu.edu)

Hours of Operation Non-Registration

Monday - Friday 10:00am-6:00pm

Hours of Operation Registration Only

Monday - Friday 9:00am-7:00pm

THE CENTER FOR ENTREPRENEURSHIP

The Center offers a distinctive business training experience for current and aspiring business owners and transformational professionals. Courses are targeted and directed for those who are more interested in building the capacity and revenue of their businesses than obtaining a degree. There are many opportunities for a new learning experience among these are Seminars, Business Clinics, Short Courses and Certificate Level Courses.

The Center for Entrepreneurship is designed to provide a distinctive business training experience for students, business owners, and the transformational professional. The Center for Entrepreneurship and the Business Management Department will offer undergraduate degree tracks in the entrepreneurship and integrate entrepreneurial training across the curriculum in non-business disciplines. (entrepreneur@admin.seu.edu)

THE e-LEARNING CENTER

The E-Learning Center is the support center for on-line learning at Southeastern University. The goal of the center is to provide cutting edge learning technology that allows students the flexibility to study outside the traditional on campus environment. The Center provides the technical support to students and faculty in on-line learning and instruction. For more information contact: e-learning@admin.seu.edu.

UNIVERSITY

STANDARDS AND POLICIES

CODE OF STUDENT CONDUCT

Southeastern University endeavors to provide a safe environment that encourages learning and critical thinking, fosters academic integrity and promotes goodwill and respectful interaction among all members of the campus community. The University's "Code of Student Conduct" prohibits any actions and/or behaviors that are contrary to this endeavor. The following is an abbreviated version of the Code of Student Conduct. The full text of the policy, including a student's right to appeal sanctions, is available in the Student Handbook or from the Office of Student Services.

Misconduct Defined

Misconduct includes but is not limited to the following:

1. Academic dishonesty, such as cheating, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration on individual assignments/projects, facilitation of other students' violations of academic dishonesty and plagiarism;
2. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University;
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises;
4. Physical abuse, sexual assault, intimidation, verbal abuse, harassment or conduct which threatens or endangers the health or safety of any person;
5. Theft of or damage to University property or the property of any other person;
6. Unauthorized entry to or use of University facilities;
7. Violation of University policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of University

facilities; or of the time, place, and manner of public expression;

8. Violation of the technology usage policy;
9. Failure to comply with directions of University officials acting in the performance of their duties;
10. Conduct that adversely affects the student's suitability as a member of the academic community;
11. Use, possession, manufacture or distribution of controlled or illegal substances such as marijuana, cocaine, heroin or look-alike drugs and use of alcohol contrary to law or to University regulations;
12. Storage, possession or use of firearms, fireworks, explosives or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus after checking in with security, and if their presence does not constitute a disruption.
13. Assistance or encouragement of others to commit violations of the "Code of Student Conduct";
14. Failure to report witnessed violations of the "Code of Student Conduct."

Alcohol and Drug Policy

The abuse of drugs and alcohol by members of the Southeastern University community is contrary to the mission of the University. Those in need of assistance in dealing with drug and/or alcohol problems are encouraged to contact the Office of Students Services. Confidentiality is maintained in addressing such concerns.

Alcohol

The consumption of alcoholic beverages on campus is at the discretion of the University and subject to the District's alcoholic beverage regulations. Unless the University has specifically authorized the location and condition of alcohol use, the possession and consumption of alcohol on campus is prohibited. Individuals involved in the sale, use or distribution of controlled substances (drugs and alcohol) are subject to arrest and University disciplinary action. The University can and will impose restrictions, including expulsion from the University.

Drugs

The University prohibits the possession and use of illegal drugs. Possession, sale, use, or distribution of controlled substances is a violation of both federal and state laws and University codes. A copy of the University's Policy on Drug and Alcohol Abuse is available through the offices of Human Resources or Student Services.

Weapons

Weapons are prohibited on campus or any university related activities unless carried by a licensed law enforcement official. This includes any weapon prohibited by law or identified below:

1. Fireworks of any kind.
2. Razors.
3. Chains.
4. Martial arts throwing stars.
5. Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use. Students, faculty/ staff and members of the University community found to be in violation of this policy shall be subject to disciplinary action.

Reporting Violations

Any person may report a student's violation of the Code of Student Conduct to the Dean of Faculty and Academic Affairs. Reports must be made within two business days of the violation on a "Code of Conduct Violation Report Form." These forms are available at the Security Desk in the lobby of the main campus, in the Human Resources Office and in the Office of Student Services.

Review Process

The Dean of Faculty and Academic Affairs will review any complaint, give the student the opportunity to present his or her personal version of the incident or occurrence and will either facilitate a resolution, impose sanctions or refer the incident for further investigation to the University's Disciplinary Committee.

The Dean may request a meeting with the student whose conduct is called into question, and the student shall attend such meetings as requested by the Dean. The student will be notified of all meetings via certified mail at least five (5) business days before the scheduled meeting. Failure to claim any mail will not negate the student's obligations under this procedure. The student will be reminded of his/her right to appeal to the Student Appeals Committee at the time of the meeting/conference. If the student fails to schedule and/or attend the conference with the Dean within ten (10) business

days, the Dean will proceed with the administrative resolution based solely upon the review of the complaint. The University's Disciplinary Committee is appointed by the Dean and includes two faculty members, two students and two staff members (one of whom is the Director of Student Services). In cases where the Dean requests further investigation by the Disciplinary Committee, the committee's investigation will result in recommendations being made to the Dean about possible sanctions in the case.

The Dean may at any time temporarily suspend from the University or deny readmission to a student, pending final resolution, when the Dean, in his or her sole opinion, believes that the presence of the student on campus could seriously disrupt the University; constitute a danger to the health, safety, or welfare of the University, its members, or the student; or when the student's conduct adversely affects the student's suitability as a member of the academic community. After review of the violation report, the Dean will have the authority to impose appropriate discipline and/or act on the University's behalf in facilitating a resolution. The Dean shall state the proposed resolution/sanction in writing to the student within five business days of reviewing the complaint. If the resolution involves sanction, the student shall have five days of mailing or seventy-two (72) hours from receipt whichever is shorter to accept or reject the proposed discipline by signing the administrative resolution form and returning it to the Dean. The student's failure to either accept or reject such proposed sanction within the prescribed timeline shall be deemed to be an acceptance, and in such event the proposed sanctions will become final.

Possible Sanctions

Code of Student Conduct violation sanctions may include:

1. Oral or written reprimand;
2. Referral for mandated evaluation and/or counseling to be undertaken at the student's expense;
3. Suspension from the University or a University program or activity for a specific period of time;
4. Expulsion from the University, a program or activity on a permanent basis;
5. Denial of re-admission to the University or a University program or activity;
6. Restitution;
7. Probation;
8. Completion of community service.

All Code of Student Conduct violations that also violate local or federal law will also be referred to the appropriate authorities.

The University Catalog

1. New students must follow the academic requirements and policies of the catalog current at the time of their enrollment.

2. Readmitted students (returning after an absence of more than one calendar year or who have been academically dismissed from the University) must follow the academic policies and requirements of the catalog in effect at the time of re-admittance.
3. Students who change their major and/or degree program during their course of study must follow the academic requirements of the catalog in effect at the time of the change.
4. Undergraduate students have five years to complete their Associate Degrees and eight years to complete their Bachelor Degrees.
5. Graduate students have seven years to complete their Master Degrees.

STUDENT RECORDS

Ownership of Documents

All materials (academic transcripts, financial support documents, official test scores, reference letters, certified translations, etc.) submitted in support of an application become the property of the University and cannot be returned or forwarded elsewhere. Applicants who fail to complete the admissions process within twelve (12) months will be required to submit a new application and to submit new documents for admissions clearance.

Student Records and Right to Privacy

Southeastern University fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act protects the privacy of educational records and allows students to view the contents of their files. Under the guidance of FERPA, the University's Registrar carefully maintains the records of all enrolled students. Certain information is not protected by the Act. This includes such "Directory Information" as name, address, telephone number, dates of attendance, previous institutions attended, major field of study, awards, honors including Dean's list, and degrees conferred. Under the provision of FERPA, students may decide to withhold disclosure of any information by providing the Registrar's Office with a written notification. The University assumes that any student who does not request the Registrar to withhold disclosure of information has given his or her consent for disclosure.

Transcript Requests

Students who wish to have their official transcripts of the courses taken at Southeastern University forwarded by the Office of the Registrar to other institutions, government agencies, or firms, must do so in writing. Regular transcript requests are processed within 48 hours. Rush transcripts are processed the same day. Current fees for both types of transcripts are listed in the fee schedule published in each quadmester's "Course Schedule." When requesting a transcript, students must provide their name, student identification number, dates of attendance, date of conferred degree, etc. The transcripts of students

who have not fulfilled their financial obligations towards the university will be withheld until all obligations have been met.

Unofficial Transcript Requests Student Technology Resource System (STARS)

Students who wish to have an unofficial transcript of the courses taken at Southeastern University or who wish to see current grades should proceed as follows after logging on to <http://stars.seu.edu/>. As a First time user, a student may retrieve his/her account information by completing the form on-line. The last 4 Digits of the student's Social Security Number a student ID (or Colleague ID) is required to get his/her account information. If a student does not know his/her student ID/Colleague ID and his/her social security number is not in the system, please contact us at stars@admin.seu.edu. If the student has an email address and provides us the email address, a confirmation email about the account will be sent to the email address provided.

ENROLLMENT AND WITHDRAWAL PROCESSES

Early Registration

New and continuing students may register each term during early registration. During Early registration, students receive a discounted University fee. The dates for Early Registration are published in the academic calendar of each term's "Course Schedule." Continuing students may only participate in Early Registration if they have met all existing financial obligations to the University.

Registration

After students complete the registration process, they are obligated to complete the courses unless they adjust their schedules (during add/drop and withdrawal) to reflect the fact that they no longer wish to be enrolled in the course. Southeastern University registration dates for each term are published in the catalog, academic calendar and in the Quadmester "Course Schedule." Both undergraduate and graduate students are required to register during these dates. The full registration process includes students developing their course schedules, having their course selections approved by an Academic Advisor, processing their registration form at the Registrar's Office and paying their tuition and fees in the business office. Students will be allowed to register for the upcoming term only after all charges for the previous term have been paid in full. It is each student's responsibility to consult with an academic advisor every term to determine that he/she is enrolled in the correct classes necessary to complete the requirements for graduation.

Add/Drop

Students may add and drop courses for one week only, during the late registration period of each quadmester. The dates of the add/drop period are published in the

academic calendar of each term's "Course Schedule." In order to add or drop a course, students must meet with an academic advisor. Students receiving Federal Financial Aid may also be required to meet with a Financial Aid Counselor to ensure that their schedule adjustment will not affect their financial aid eligibility. International students on F-1 visas also may be required to meet with an International Student Advisor to ensure that their schedule adjustment will not affect their visa status. The add/drop fee applies to each individual course that is either added or dropped. The current fee schedule is published in each quadmester's "Course Schedule." Courses canceled by the University are not subject to the add/drop fee.

Late Registration

Students may register during the late registration period listed in the current Course Schedule booklet.

Withdrawal (Categories Of)

Course Withdrawal is the official process to cease participation and responsibility for completing a class. Tuition is refunded according to the policy detailed in this Catalog. Fees are non-refundable. Before withdrawing from a course, students are required to confer with an academic advisor. After the Course Schedule Adjustment Period (i.e. add/drop) has passed, a student may withdraw from a course at any time up to and including one week after the midpoint of any quadmester. The deadline each term for course withdrawal is stated in the academic calendar of each quadmester's Course Schedule. A student may not withdraw from a course after the deadline for course withdrawal. Students will receive a grade of "W" for courses from which they officially withdrew. Students who do not complete a course and do not officially withdraw from it will receive the grade they earned according to the instructor's grading scale. A Course Withdrawal must have the approval of the Department Chair, Office of Advising, and if applicable, the Offices of Student Services Financial Aid.

Medical Withdrawal - A student may apply for a medical withdrawal in extraordinary cases in which serious illness, injury, or mental health difficulties prevent him/her from continuing in all classes for the term, and incompletes or other arrangements with the instructors are not possible. Consideration is given for a complete withdrawal from the quadmester or entire program. All requests for a medical withdrawal require thorough and credible documentation. All course(s) for which a student is registered for at the time of withdrawal will receive a grade of "WMC." A Medical Withdrawal must have the approval of the Department Chair, Office of Advising, and if applicable, the Offices of Student Services and Financial Aid.

University Withdrawal/Leave of Absence - is the process students must follow if they find it necessary to interrupt (for non-medical reasons) active pursuit of their

degree program. A student who intends to withdraw from the University must complete a University Withdrawal/Leave of Absence form (available in the Registrar's Office). Before withdrawing from the University, a student is required to confer with an Academic Advisor. A student may petition for a leave of absence for a specific period of time (up to a maximum of one calendar year). If the student does not return to active study by the end of the approved absence, the student must apply for readmission and be subject to the regulations of the Catalog and Student Handbook of the readmission term. The deadline for withdrawing from the University or taking a leave of absence during any term is the same deadline as for withdrawing from a course. The deadline is stated in the academic calendar of each term's "Course Schedule." A University Withdrawal must have the approval of the Department Chair, Office of Advising, and if applicable, the Offices of Student Services and Financial Aid.

COURSE MANAGEMENT

Schedule Adjustments

From time to time the university may have to change instructors, times and meeting days. SEU reserves the right to make schedule changes as necessary and will make every effort to notify students in a timely manner.

Cancelled Courses

The University announces course cancellations twice each quadmester; once at the end of late registration and again at the end of the add/drop period. The list of canceled courses is published on the University's web-site (www.seu.edu) and on posted flyers around the University. If the University, for any reason, cancels a course for which a student has enrolled, the student will be automatically dropped from the courses. Students are responsible for checking the list of canceled courses each term. Students experiencing class cancellations are responsible for visiting the academic advising office before the end of the add/drop period to make course changes. In order to maintain their various statuses, this selection process is particularly important for recipients of Federal Financial Aid and international students in F-1 visa status. Tuition for canceled course(s) will be refunded or reassigned, as appropriate. Students will not be charged the add/drop fee for courses added to replace canceled courses.

Absence of an Instructor

An instructor should include information in the course syllabus about procedures students should follow if the instructor is unexpectedly late for class. If no instructions are provided on the syllabus or no instructions announcements are posted on the door of the classroom, students are asked to wait in class for twenty minutes before assuming the class session is canceled for that particular day.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Class Attendance and Tardiness

An essential component of the university experience is class attendance; therefore students must attend scheduled classes. At the beginning of the quadmester, instructors provide students with a syllabus that includes an outline of specific attendance expectations. It is the responsibility of students to be aware of attendance requirements and comply with them. Students should miss no more than one class hour per credit hour. It is the responsibility of each faculty member to determine and administer the attendance policy in each of his/her respective courses; to excuse absences; to determine how missed work will be made up; and to assess grade penalties. A student may be advised by a faculty member to withdraw from his/her course for excessive absences and for tardiness.

Academic Evaluation and Recognition

Grades

Approximately one week after the end of each quadmester, grade reports are mailed to students who have met their financial obligations to the University.

The following grading system is used for Undergraduate Students:

A	= Excellent;
B	= Good;
C	= Satisfactory;
D	= Poor;
F	= Fail.

The following grading system is used for Graduate Students:

A	= Excellent;
B	= Good;
C	= Poor;
F	= Fail.

Symbols that may appear on the grade report include

AU	= Audit;
I	= Incomplete;
AW	= Administrative Withdrawal and
W	= Withdrawal;
WMC	= Medical Withdrawal;
RP	= Repeat.
IP	= In Progress

The symbol of AW (Administrative Withdrawal) is assigned when a student is registered for a course that she or he has not attended for the first three weeks and in which she or he has not completed any graded work. **Students who are administratively withdrawn will not receive a tuition refund and will be held accountable for paying the full tuition (if they are on a payment plan).** Financial aid recipients should be aware that being

administratively withdrawn from a course may affect their financial aid eligibility. International students on F-1 visas should be aware that being administratively withdrawn from a course may affect their visa status.

Grade Point Average Calculation

Southeastern University calculates Grade Point Averages (GPA) by dividing the number of quality points by the number of credit hours for which the student has registered, both based on his or her record in this University. The grade-point average is computed as follows:

A	= 4 points;
B	= 3 points;
C	= 2 points;
D	= 1 point;
F	= 0 points

Although credit value for a course in which a grade of "F" is earned appears on the transcript for the purpose of calculating the grade-point average, no academic credit is awarded. Incomplete "I" grades are not calculated as part of the GPA. After work has been completed and the "I" grade is changed, the new grade is calculated as part of the GPA. When an "I" is not changed by the end of the term subsequent to when it was issued, the grade automatically becomes the grade submitted or an "F". When a course is repeated, only the higher grade is calculated into the GPA. With the exception of Consortium courses, grades from courses taken at other institutions are not considered in computing the grade-point average.

Classification of Students

Undergraduate Students

Undergraduates are enrolled in 100-400 level courses. Undergraduate students are classified on the basis of the number of credit hours completed as follows:

1. Freshman - less than 30 credit hours completed.
2. Sophomore - 30 to 59 credit hours completed.
3. Junior - 60 to 89 credit hours completed.
4. Senior - 90 or more credit hours completed.

Students who are classified as sophomores and are candidates for an Associate's Degree are classified as graduating students during the year of probable graduation, but remain members of the sophomore class of the University. Undergraduate students enrolled in 12 or more credits during a quadmester are considered full-time.

Graduate Students

Students who have been admitted into a graduate program are classified as graduate students. Graduate students are enrolled in 500 level courses. Graduate students enrolled in nine or more credits during a quadmester are considered full-time.

Good Standing

An undergraduate student is considered to be in good standing if he or she has:

- (1) maintained an academic record of at least a cumulative 2.0 ("C") grade point average;
- (2) met all financial obligations to the University, or has made the appropriate arrangements with the Business Office; and
- (3) is not on probation. Undergraduate students must receive a grade of "C" or better in a course required in their major for the course to count toward their degree.

A graduate student is in good standing if he or she has:

- (1) earned an academic record of at least a cumulative 3.0 ("B") grade point average;
- (2) met all financial obligations to the University, or has made the appropriate arrangements with the Business Office, and
- (3) is not on probation. Graduate students are permitted only one grade of "C" in their degree program.

President's List

A president's list is compiled each quadmester. To qualify for the President's List, undergraduate students must have completed at least 15 credit hours at Southeastern University and have a quadmester GPA of 3.8 or greater while taking at least 12 credit hours per quadmester.

Dean's List

In recognition of academic excellence at the undergraduate level, a Dean's List is compiled each quadmester. To qualify for the Dean's List, undergraduate students must have completed at least 30 credit hours at Southeastern University and have a quadmester and cumulative GPA of 3.50 or greater while taking at least six credit hours per quadmester.

Unsatisfactory Standing

Students' academic records will be reviewed at the end of each quadmester to determine whether or not the student has maintained satisfactory academic progress. A student who does not meet the requirement for good academic standing will be notified by the processes of Academic Monitoring and notified after the first monitoring if a Midterm Deficiency is given. After an Official notice of Academic Warning is delivered, the student may be placed on probation, or suspension based upon the review of current academic standing.

Academic Monitoring

Academic Monitoring occurs prior to Midterm week as an initial notice to students who have less than satisfactory performance. Students are required to meet with an Academic Advisor to discuss solutions, tutoring, or withdrawal from the course. Students will receive a copy

of the progress plan stating the student's requirements to improve his/her grades.

Midterm Deficiencies

Once midterm exams and/or grades have been calculated and received by the Office of the Registrar, students who have less than satisfactory performance are notified by mail. Students are required to meet with an Academic Advisor to discuss solutions, tutoring, or withdrawal from the course. This warning serves as the final notice to students that the final course grade is in jeopardy, and the student should act accordingly.

Academic Warning

At the conclusion of a quadmester, if the student's cumulative grade point average falls below 2.0 (undergraduate) or 3.0 (graduate), the student is placed on Academic Warning for the following term. While on Academic Warning, all students will work with an academic advisor to plan and engage in academic improvement strategies. To remain in status, international students must register for full-time courses during the Academic Warning period. International students are also required to seek assistance from a Southeastern University International Student Advisor to discuss academic improvement options and visa status issues. During the Academic Warning period, students are prohibited from holding any class office or officer-level responsibilities in any student organization. Students on Academic Warning are not permitted to serve as representatives on any institutional committees or student groups that organize extra curricular activities.

Academic Probation

If a student's cumulative grade point average remains below 2.0 for undergraduate students or 3.0 for graduate students at the end of the Academic Warning period, a student is placed on Academic Probation for the following quadmester. While on Academic Probation, undergraduate and graduate students are required to register for no more than six (6) credit hours and are required to participate in structured intervention programs designed by the Office of Academic Advising. International students on Academic Probation are required to work directly with an International Student Advisor to discuss specific visa status issues. During the Academic Probation period, students are restricted from holding any class offices or other student-based leadership positions within the University.

Academic Suspension/Dismissal

At the end of the Academic Probation period, students with cumulative grade point averages below 2.0 (undergraduate) and 3.0 (graduate) will be dismissed from the University for two (2) terms. After two (2) terms of Academic Dismissal, students may be eligible for re-enrollment after participating in a structured evaluation process by the Office of Academic Advising. If permission is granted by the Office of Academic Advising, dismissed students may re-enter their academic programs of study on a probationary status. If one (1)

year elapses between a student's dismissal and re-enrollment date, the student must apply for readmission prior to the beginning of the intended term of matriculation. To apply for readmission, students must submit:

1. an application for readmission with the readmission fee; and
2. a typewritten personal statement and two letters of recommendation to the Admissions Committee

Grade Changes

An instructor may choose to change the original grade under the following conditions:

1. the original grade was an "I" (Incomplete) and the grade is changed after the student has completed the work (see section on Incomplete grades) or;
2. an error was made in calculating or reporting. An instructor who wishes to change a grade should submit a "Change of Grade" form to the Registrar's Office. All change of grade forms must be submitted prior to the end of the subsequent quadmester in which the grade was earned. Changes of grades for incompletes, however, must be submitted by the end of the midterm period for the subsequent quadmester.

Grade Appeals

A student who wants to appeal his or her grade must consult with the instructor and provide factual documentation about how and/or why the grade was miscalculated or assigned unfairly. It is acknowledged that the course instructor is the best judge of a student's performance. However, there may be extremely rare instances in which a student feels a grade has been assigned unfairly. After the student consults with the instructor, if he/she they are unable to reach a mutually satisfactory agreement, the matter may be appealed to the Academic Department Chairperson who will convene a departmental appeals committee for final resolution. The Dean of Faculty and Academic Affairs will be made aware of all grievances with timelines for resolution. The burden of proving the grade was miscalculated/assigned unfairly will be solely the responsibility of the student.

Academic Grievance Procedure

In order to provide a fair and workable academic grievance procedure, students should be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, students remain responsible for learning the content of the courses in which they are enrolled. When a student thinks his or her rights and freedoms as a student have been violated, or thinks that there has been a violation, misinterpretation or inequitable application of any of the academic regulations of the College, he or she should follow these steps in a timely manner:

1. Speak to the faculty member and follow-up in writing; If this interaction does not produce an appropriate solution,
2. Discuss the matter with the faculty member's academic department chair and follow-up in writing; If this interaction does not produce an appropriate solution,
3. Appeal to the Dean of Faculty and Academic Affairs in writing with all supporting documentation.
4. The Dean or a constituted committee will review all documentation and make a finding which shall be binding on all parties. In all matters concerning academic inquiries, all parties involved should show respect, restraint, and responsibility in their efforts to resolve academic grievances. Every effort should be made to expedite solutions to the situation. It is incumbent upon all parties to arrange and attend all meetings and conferences in good faith and to communicate all decisions as promptly as possible. No party will be discriminated against in any way for having filed or responded to a good faith academic inquiry.

ACADEMIC POLICIES AND SPECIAL REQUESTS

Course Audit

Students who want to attend a class without earning credit may register for the course as an auditor. A student cannot change from credit to audit status after the end of the drop period. Audits do not count for full-time status for loan deferments, financial aid, or F-1 status. Tuition and fees are assessed as though the course is taken for credit.

Tutorial Courses

Tutorial courses are only allowed under the following circumstances;

1. If the course is not offered during the quadmester
2. If the student is in his/her last quadmester.
3. If a pre-requisite is not offered in sequence during the quadmester

Course Overloads

Undergraduate students wishing to register for more than twelve credit hours and graduate students wishing to register for more than nine credit hours in a quadmester must have a grade point average of 3.5 or better and have completed at least two quadmasters of full-time study at Southeastern University. Terms during which the student studied English as a Second Language are not counted towards the two terms of full-time study. Students must seek approval from an Academic Advisor (who may additionally require a consultation with the Academic Department Chairperson). Undergraduate students may not enroll in more than 15 credit hours per quadmester. Graduate students may not enroll in more than 12 credit hours per quadmester.

Course Substitutions

Substitutions are not allowed in the General Education Core. Major requirement courses may never be substituted. Only courses which are listed as the professional core requirements and electives may be substituted. As a rule, petitions for substitution will not be considered except in unusual circumstances, and not without the approval of the Academic Advisor, Department Chair and the Academic Dean. Consequently, each must sign the form. The course substitution form must be submitted to the Registrar's Office prior to the start of the term in which the course is taken.

Course Waivers

The waiver of a requirement will not be considered except in unusual circumstances, and not without the approval of the advisor, Department Chair and the Academic Dean.

Incomplete Grades

The grade of "I" (Incomplete) will be awarded in bona fide emergency situations, at the request of the student while in consultation with the instructor. It is granted only to students who have already completed at least 75% of the coursework and have regularly attended class or in an extreme emergency (such as death, hospitalization) in which they must provide proof, medical excuse, court documents, etc.

At the time of the request to the instructor for consideration of an incomplete grade, undergraduate students must have earned the minimum of a "C" in the course and graduate students must have earned the minimum of a "B" in the course. Incompletes are given at the discretion of the instructor. If the instructor agrees to give an incomplete at the request of the student, the student must submit the "Incomplete Contract Form" (signed by the student, instructor and the appropriate Academic Department Chairperson) to the Office of the

Registrar before the last day of classes for the quadmester.

Faculty may initiate the awarding of the Incomplete Grade, "I." If the faculty initiates the "I" grade the fee will not be assessed. All other policies pertaining to the "I" grade will however apply.

Students who do not complete the work required to remove the Incomplete either by the deadline given by the instructor or the midterm of the following quadmester (whichever is earlier) will receive the **Default Grade (Default Grade is the cumulative grade given with the incomplete i.e.: I/A, I/B, I/C, I/D, I/F {I/D defaults to a D})** for the 75% completed work, or the missing work may be calculated into the requirements which may yield a grade of "F"

See Tuition and Fee section for charges that apply to this request.

Repeating Courses

Undergraduate students must repeat a failed course and receive a passing grade if the course is required for the degree sought, or if it is a prerequisite to other required courses. Repeated courses must be identical (department, course number, and course description) and must be repeated at Southeastern University. When a course is repeated, both grades will appear on the transcript, but only the highest grade is calculated into the GPA. A graduate student may not receive more than one "C" in the courses attempted and completed for a degree. All other courses, in which the grade is less than a "B" must be repeated. When a course is repeated, both grades remain on the transcript, but only the highest grade is calculated into the GPA Undergraduate and graduate students may repeat courses, because they either:

- (1) failed the course, or
- (2) it is a required course and they wish to improve their grade.



No student may repeat a course more than twice. If a student does not earn a satisfactory grade after three attempts of a course required for the degree, the student will not be able to complete the degree. Grades of 'F' must be repeated the next quadmester of attendance for financial aid reasons.

PROGRAM OF STUDY

Prerequisites

A prerequisite is an academic requirement a student must fulfill before being given permission to enroll in a specific course or major. Prerequisites for each course are listed following its description. Students are responsible for meeting all course requirements as specified under each course and/or program.

Interdisciplinary Majors and Minors (Undergraduate)

These majors and minors are for students who wish to pursue an individually designed major or minor. Interdisciplinary majors and minors may exist where Southeastern University's academic strengths can support a program of study, and in which career goals exist.

Majors

The primary purpose of the major is to encourage each student to explore a subject area in considerable depth. This in-depth study complements the breadth of study promoted by the General Education Core Requirements. Work in depth permits practice in critical analysis; the solving of problems and provides a sense of how knowledge grows and is shaped by time and circumstances. There are thirty (30) credit hours of required courses plus nine (9) credit hours of upper level elective courses needed to complete a major. Additionally, the student has nine (9) additional upper level elective credit hours which maybe used to fulfill the requirements for a minor.

Concentration in a Major

A concentration in a major allows the student to select a program and take three courses in that program. These courses must include the introductory level course and two advanced courses.

Declaration of a Major

Upon admission to the University, degree-seeking applicants (including transfer students) should declare their desired major, and select courses which meet the requirements listed for that major. Candidates for the Associate of Science Degree or Associate of Arts Degree must declare a major prior to completing twelve (12) credit hours. Candidates for the Bachelor of Science Degree or Bachelor of Arts Degree must declare a major prior to completing twenty-one (21) credit hours. Candidates for the Master of Business Administration Degree, Master of Public Administration Degree and Master of Science Degree must declare a major prior to completing nine (9) credit hours.

Change of a Major or Degree Program

Students may change their declared degree program after obtaining the approval of the appropriate Academic Department Chairperson and an Academic Advisor. In cases where a student changes his/her degree program from one department to that of another department, the approvals of both Academic Department Chairpersons are required. Students must meet all admission requirements and complete all prerequisites for the new degree program. In some cases, students may forfeit completed credits due to the change of degree program. A completed "Change of Degree" form must be submitted to the Registrar's Office to have this change officially recognized.

Minors (for undergraduate students only)

Students completing a Bachelor's Degree may elect to complete one or more minors in addition to the major. A minor is a coherent program of study defined by the department or degree program. It may be a limited version of a major concentration or a specialized subset of a field. A minor consists of no fewer than six courses of 3 credit hours up to a maximum 24 credit hours of letter graded work. Departments and degree programs establish the structure and requirements of each minor in accordance with the policy above. Students completing a Bachelor's Degree may elect to complete one or more minors in addition to the major. Students must officially declare minors no later than the deadline for application to graduate. The department offering the minor(s) may establish earlier deadlines for declaration. Satisfactory completion of declared minors is noted on the student's transcript after degree conferral. Students may not overlap (double count) courses for completing major or minor requirements. Students with questions about declaring minors or double-counting courses toward combination majors and or minors should consult with the Department Chair or Dean.

GRADUATION REQUIREMENTS FOR UNDERGRADUATE AND GRADUATE STUDENTS

Graduation Requirements

The University graduates students twice annually; in December and in June. Graduation means that a student's degree is conferred and a diploma is issued. In order to graduate, students must complete a "Degree Application" and submit it to the Registrar after paying the graduation fee at the Business Office. Current fees are published in the fee schedule of each quadmester's "Course Schedule." Applications for students desiring to graduate in December must be filed between July 1 and September 30. Applications for students desiring to graduate in June must be filed between October 1 and January 31. Students who do not submit their applications and fees within the prescribed periods will not have their applications reviewed for the upcoming graduation. Students who expect to graduate must be in good academic and financial standing with the University. After thoroughly reviewing (clearing) the student's academic

record, the Registrar will advise the student in writing of any additional requirements he or she must fulfill before graduating.

Participation in the Commencement (Graduation) Ceremony

The University hosts one graduation ceremony each year. This ceremony is formally known as “Commencement.” Traditionally, the Commencement Ceremony is held each year in June. Dates for the annual Commencement Ceremonies are published in the academic calendar of this Catalog. In order to participate in the Commencement Ceremony:

1. All students must be in good academic and financial standing with the University;
2. Bachelor’s Degree candidates must be within 6 credits of completion. (However, the diploma will not be issued to the student until the remaining requirements are met the following quadmester.)
3. Associate and Master’s Degree candidates must have completed all degree requirements to participate in the ceremony.

Diploma Release

Diplomas are distributed in June and December to students who have completed their requirements and are in good academic and financial standing with the University. Students who do not wish to take part in the Commencement Ceremony should arrange with the Registrar’s Office to have their diplomas mailed to them. A fee will be charged for special mailing arrangements.

Bachelor’s Degree Honors

Bachelor’s Degree candidates traditionally are the **only** students receiving the following honors. To qualify they must have completed the last 60 credit hours at Southeastern University and their honors are determined in the following way:

Cum Laude	=	3.50 to 3.69,
Magna Cum Laude	=	3.70 to 3.89,
Summa Cum Laude	=	3.90 to 4.00.

General Requirements for the Certificate Program

1. A minimum of 12 credits hours, up to a maximum of 21 credit hours.
2. An earned grade of “C” or better in each course taken is required.

General Requirements for the Associate’s Degree

1. A minimum of 61 credits hours. If a student is unprepared for undergraduate level courses, additional courses may be recommended; however these courses will not count in the required courses credit hours for the degree. ***see ENGL 001, 002, 100 and MATH 001, 002, 003**
2. Completion of the required General Core Curriculum, 31 credit hours.

3. An earned grade of “C” or better in each course taken in the major (30 credit hours) is required.

General Requirements for the Bachelor’s Degree

1. A minimum of 121 credit hours. If a student is unprepared for undergraduate level courses, additional courses may be recommended, however these courses will not count in the required courses credit hours for the degree. ***see ENGL 001, 002, 100 and MATH 001, 002, 003**
2. Completion of the general core curriculum, 61 credit hours.
3. Selection and completion of a major (39 credit hours).
4. An earned grade of “C” or better in courses taken to fulfill the major is required.
5. Participation in an Internship or Cooperative Education Experience.

General Requirements for the Master’s Degree

It is the responsibility of each master’s candidate to meet the following minimum requirements:

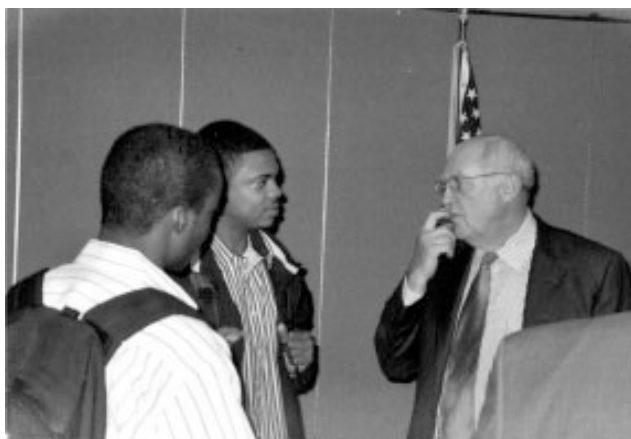
1. Master’s Degrees require satisfactory completion of 45 credit hours of prescribed graduate study and appropriate coursework. If a student is unprepared for graduate level courses, additional courses may be recommended; however these courses will not count in the required courses or credit hours for the degree.
2. Under the thesis option, a minimum of 36 or more course credit hours plus the thesis 9 credits hours must be earned.
3. A minimum cumulative GPA of 3.00 is required for a graduate degree at the University
4. Students may graduate with no more than one grade of “C”, all other earned grades should be “B” or better.
5. In the thesis degree optional program, the thesis must be approved by a supervisory committee
6. A final oral or written master’s examination may be required by the supervisory committee, it must be passed.



GENERAL EDUCATION CORE CURRICULUM

GENERAL EDUCATION CORE (GEC)

While its major programs are career-oriented studies aimed to prepare students for careers, Southeastern realizes that to be successful in their careers and lives, students need strong competency in the general skills of reading, writing, speaking, and interpersonal communication. In addition, Southeastern recognizes the necessity for its students to acquire life-long critical thinking skills. In helping students lead full and enriching lives and make clear and informed decisions as they go through life, the University stresses in its core curriculum an understanding of humanity and a recognition of the complexities and interconnections in a rapidly changing global environment. Southeastern aims to equip its graduates with the confidence, tools, and enthusiasm to continue their education throughout life. Specifically, the core courses foster: a capacity for excellence in reading, writing, speaking and interpersonal skills; a facility for critical and analytical thinking; a facility for quantitative analysis; a capacity for applying information technologies to problem solving and decision making; a moral and ethical understanding; an understanding of self and society; an understanding of American culture and institutions; an appreciation of mankind's cultural and intellectual heritage; and a development of a cross-cultural global perspective. Substitutions are not allowed in the General Education Core.



Edmund B. Cronin, Jr., President and CEO, Washington Real Estate Investment Trust, with SEU students.

Associate's Degree General Education Core

The General Education Core for the Associate's Degree attempts to develop the following (31 Credit Hours):

- A capacity for excellence in reading, writing, speaking and interpersonal skills.
Required 100 level courses
ENGL 101 Composition I
ENGL 102 Composition II

Required 200 level course
COMM 204 Oral Communications
- A facility for critical and analytical thinking
Required 100 level course
PHIL 103 Introduction to Philosophy
- A facility for quantitative analysis
Required 100 level courses
MATH 101 College Algebra
MATH 104 Basic Statistics
- A capacity for applying information technologies to problem solving and decision making.
Required 100 level courses
ISMA 101 Introduction to Information Systems
- An understanding of self and society
Required 100 level courses (Select ONE of the following)
PSYC 103 Introduction to Psychology
SOSC 105 Introduction to Sociology
ANTH 107 Introduction to Anthropology
- An understanding of American Culture and institutions
Required 100 level courses
HIST 101 U.S. History
- An appreciation of mankind's cultural and intellectual heritage.
Required 100 level course
HUMN 101 The Humanities Through the Arts
- Others
Required 100 level course
ORTN 101 Orientation (1 Credit Hour)

Bachelor's Degree General Education Core

The General Education Core for the Bachelor's Degree attempts to develop the following (61 Credit Hours):

- A Capacity for excellence in reading, writing, speaking and interpersonal skills.

Required 100 level courses

ENGL 101 Composition I

ENGL 102 Composition II

Required 200 level courses

COMM 204 Oral Communications

ENGL 214 Report Writing and Business Communication

- A facility for critical and analytical thinking.

Required 100 level course

PHIL 103 Introduction to Philosophy

Required 200 level course

PHIL 202 Introduction to Logic

Required 300 level course

ENGL 302 Research skills

- A facility for quantitative analysis

Required 100 level courses

MATH 101 College Algebra

MATH 104 Basic Statistics

- A capacity for applying information technologies to problem solving and decision making.

Required 100 level courses

ISMA 101 Introduction to Information Systems

Required 200 level courses

ISMA 275 Computers and Management

ISMA 285 Basics of World Wide Web and E-Commerce

- An understanding of moral and ethical issues.

Required 300 level course

HUMN 303 Professional Ethics

- An understanding of self and society
Required 100 level courses (Select ONE of the following)

PSYC 103 Introduction to Psychology

SOSC 105 Introduction to Sociology

ANTH 107 Introduction to Anthropology

Required 200 level course

ECON 203 Survey of Economics

Required 400 level course

HUMN 402 Science, Technology and Society in a Changing World

- An understanding of American Culture and institutions

Required 100 level courses (Select ONE of the following)

HIST 101 U.S. History

GOVT 102 U.S. Government (*Required for Public Administration Students*)

- An appreciation of mankind's cultural and intellectual heritage.

Required 100 level course

HUMN 101 Humanities Through the Arts

Required 200 level course (Select ONE of the following)

HUMN 205 World Civilization I

HUMN 206 World Civilization II

HUMN 208 World Literature I

HUMN 209 World Literature II

HUMN 210 American Literature

- The development of a cross-cultural global perspective.

Required 400 level course

HUMN 405 Comparative Political and Economic Systems

- Others

ORTN 101 Orientation (1 credit hour)



DEPARTMENTS AND PROGRAMS



UNDERGRADUATE

DEPARTMENT OF BUSINESS MANAGEMENT

Chair: Peter F. Smith, Ph.D.

MISSION

The mission of the Department of Business Management is to educate traditional and adult learners with critical thinking and technical business skills that meet the demands of a local, regional and global, competitive marketplace. Our mission is carried out through continuously improving, innovative programs that are taught by a high quality faculty using up-to-date teaching methods to convey the latest in academic and practical skills to our students. We impart an entrepreneurial mindset to our students to permit them to lead in the development and improvement of profit and nonprofit making institutions. To accomplish this mission, the Department seeks to:

- develop analytical and critical thinking skills among our students including a foundation for lifelong learning based on excellent oral and written communications and problem solving skills
- continuously improve our programs and to develop and deliver new programs to provide our student with skills needed in a dynamic marketplace.
- equip our students with exit competencies demanded in a competitive local, regional and global workforce, including in depth knowledge of conceptual, theoretical and practical knowledge of their discipline, and skills in the application of the latest technology
- develop and implement student/faculty multi-cultural technology and learning skills through faculty development programs and the application of research to better understand and adapt to student learning styles
- produce graduates that have an entrepreneurial mindset and skills to further economic development and who are willing and able to contribute significantly to the community and their profession

PROGRAM SUMMARY

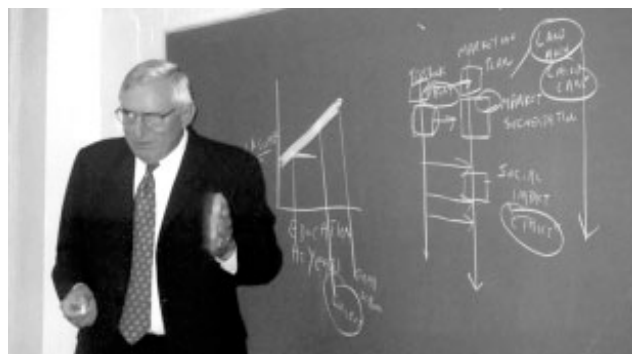
Certificate Program

Certificates are currently under review and may be offered at a later time.

Associate of Science (A.S.)

Degree Requirements (61 Credit Hours)

- Associate of Science in Accounting
- Associate of Science in Business Management (*available on-line*)
- Associate of Science in Financial Management
- Associate of Science in Business Management with a Concentration in Entrepreneurship



Bachelor of Science (B.S.)

Degree Requirements (121 Credit Hours)

- Bachelor of Science in Accounting
- Bachelor of Science in Business Management (*available on-line*)
- Bachelor of Science in Business Management with a Concentration in Entrepreneurship
- Bachelor of Science in Financial Management
- Bachelor of Science in Marketing

Master of Business Administration (MBA)

Degree Requirements (45 Credit Hours)

- Master of Business Administration with a Concentration in Accounting
- Master of Business Administration with a Concentration in Business Management (*available on-line*)
- Master of Business Administration with a Concentration in Entrepreneurship

UNDERGRADUATE

DEGREE OFFERINGS

DEPARTMENT OF BUSINESS MANAGEMENT

- Master of Business Administration with a Concentration in Financial Management
- Master of Business Administration with a Concentration in Marketing

MGMT 201 Principles of Organizational Management
MGMT 224 Management Science
MRKT 202 Principles of Marketing

ASSOCIATE OF SCIENCE IN ACCOUNTING

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Department Requirements (12 Credit Hours)

ECON 203 Survey of Economics

ISMA 275 Computers and Management

Electives (6 Credit Hours)

Select **TWO** courses from MGMT/FIBA/ECON/ACCT

Major Requirements (18 Credit Hours)

ACCT 101 Introduction to Accounting I

ACCT 102 Introduction to Accounting II

ACCT 200 Principles of Accounting

ACCT 203 Intermediate Accounting I

ACCT 204 Intermediate Accounting II

FIBA 204 Corporate Financial Management

ASSOCIATE OF SCIENCE IN FINANCIAL MANAGEMENT

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Department Requirements (12 Credit Hours)

ACCT 101 Introduction to Accounting I

ACCT 102 Introduction to Accounting II

ISMA 275 Computers and Management

Elective Select **ONE** course from MGMT/FIBA/ECON/ACCT

Major Requirements (18 Credit Hours)

FIBA 201 Fundamentals of Finance

FIBA 203 Risk and Insurance

FIBA 204 Corporate Financial Management

MGMT 201 Principles of Organizational Management

MGMT 224 Management Science

MRKT 202 Principles of Marketing

ASSOCIATE OF SCIENCE IN BUSINESS MANAGEMENT

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Department Requirements (12 Credit Hours)

ACCT 101 Introduction to Accounting I

ACCT 102 Introduction to Accounting II

ECON 203 Survey of Economics

ISMA 275 Computers and Management

Major Requirements (18 Credit Hours)

ECON 201 Principles of Economics I (Macro)

ECON 202 Principles of Economics II (Micro)

FIBA 204 Corporate Financial Management

ASSOCIATE OF SCIENCE IN BUSINESS MANAGEMENT WITH A CONCENTRATION IN ENTREPRENEURSHIP

Degree Requirements (61 Credit Hours)

General Education Core (31 credit hours)

Departmental Requirements (15 Credit Hours)

ACCT 101 Introduction to Accounting I

ACCT 102 Introduction to Accounting II

ECON 201 Principles of Economics

ECON 202 Principles of Economics (Micro)

FIBA 204 Corporate Financial Management

Major Requirements (15 Credit Hours)

MGMT 201 Principles of Organizational Management

MRKT 202 Principles of Marketing

MGMT 303 Business Law for Managers
ENTP 202 Introduction to Entrepreneurship
ENTP 215 Starting and Growing Your Own Business

BACHELOR OF SCIENCE IN ACCOUNTING

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Department Requirements (24 Credit Hours)

ACCT 101 Accounting I
ACCT 102 Accounting II
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
FIBA 204 Corporate Financial Management
MGMT 201 Organizational Management
MGMT 224 Management Science
MRKT 202 Principles of Marketing

Major Requirements (33 Credit Hours)

ACCT 200 Principles of Accounting
ACCT 203 Intermediate Accounting I
ACCT 204 Intermediate Accounting II
ACCT 301 Cost Accounting
ACCT 305 Auditing
ACCT 401 Advanced Accounting I
ACCT 402 Advanced Accounting II
ACCT 406 Government Accounting
ACCT 480 Federal Taxation I
ACCT 481 Federal Taxation II
ACCT 485 Computerized Accounting

Electives (3 Credit Hours)

Students select **ONE** course from remaining 300 and 400 level courses in the department

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Department Requirements (24 Credit Hours)

ACCT 101 Accounting I
ACCT 102 Accounting II
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
FIBA 204 Corporate Financial Management
MGMT 201 Organizational Management
MGMT 224 Management Science
MRKT 202 Principles of Marketing

Major Requirements (24 Credit Hours)

MGMT 303 Business Law for Managers
MGMT 301 Business Personnel Administration
MGMT 401 Social, Political and Legal Environment of Business

MGMT 402 Small Business Seminar
MGMT 403 Administrative Theory and Practice
MGMT 404 International Management
MGMT 406 Business Policy
MRKT 421 International Marketing

Electives (12 Credit Hours)

Students select **FOUR** courses from remaining 300 and 400 level courses in the department

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT WITH A CONCENTRATION IN ENTREPRENEURSHIP

Degree Requirements (121 Credit Hours)

General Education Requirements (61 Credit Hours)

Departmental Requirements (24 Credit Hours)

ACCT 101 Accounting I
ACCT 102 Accounting II
ECON 201 Principles of Economics I
ECON 202 Principles of Economics II
FIBA 204 Corporate Financial Management
MGMT 201 Organizational Management
MRKT 202 Principles of Marketing
MGMT 224 Management Science

Major Requirements (24 Credit Hours)

MGMT 301 Business Personnel Administration
MGMT 401 Social, Political and Legal Environment of Business
MGMT 403 Administrative Theory and Practice
MGMT 404 International Management
MGMT 406 Business Policy
MRKT 421 International Marketing
MGMT 303 Business Law for Managers
NPMP 201 Introduction to Non Profit Management

Entrepreneurship Concentration Requirements (12 credit hours)

ENTP 202 Introduction to Entrepreneurship
ENTP 215 Starting and Growing Your Own Business
ENTP 301 Corporate Entrepreneurship
ENTP 402 The Entrepreneurial Experience

BACHELOR OF SCIENCE IN FINANCIAL MANAGEMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Department Requirements (24 Credit Hours)

ACCT 101 Accounting I
ACCT 102 Accounting II
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
FIBA 204 Corporate Financial Management
MGMT 201 Organizational Management
MGMT 224 Management Science
MRKT 202 Principles of Marketing

Major Requirements (27 Credit Hours)

FIBA	201	Fundamentals of Finance
FIBA	301	Money and Banking
FIBA	303	Financial Statement Analysis
FIBA	402	International Finance
FIBA	479	Financial Management Decision Tools
FIBA	481	Investments

Major Electives: (9 Credit Hours)

Select **THREE** courses of the nine:

FIBA	360	Co-op Experience I in Finance/Banking
FIBA	361	Co-op Experience II in Finance/Banking
FIBA	460	Co-op Experience III in Finance/Banking
FIBA	461	Co-op Experience IV in Finance/Banking
FIBA	482	Real Estate Investment Strategy
FIBA	483	Commercial Lending
FIBA	484	Consumer and Commercial
FIBA	485	International Lending
FIBA	491	Special Topics in Finance

Electives (9 Credit Hours)

Students select **THREE** courses from remaining 300 and 400 level courses in the department

BACHELOR OF SCIENCE IN MARKETING**Degree Requirements** (121 Credit Hours)**General Education Core** (61 Credit Hours)**Department Requirements** (24 Credit Hours)

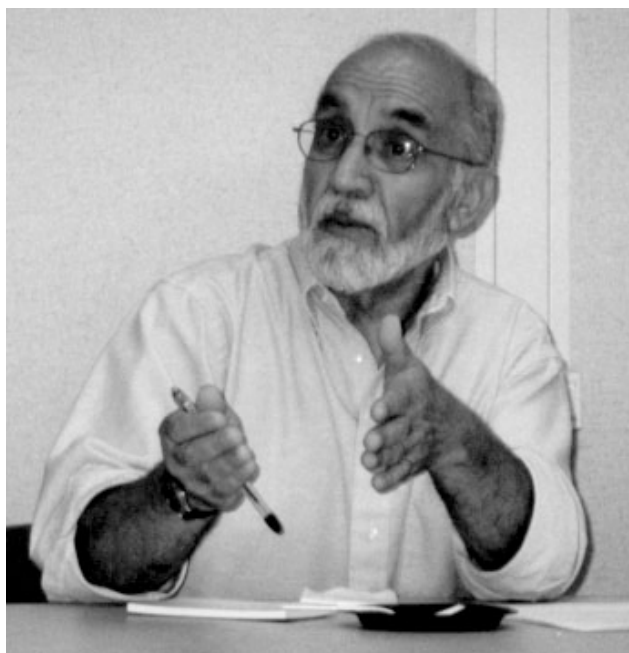
ACCT	101	Accounting I
ACCT	102	Accounting II
ECON	201	Principles of Economics I (Macro)
ECON	202	Principles of Economics II (Micro)
FIBA	204	Corporate Financial Management
MGMT	201	Organizational Management
MGMT	224	Management Science
MRKT	202	Principles of Marketing

Major Requirements (24 Credit Hours)

MGMT	301	Business Personnel Administration
MRKT	321	Advertising
MRKT	323	Sales Management
MGMT	401	Social, Political and Legal Environment of Business
MRKT	324	Industrial Marketing
MRKT	421	International Marketing
MRKT	423	Marketing Research
MRKT	424	Marketing Management

Electives (12 Credit Hours)

Students select **FOUR** courses from remaining 300 and 400 level courses in the department



ANNUAL COURSE SCHEDULE

(Subject to Change)

* These courses are offered on an as needed basis.
 ✓ Courses offered on Campus.
 ○ Courses offered Online.

ACCOUNTING

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ACCT 101	Introduction to Accounting I	✓	✓ / ○	✓ / ○	✓ / ○
ACCT 102	Introduction to Accounting II	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ACCT 200	Principles of Accounting	✓	✓	✓	
ACCT 203	Intermediate Accounting I	✓	✓	✓	
ACCT 204	Intermediate Accounting II		✓		✓
ACCT 301	Cost Accounting II	✓		✓	
ACCT 305	Auditing		✓		✓
ACCT 360	*Co-op Experience				
ACCT 361	*Co-op Experience				
ACCT 401	Advanced Accounting I		✓	✓	
ACCT 402	Advanced Accounting II	✓			
ACCT 406	Government Accounting			✓	✓
ACCT 411	*International Accounting and Taxation				
ACCT 415	Certified Public Accounting Review I		✓		
ACCT 416	*Certified Public Accounting Review II				
ACCT 436	Managerial Accounting		✓	✓	
ACCT 480	Federal Taxation I	✓	✓	✓	✓
ACCT 481	Federal Taxation II	✓			
ACCT 485	Computerized Accounting	✓	✓	✓	✓

BUSINESS MANAGEMENT

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
MGMT 201	Principles of Management	✓ / ○	✓ / ○	✓ / ○	✓ / ○
MGMT 224	Management Science	✓ / ○	✓ / ○	✓ / ○	✓ / ○
MGMT 301	Business Personnel Admin	○	✓	○	✓
MGMT 302	*Systems Design Installation				
MGMT 303	Business Law for Managers	✓	○	✓	○

ANNUAL COURSE SCHEDULE					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
BUSINESS MANAGEMENT <i>(continued)</i>					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
MGMT 360	*Co-op Experience I in Management/Marketing				
MGMT 361	*Co-op Experience II in Management/Marketing				
MGMT 401	Social/Political & Legal Environment	✓	○	✓	○
MGMT 402	Small Business Seminar	✓	✓	✓	✓ / ○
MGMT 403	Admin. Theory and Practice	✓	○	✓	
MGMT 404	International Management	○	✓	○	✓
MGMT 406	Business Policy	✓	○	✓	○
MGMT 460	*Co-op Experience III in Management/Marketing				
MGMT 461	*Co-op Experience IV in Management/Marketing				
MGMT 470	*Special Topics in Business Management				
MGMT 480	*Directed Research				
ECONOMICS					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ECON 201	Principles of Economics I (Macro)	✓ / ○	✓	✓ / ○	✓
ECON 202	Principles of Economics II (Micro)	✓	✓ / ○	✓	✓ / ○
ECON 203	Survey of Economics	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ENTREPRENEURSHIP					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ENTP 202	Introduction to Entrepreneurship	○	✓	○	✓
ENTP 205	Starting and Growing Your Own Business	✓	✓	✓	✓ / ○
ENTP 301	Corporate Entrepreneurship		✓	○	
ENTP 402	The Entrepreneurship Experience	✓		✓	✓

ANNUAL COURSE SCHEDULE

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

FINANCE AND BANKING

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
FIBA 201	Fundamentals of Finance	✓ / ○	✓	✓ / ○	✓
FIBA 203	*Risk and Insurance				
FIBA 204	Corporate Financial Management	✓ / ○	✓ / ○	✓ / ○	✓ / ○
FIBA 301	Money and Banking		✓		
FIBA 302	Principles of Banking				✓
FIBA 303	Financial Statement Analysis			✓	
FIBA 360	*Co-op Experience I in Finance/Banking				
FIBA 361	*Co-op Experience II in Finance/Banking				
FIBA 400	*Directed Individual Study and Research				
FIBA 402	International Finance	✓			
FIBA 460	*Co-op Experience III in Finance/Banking				
FIBA 461	*Co-op Experience IV in Finance/Banking				
FIBA 479	Financial Decision Making				✓
FIBA 481	Investments	✓			
FIBA 482	*Real Estate Investment Strategy				
FIBA 483	*Commercial Lending				
FIBA 484	*Consumer and Commercial Credit				
FIBA 485	*International Lending				
FIBA 491	*Special Topics in Finance				

ANNUAL COURSE SCHEDULE					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
MARKETING					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
MRKT 202	Principles of Marketing	✓ / ○	✓	✓ / ○	✓ / ○
MRKT 320	Business Logistics			✓	
MRKT 320	Advertising		✓		
MRKT 323	Sales Management	✓			
MRKT 324	Business to Business Marketing				✓
MGMT 421	International Marketing	✓	○	✓	○
MGMT 423	Marketing Research		✓		
MRKT 424	Marketing Management			✓	

UNDERGRADUATE

COURSE DESCRIPTIONS

DEPARTMENT OF BUSINESS MANAGEMENT

ACCOUNTING COURSES (ACCT)

Accounting majors acquire the skills to plan, implement and control managerial activities and financial operations within organizations. They may go in to become professional Certified Public Accountants and go into business for themselves or work in a professional accounting firm. Accounting is an essential business function.

ACCT 101 Introduction to Accounting I 3 Credits

Fundamentals needed by business students and potential accounting majors to understand the accounting equation and its applications, including the posting, and summarization of accounting data, and the preparation of basic financial statements. Emphasis is placed on the understanding of accounting data from the user's point of view. There is thus emphasis on analysis and interpretation of accounting data and understanding the accounting concepts needed in making internal management decisions.

ACCT 102 Introduction to Accounting II 3 Credits

Fundamentals needed by business students and potential accounting majors to understand the accounting equation and its applications, including the posting, and summarization of accounting data, and the preparation of basic financial statements. Emphasis is placed on the understanding of accounting data from the user's point of view. There is thus emphasis on analysis and interpretation of accounting data and understanding the accounting concepts needed in making internal management decisions. ACCT 102 is a continuation of ACCT 101.

ACCT 200 Principles of Accounting 3 Credits

Course is designed for accounting majors and other business students who require further training in accountancy. The course builds upon the fundamental accounting principles given in ACCT 101 and 102 and gives students the necessary foundation to proceed to the intermediate level. The course covers basic Balance Sheet and Profit and Loss accounts in depth. It covers Partnerships and Corporations and introduces students to more advanced topics including budgeting, cost accounting, cash flows, etc.

Prerequisite: ACCT 102

ACCT 203 Intermediate Accounting I 3 Credits

Application of accounting principles to financial statement preparation. Emphasis on procedure and presentation; particular attention to cash, accounts receivable, and principles and concepts of inventory valuation. Technique and theory of accounting principles as applied to consignments, income statements, types of interest, etc.; detailed analysis of each balance account.

Prerequisite: ACCT 102

ACCT 204 Intermediate Accounting II 3 Credits

Application of accounting principles to financial statement preparation. Emphasis on procedure and presentation; particular attention to cash, accounts receivable, and principles and concepts of inventory valuation. Technique and theory of accounting principles as applied to consignments, income statements, types of interest, etc.; detailed analysis of each balance account. ACCT 204 is a continuation of ACCT 203.

Prerequisite: ACCT 102

Prerequisite: ACCT 203

ACCT 301 Cost Accounting 3 Credits

Cost Accounting treats accounting and managerial aspects in cost concepts including job order, process cost systems, flexible budgets, joint by-product costs, break-even points, differential cost, etc. Problems and practice projects are basis for study.

Prerequisite: ACCT 200 or permission of Department Chair.

ACCT 305 Auditing 3 Credits

Auditing treats principles, standards, and procedures. Key subjects includes: auditing concepts, beginning an audit, audit programs, audit working papers, procedures applicable to assets, liabilities, and proprietorship accounts and includes closing the audit, post-audit considerations, and preparation of the auditor's report.

Prerequisite: ACCT 200 or permission of Department Chair.

**ACCT 360 Co-op Experience I in Accounting
3 Credits**

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: By permission of the Department Chair.

ACCT 361 Co-op Experience II in Accounting 3 Credits

Minimum 20 hours per week of second term supervised work site experience for 12 weeks.

Prerequisite: By permission of the Department Chair.

**ACCT 401 Advanced Accounting I
3 Credits**

Advanced Accounting I deals with branch accounting, merger and consolidations.

Prerequisite: ACCT 204

**ACCT 402 Advanced Accounting II
3 Credits**

Advanced Accounting II deals with partnerships, trusts, insurance, governmental accounting and other advanced topics.

Prerequisite: ACCT 204

Prerequisite: ACCT 401 or permission of Department Chair.

**ACCT 406 Governmental Accounting
3 Credits**

Concepts and procedures appropriate to accounting for activities of governmental, quasi-governmental, and nonprofit units and institutions. This is the capstone course.

Prerequisite: ACCT 200 or permission of Department Chair.

**ACCT 411 International Accounting and Taxation
3 Credits**

Focuses on international problems and injects broadest possible perspective into the development and application of accounting thought. Covers concepts such as replacement values in accounts or most reasonable premise of financial statement consolidation for purposes of reporting to stockholders; differences in methods and procedures, e.g., translation of foreign currency amounts and providing for depreciation.

**ACCT 415 Certified Public Accounting Review I
3 Credits**

A complete review of accounting theory and practice, business law, ethics, taxation and auditing in preparation for taking the Uniform Examination for Certified Public Accountants.

**ACCT 416 Certified Public Accounting Review II
3 Credits**

A complete review of accounting theory and practice, business law, ethics, taxation and auditing in preparation for taking the Uniform Examination for Certified Public Accountants.

**ACCT 436 Managerial Accounting
3 Credits**

Case studies and detailed techniques of cost accounting, internal auditing and controllership. Course provides understanding of important dimensions of management function of accounting.

**ACCT 460 Co-op Experience III in Accounting
3 Credits**

Minimum 20 hours per week of third term supervised work site experience for 12 weeks.

Prerequisite: By permission of the Department Chair.

**ACCT 461 Co-op Experience IV in Accounting
3 Credits**

Minimum 20 hours per week of fourth term supervised work site experience for 12 weeks during the senior year.

Prerequisite: By permission of the Department Chair.

**ACCT 480 Federal Taxation I
3 Credits**

Federal Taxation I treats principles and practice of federal tax with topics including gross income, itemized deductions, capital gains and losses, net operating loss, carrying forward and back, history of taxation, inception of law, credits, exemptions, tax research, and operation of tax forms.

**ACCT 481 Federal Taxation II
3 Credits**

Federal Taxation II deals with more involved problems of income determination, reorganization, partnership and specially taxed corporations, foreign taxes, Social Security, estate and gift taxes, and administrative procedures.

**ACCT 482 Federal Taxation III
3 Credits**

Federal Taxation III provides an in-depth understanding of a broad spectrum of federal income taxation and a review of tax procedures and law for the Internal Revenue Service Special Enrollment Examination. Useful as a refresher course in federal tax procedures for the tax practitioner. Prerequisite: Either ACCT 480 or ACCT 481 can be taken first but both should be taken before ACCT 482.

**ACCT 485 Computerized Accounting Information System
3 Credits**

Design, development of general and specialized accounting computerized information systems including the role of accounting information systems within business operating environments.

Prerequisite: ACCT 200.

ECONOMICS COURSES (ECON)

Economics is the study of the allocation of scarce resources among competing ends. It is a fundamental building block for courses in business management.

ECON 201 Principles of Economics I (Macro)

3 Credits

Introduction to U.S. economic system; income; employment and fiscal policy; money and monetary policy; equilibrium; selected economic ideas, issues and policies.

Prerequisites: ENGL 102 MATH 101, and MATH 102.

ECON 202 Principles of Economics II (Micro)

3 Credits

Economics of the firm, resource allocation and prices, equilibrium and welfare economics; and selected economic ideas, issues and policies.

Prerequisites: ENGL 102 and MATH 102

ECON 203 Survey of Economics

3 Credits

An introductory survey of economic theory within the framework of the free enterprise system. Topics include scarcity and utilization of resources, consumer behavior, production and costs within different market structures, measurement of national income, inflation and economic growth, the role of monetary policies and global economic relations.

ENTREPRENEURSHIP COURSES (ENTP)

Entrepreneurship focuses on innovation and risk taking. It is a basic component of a free enterprise economic system. Entrepreneurial thinking is taught in all majors at Southeastern but the concentration in entrepreneurship provides students with in depth understanding of the field through course work teaching basic entrepreneurial concepts and applications of knowledge and skills learned in all courses through case study analysis and business plan creation.

ENTP 201 Marketing, Sales and Advertising

3 Credits

This course concentrates on creating and implementing a marketing plan for a small business. Students will learn how to identify, research and target markets for products, create new marketing opportunities, identify advertising venues, and apply the four P's (product, price, place and promotion) to sell a business idea or product. Entrepreneurial skills will be identified and exercised through case studies, classroom debates, assignments, videos, guest speakers, and course reading materials.

ENTP 202 Introduction to Entrepreneurship

3 Credits

This course is intended to provide students with an understanding of the entrepreneurial process from a historical and research perspective; provides an overview

of the business plan formulation; examines alternative financing mechanisms; and provides technical skills for managing and growing and ending new ventures. The course provides background information needed to help students develop an entrepreneurial way of thinking and addressing problems.

ENTP 215 Starting and Growing Your Own Business.

3 Credits

This course provides students with a detailed and in depth analysis of Entrepreneurship, including the assessment of opportunities and the development of a detailed business plan for a new venture, including market and industry competitive analysis and marketing, finance and operational plans. The detailed business plans will be developed by teams of students and will be entered into competition at the university. The business plan should integrate the skills acquired by students in management and other courses taken prior to this course. Instruction approaches include case analyses and outside speakers.

Prerequisite: ENTP 202

ENTP 301 Corporate Entrepreneurship

3 Credits

This course addresses entrepreneurship activities in established organizations. Topics include understanding and dealing with the barriers to entrepreneurship in corporations; recognizing and assessing corporate entrepreneurship opportunities; and learning various approaches organizations can take to increase entrepreneurship. The course includes developing skills in areas such as decision making under pressure, presentations to hostile audiences, and team building.

Prerequisite: ENTP 202

ENTP 402 The Entrepreneurial Experience

3 Credits

This is an applied course during which students work in the field, individually or in small teams, on real entrepreneurial projects. Students will apply concepts learned in the classroom by implementing their own business plan or working with an entrepreneur on a specific project. Students are guided by the instructor but are expected to provide most of the initiative to complete the project. Contact time is split between in class sessions and out of class individual meetings with the instructor.

Prerequisite: ENTP 202

FINANCE AND BANKING COURSES (FIBA)

Financial management is an essential element of profit and nonprofit organizations. Financial Management majors acquire the skills to plan, implement and control managerial activities and financial operations within organizations. Graduates are qualified to work in banks and other financial institutions and to perform financial management functions in other organizations.

FIBA 201 Fundamentals of Finance**3 Credits**

An introduction to the Finance discipline. Financial administration, including expense control, budgeting, credit, protection against risk, investment analysis and portfolio management.

FIBA 203 Risk and Insurance**3 Credits**

Analysis of concepts of risk and strategies available to insure against risk. In-depth study of various types of insurance. Emphasis upon the viewpoints of risk managers and consumers.

FIBA 204 Corporate Financial Management**3 Credits**

Introduction to corporate managerial finance. Forecasting and planning of corporate financial requirements. Decisions relating to working capital, major capital investments and financing.

Prerequisite: ACCT 102

FIBA 301 Money and Banking**3 Credits**

Survey of development and use of money and credit, and effects of variation in supply; significant monetary theories; Federal Reserve Systems; monetary policy tools and their use for economic stabilization; current issues in monetary policy.

Prerequisite: ECON 201.

FIBA 302 Principles of Banking**3 Credits**

Overview of the commercial bank, its functions, management, and role in the economy. Topics include the structure of the banking system, the organizational structure of commercial banks, bank asset and liability management, credit analysis, lending policies, various types of loans, and current issues in banking.

Prerequisite: FIBA 301.

FIBA 303 Financial Statement Analysis**3 Credits**

Interpretation of financial statements including the classification of balance sheet items and comparative analysis of balance sheets; critical financial analysis of income statements and statements of sources and application of funds including pertinent tests and ratios.

Prerequisites: FIBA 201, ACCT 102.

FIBA 360 Co-op Experience I in Finance/Banking**3 Credits**

Minimum 20 hours per week of supervised work site experience for 12 weeks. **By permission of the Department Chair.**

FIBA 361 Co-op Experience II in Finance/Banking**3 Credits**

Minimum 20 hours per week of second term of supervised work site experience for 12 weeks.

By permission of the Department Chair.

FIBA 400 Directed Individual Study and Research**3 Credits**

Permits student to develop and present for credit an individual project of special interest within a given academic discipline. Format and content of the project must be approved by the designated faculty member with criteria of approval being: relevance to current issues in the field, originality of subject area, and intellectual significance. This option is available as part of each discipline listed in the catalog, but a student may elect only one such course with the sequence of total credit hours required for the baccalaureate degree. Admission is by consent of the Department Chair only and is open only to seniors.

FIBA 402 International Finance**3 Credits**

Principles of international finance; exchange rate and balance of payments theory; the international financial system; international capital markets and institutions; role of international capital flow in economic development; international cash flow management.

Prerequisite: FIBA 204.

FIBA 460 Co-op Experience III in Finance/Banking**3 Credits**

Minimum 20 hours per week of supervised work site experience for 12 weeks.

By permission of the Department Chair.

FIBA 461 Co-op Experience IV in Finance/Banking**3 Credits**

Minimum 20 hours per week of fourth term of supervised work site experience for 12 weeks.

By permission of the Department Chair.

FIBA 479 Financial Management Decision Tools**3 Credits**

In-depth study and analysis of financial management cases using computer spreadsheets. Cases include cash budgeting, capital budgeting, financial statement analysis, and financial forecasting. Additional cases in capital structure, leasing, and bond refunding may be used at the option of the instructor. Designed as the capstone course, it should be taken within the last two quadesters of study.

Prerequisite: FIBA 204

FIBA 481 Investments**3 Credits**

Security markets; various types of investment securities; recognized accepted tests of safety, income, and marketability; management of portfolios; techniques for analysis and interpretation of corporate reports.

Prerequisites: FIBA 201, 204.

FIBA 482 Real Estate Investment Strategy**3 Credits**

Development of the comprehensive investment analysis tools necessary to make rational and analytical real estate decisions. Principles basic to the formulation of an

investment strategy. Definition of investment objectives. Theory and measurement of risk and return.

Prerequisite: FIBA 204.

FIBA 483 Commercial Lending

3 Credits

Overview of commercial lending functions with emphasis on responsibilities of the bank loan officer. Topics include the lending process, loan portfolio management, government regulation, new business development credit analysis, types of commercial loans, and the loan decision process.

Prerequisite: FIBA 302.

FIBA 484 Consumer and Commercial

3 Credits

Overview of consumer and commercial credit including the management function and government regulations. Introduction to the world of credit including consumer credit, commercial credit, the credit decision, financial statement and analysis, collection policies and practices, and the legal framework (both federal and state) within which consumer and commercial credit operations are conducted. **Prerequisite:** FIBA 204

FIBA 485 International Lending

3 Credits

Comprehensive overview of international banking, the functions and responsibilities of the international loan officer and the role that commercial and government financial institutions play in facilitating world trade. Includes balance of payments and country risk; letters of credit; principles of foreign exchange; principles of international lending; national and international government lending agencies; project financing, and trade financing. **Prerequisite:** FIBA 402

FIBA 491 Special Topics in Finance

3 Credits

This course will deal with special financial topics. The seminar approach will be used. Refer to class schedule for topic offering and specific course description.

Prerequisite: FIBA 204.

BUSINESS MANAGEMENT COURSES (MGMT)

Business Management majors study management from a broad and comprehensive perspective. They are prepared for leadership positions in business, government and nonprofit organizations.

MGMT 201 Principles of Organizational Management

3 Credits

Introduction to the basic functions of management in task-oriented organizations. Functions of production, marketing, finance, and personnel are explored, along with staff services and social responsibility. Impact of

the contemporary setting on organizational structure and responses.

MGMT 224 Management Science

3 Credits

Introduction to business use of operations research with stress on such quantitative decision-making concepts as linear programming, simulation, and modeling. Students participate in computer based managerial simulation, providing for decision-making in the areas of accounting, finance and banking, marketing, production, personnel, and general management.

Prerequisites: MATH 101, MATH 102, MGMT 201

MGMT 301 Business Personnel Administration

3 Credits

Problems and issues in personnel administration, organizations and tasks of the personnel office; line management responsibilities in selecting, placing, developing, training, and appraising personnel. Review of position classification and labor relations.

Prerequisite: MGMT 201.

MGMT 302 Systems Design Installation

3 Credits

Practical working knowledge of analytical tools and methods used by modern managers to organize successfully and to operate new organizations. How to improve performance of existing organizational elements by identifying, evaluating, and correcting procedural deficiencies.

Prerequisites: MGMT 201, MGMT 202.

MGMT 303 Business Law for Managers

3 Credits

This course considers topics of agency, employment, partnership, corporations, joint ventures, and estates and trusts. It provides instruction and practice in comparing law in different local jurisdictions, and in drafting business documents.

MGMT 360 Co-op Experience I in Management/Marketing

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: By permission of the Department Chair.

MGMT 361 Co-op Experience II in Management/Marketing

3 Credits

Minimum 20 hours per week of second term supervised work site experience for 12 weeks.

Prerequisite: By permission of the Department Chair.

MGMT 401 Social, Political and Legal Environment of Business**3 Credits**

The impact of the American social, political, and legal systems on business and on the development of regulations. Anti-trust, consumer, and environmental regulations. International implications of national policies and practices toward business.

Prerequisite: MGMT 201**MGMT 402 Small Business Seminar****3 Credits**

How to start and manage your own business. Discusses types and locations of business; legal organization; accounting and taxes; obtaining capital; controlling inventory; setting prices; staffing; insurance franchising; and cost and sources for specialized assistance.

Prerequisite: MGMT 201

NOTE: Credit will be given for either MGMT 402 or ENTP 215, not both courses

MGMT 403 Administrative Theory and Practice**3 Credits**

Management theory, concepts, and practices; manager's responsibilities and vital relationships.

Prerequisite: MGMT 301.**MGMT 404 International Management****3 Credits**

Characteristics of foreign countries and their potential impact on business decision-making including role of government, international agreements, international trade, cultures and regional differences.

Prerequisite: MGMT 401.**MGMT 406 Business Policy****3 Credits**

This is the capstone course in management and should be taken in the last or second to last term of the undergraduate program. It provides a synthesis of previous course material within the program. It is operated as a seminar and individual and group projects that demonstrate managerial competencies are a major portion of the course. A major thrust of the course is the application of concepts learned in the classroom to real world problems.

MGMT 460 Co-op Experience III in Management/Marketing**3 Credits**

Minimum 20 hours per week of third term supervised work site experience for 12 weeks during the senior year.

Prerequisite: By permission of the Department Chair.**MGMT 461 Co-op Experience IV in Management/Marketing****3 Credits**

Minimum 20 hours per week of fourth term supervised work site experience for 12 weeks during the senior year.

Prerequisite: By permission of the Department Chair.**MGMT 470 Special Topics in Business Management****3 Credits**

This seminar provides an opportunity for the student to become familiar with contemporary opportunities within the broad field of management. The topic(s) covered during each offering of the course will depend upon current trends in management. This course is available only to seniors. Students may take this course in place of a non-core course requirement with the approval of the Department Chair.

MGMT 480 Directed Research**3 Credits**

Permits the student to develop and present for credit an individual project of special interest within the academic disciplines of management or marketing. Format and content of the project must be approved by the course instructor. The general criteria for a project are relevancy to current issues in this field, originality of subject area, and intellectual significance. This option is available only once during the student's program of study. Admission to this course requires the approval of the Department Chair.

MARKETING COURSES (MRKT)

Marketing majors are prepared for positions focusing on the provision of customer satisfaction through the exchange of goods and services. Marketing is an essential function for all organizations.

MRKT 202 Principles of Marketing**3 Credits**

Introduction to the marketing process; functions, institutions, and channels involved in distribution of goods and services from producers to consumers including a study of buying motives, marketing practices, strategies, and policies.

MRKT 320 Business Logistics**3 Credits**

Survey of logistic systems. Topics addressed include inventory policy, location of facilities, transportation, customer service, materials handling, multi-factory networks, and channel relationships.

Prerequisite: MGMT 224.

MRKT 321 Advertising
3 Credits

Advertising and forms of sales promotion; techniques currently used by advertisers; investigation of media and their importance in development of advertising and promotion campaigns. **Prerequisite: MRKT 202**

MRKT 323 Sales Management
3 Credits

Organization of sales department, planning sales force activities, operations of sales forces and evaluation of results.

Prerequisite: MGMT 321.

MRKT 324 Business to Business Marketing
3 Credits

Aspects of marketing of goods and services from business to business, including pricing, promotion and channel analysis. **Prerequisite: MGMT 323.**

MRKT 421 International Marketing
3 Credits

Introduction to international business foreign trade policies; U.S. Markets for foreign goods and foreign markets for U.S. products; channels of international marketing including advertising and sales promotion, role of government.

Prerequisite: MGMT 401.

MRKT 423 Marketing Research
3 Credits

Using case studies and actual marketing research, fieldwork techniques and methodology for mail, telephone, and personal interview surveys are examined. Topics include hypothesis testing, sample design, statistical sampling methodology, regression analysis techniques, questionnaire design and testing, and behavior measurement techniques. Sources of prior original research as well as published data are considered. Students will visit a marketing research firm and the Library of Congress if possible.

MRKT 424 Marketing Management
3 Credits

This is the capstone course in marketing and should be taken in the last or second to last term of the undergraduate program. It provides an analysis of marketing problems; study of decision-making and managerial aspects of marketing using problem or case study approach; development of organizations and procedures for control of marketing activities; pricing, selection of channels, government controls; organization and direction of sales campaigns.

Prerequisite: MGMT 224.



UNDERGRADUATE

SAMPLE PROGRAMS

DEPARTMENT OF BUSINESS MANAGEMENT

Associate of Science Business Management Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1	
Course Number	Course Title
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics
ART 101	Art Appreciation
MGMT 201	Principles of Organizational Management

Quadmester 2	
Course Number	Course Title
ENGL 102	Composition II
MGMT 301	Business Personnel Administration
ACCT 101	Introduction to Accounting I
COMM204	Oral Communication

Quadmester 3	
Course Number	Course Title
ISMA 101	Introduction to Information Systems
ECON 201	Principles of Economics I (Macro)
HIST 101	National History
ACCT 102	Introduction to Accounting II

Quadmester 4	
Course Number	Course Title
MATH 104	Basic Statistics
ECON 202	Principles of Economics II (Micro)
PHIL 202	Introduction to Philosophy
ISMA 275	Computers and Management

Quadmester 5	
Course Number	Course Title
MGMT 224	Management Science
FIBA 204	Corporate Financial Management
MRKT 202	Principles of Marketing
Elective From ACCT/MGMT/FIBA/MRKT	

Associate of Science Business Management Entrepreneurship Concentration Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1	
Course Number	Course Title
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics
ART 101	Art Appreciation
MGMT 201	Principles of Organizational Management

Quadmester 2	
Course Number	Course Title
ENGL 102	Composition II
ACCT 101	Introduction to Accounting I
PSYC 103	Introduction to Psychology
COMM204	Oral Communication

Quadmester 3	
Course Number	Course Title
ISMA 101	Introduction to Information Systems
ECON 201	Principles of Economics I (Macro)
HIST 101	National History
ACCT 102	Introduction to Accounting II

Quadmester 4	
Course Number	Course Title
MATH 104	Basic Statistics
ECON 202	Principles of Economics II (Micro)
PHIL 202	Introduction to Philosophy
ENTP 202	Introduction to Entrepreneurship

Quadmester 5	
Course Number	Course Title
ENTP 215	Starting and Growing Your Own Business
MRKT 202	Principles of Marketing
MGMT 303	Business Law for Managers
FIBA 204	Corporate Financial Management

Associate of Science Accounting Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1	
Course Number	Course Title
ACCT 101	Introduction to Accounting I
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics
ECON 203	Survey of Economics

Quadmester 2	
Course Number	Course Title
ENGL 102	Composition II
ACCT 102	Introduction to Accounting II
ART 101	Art Appreciation
COMM204	Oral Communication

Quadmester 3	
Course Number	Course Title
ISMA 101	Introduction to Information Systems
ACCT 200	Principles of Accounting
HIST 101	National History
PSYC 103	Introduction to Psychology

Quadmester 4

Course Number	Course Title
MATH 104	Basic Statistics
ACCT 203	Intermediate Accounting I
PHIL 202	Introduction to Philosophy
Elective From ACCT/MGMT/FIBA/ECON	

Quadmester 5

Course Number	Course Title
FIBA 204	Corporate Financial Management
ACCT 204	Intermediate Accounting II
ISMA 275	Computers and Management
Elective From ACCT/FIBA/MGMT/ECON	

Associate of Science Financial Management Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics
ACCT 101	Introduction to Accounting I

Quadmester 2

Course Number	Course Title
MGMT 201	Principles of Organizational Management
ENGL 102	Composition II
ACCT 102	Introduction to Accounting II
ECON 203	Survey of Economics

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Information Systems
FIBA 201	Fundamentals of Finance
HIST 101	National History
PSYC 103	Introduction to Psychology

Quadmester 4

Course Number	Course Title
MATH 104	Basic Statistics
FIBA 204	Corporate Financial Management
PHIL 202	Introduction to Philosophy
COMM 204	Oral Communication

Quadmester 5

Course Number	Course Title
FIBA 203	Risk and Insurance
ISMA 275	Computers and Management
MGMT 224	Management Science
MRKT 202	Principles of Marketing

Bachelor of Science Marketing Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics
Select one from the following	
SOSC 105	Principles of Sociology
PSYC 103	Introduction to Psychology

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management
Select one from the following	
GOVT 102	US Government
HIST 101	National History

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
MATH 104	Basic Statistics
COMM 204	Oral Communication
Select one from the following	
HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
ISMA 275	Computers and Management
PHIL 103	Introduction to Philosophy
ECON 203	Survey of Economics

Quadmester 5

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
ECON 201	Principles of Economics I (Macro)
PHIL 202	Introduction to Logic
Select one elective from MGMT courses (300/400 level)	

Quadmester 6

Course Number	Course Title
MRKT 202	Principles of Marketing
ECON 202	Principles of Economics II (Micro)
MGMT 301	Business Personnel Administration
HUMN 405	Comparative Political and Economic System

Quadmester 7

Course Number	Course Title
ISMA 285	Web & E-Commerce
MGMT 321	Advertising
HUMN 303	Ethics
Select one elective from MGMT courses (300/400 level)	

Quadmester 8

Course Number	Course Title
MRKT 323	Sales Management
MGMT 401	Social, Political and Legal Environment of Business
FIBA 204	Corporate Financial Management
HUMN 402	Science Technology and Society in a Changing World

Quadmester 9

Course Number	Course Title
MGMT 224	Management Science
MRKT 421	International Marketing
MRKT 324	Industrial Marketing
ENGL 302	Research Skills

Quadmester 10

Course Number	Course Title
MRKT 423	Marketing Research
MRKT 424	Marketing Management
Select two electives from MGMT courses (300/400 level)	

**Bachelor of Science
Accounting
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics

Select one from the following

SOSC 105	Principles of Sociology
PSYC 103	Introduction to Psychology

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management

Select one from the following

GOVT 102	US Government
HIST 101	National History

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
MATH 104	Basic Statistics
COMM 204	Oral Communication

Select one from the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
ISMA 275	Computers and Management
PHIL 103	Introduction to Philosophy
ENGL 314	Report Writing and Business Communication

Quadmester 5

Course Number	Course Title
ACCT 200	Principles of Accounting
ECON 201	Principles of Economics I (Macro)
PHIL 202	Introduction to Logic

Select one elective from MGMT courses (300/400 level)**Quadmester 6**

Course Number	Course Title
MRKT 202	Principles of Marketing
ECON 202	Principles of Economics II (Micro)
ACCT 203	Intermediate Accounting I
HUMN 303	Ethics

Quadmester 7

Course Number	Course Title
ISMA 285	Web & E-Commerce
HUMN 305	Comparative Political and Economic Systems
ACCT 204	Intermediate Accounting II
ACCT 305	Auditing

Quadmester 8

Course Number	Course Title
ACCT 301	Cost Accounting
ACCT 480	Federal Taxation I
FIBA 204	Corporate Financial Management
HUMN 402	Science, Technology and Society in a Changing World

Quadmester 9

Course Number	Course Title
MGMT 224	Management Science
ACCT 401	Advanced Accounting I
ACCT 406	Governmental Accounting
ENGL 302	Research Skills

Quadmester 10

Course Number	Course Title
ACCT 402	Advanced Accounting II
ACCT 481	Federal Taxation II
ACCT 485	Computerized Accounting Information Systems
Elective LEGL/FIBA/MGMT (300/400 level)	

**Bachelor of Science
Business Management
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics

Select one from the following

SOSC 105	Principles of Sociology
PSYC 103	Introduction to Psychology

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management

Select one from the following

GOVT 102	US Government
HIST 101	National History

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
MATH 104	Basic Statistics
COMM 204	Oral Communication

Select one from the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
ISMA 275	Computers and Management
PHIL 103	Introduction to Philosophy
ECON 203	Survey of Economics

Quadmester 5

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
ECON 201	Principles of Economics I (Macro)
PHIL 202	Introduction to Logic
Select one elective from MGMT courses (300/400 level)	

Quadmester 6

Course Number	Course Title
MRKT 202	Principles of Marketing
ECON 202	Principles of Economics II (Micro)
MGMT 301	Business Personnel Administration
HUMN 405	Comparative Political and Economic System

Quadmester 7

Course Number	Course Title
ISMA 285	Web & E-Commerce
MGMT 401	Social, Political, and Legal Environment of Business
HUMN 303	Ethics

Select one elective from MGMT courses (300/400 level)

Quadmester 8

Course Number	Course Title
MGMT 402	Small Business Seminar
MGMT 403	Administrative Theory and Practice
MRKT 421	International Marketing
HUMN 402	Science Technology and Society in a Changing World

Quadmester 9

Course Number	Course Title
MGMT 404	International Management
MGMT 303	Business Law for Managers
ENGL 302	Research Skills

Select one elective from FIBA/MGMT/ACCT/PUAD courses (300/400 level)

Quadmester 10

Course Number	Course Title
MGMT 224	Management Science
MGMT 406	Business Policy

Select two electives from FIBA/MGMT/ACCT/PUAD courses (300/400 level)

**Bachelor of Science
Financial Management
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics

Select one from the following

SOSC 105	Principles of Sociology
PSYC 103	Introduction to Psychology

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management

Select one from the following

GOVT 102	US Government
HIST 101	National History

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
FIBA 201	Fundamentals of Finance
COMM 204	Oral Communication

Select one from the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
ISMA 275	Computers and Management
PHIL 103	Introduction to Philosophy
ENGL 314	Report Writing and Business Communication

Quadmester 5

Course Number	Course Title
ACCT 200	Principles of Accounting
ECON 201	Principles of Economics I (Macro)
PHIL 202	Introduction to Logic

Select one elective from MGMT courses (300/400 level)

Quadmester 6

Course Number	Course Title
MRKT 202	Principles of Marketing
ECON 202	Principles of Economics II (Micro)
FIBA 204	Corporate Financial Management
HUMN 303	Ethics

Quadmester 7

Course Number	Course Title
ISMA 285	Web & E-Commerce
HUMN 305	Comparative Political and Economic Systems
FIBA 301	Money and Banking
HUMN 402	Science, Technology and Society in a Changing World

Quadmester 8

Course Number	Course Title
FIBA 303	Financial Statement Analysis
FIBA 402	International Finance

Select two electives from FIBA/MGMT/LEGL courses (300/400 level)

Quadmester 9

Course Number	Course Title
FIBA 481	Investments
MGMT 224	Management Science
ENGL 302	Research Skills

Select one elective from FIBA/MGMT/ACCT/PUAD courses (300/400 level)

Quadmester 10

Course Number	Course Title
FIBA 479	Financial Management: Decisions Tools

Select one elective from FIBA courses (300/400 level)

Select two electives from FIBA/MGMT/ACCT/PUAD courses (300/400 level)

**Bachelor of Science
Business Management
Entrepreneurship Concentration
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics

Select one from the following

SOSC 105	Principles of Sociology
PSYC 103	Introduction to Psychology

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management

Select one from the following

GOVT 102	US Government
HIST 101	National History

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
MATH 104	Basic Statistics
COMM204	Oral Communication

Select one from the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
ISMA 275	Computers and Management
PHIL 103	Introduction to Philosophy
ENTP 202	Introduction to Entrepreneurship

Quadmester 5

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
ECON 201	Principles of Economics I (Macro)
PHIL 202	Introduction to Logic
FIBA 204	Corporate Financial Management

Quadmester 6

Course Number	Course Title
MRKT 202	Principles of Marketing
ECON 202	Principles of Economics II (Micro)
ENTP 215	Starting and Growing Your Own Business
NPMP 210	Introduction to Non Profit Management

Quadmester 7

Course Number	Course Title
ISMA 285	Web & E-Commerce
MGMT 301	Business Personnel Administration
HUMN 303	Ethics
ECON 203	Survey of Economics

Quadmester 8

Course Number	Course Title
MGMT 224	Management Science
ENTP 301	Corporate Entrepreneurship
MGMT 403	Administrative Theory and Practice
HUMN 402	Science Technology and Society in a Changing World

Quadmester 9

Course Number	Course Title
MGMT 404	International Management
MRKT 423	Marketing Research
ENGL 302	Research Skills
MGMT 303	Business Law for Manages

Quadmester 10

Course Number	Course Title
MGMT 401	Social , Political and Legal Environment of Business
ENTP 402	The Entrepreneurial Experience
MRKT 421	International Management
HUMN 405	Comparative Political and Economic Systems



GRADUATE

DEGREE OFFERINGS

DEPARTMENT OF BUSINESS MANAGEMENT

MASTER OF BUSINESS ADMINISTRATION (CONCENTRATION IN ACCOUNTING) Degree Requirements (45 Credit Hours)

Accounting Core Requirements (24 Credit Hours)

- ORTN 500 Orientation (0 Credit Hour)
- ACCT 500 Accounting Function in Business
- ECON 501 Economic Analysis for Management
- ENGL 500 Technical Writing and Research Methods
- FIBA 500 Financial Management
- ISMA 500 Managerial Information Systems
- MGMT 503 Organizational Theory and Human Resource Management
- MGMT 510 Quantitative Factors in Management
- MGMT 512 Regulations and Control: The Legal Environment of Business

Major Requirements (15 Credit Hours)

- ACCT 541 Accounting Theory and Practice
- ACCT 542 Advanced Accounting Theory and Practice
- ACCT 580 Federal Taxation I
- ACCT 581 Federal Taxation II
- ACCT 585 Computerized Accounting Information Systems

Electives (6 credit hours)

Select **TWO** courses from ACCT/MGMT/FIBA/PUAD

MASTER OF BUSINESS ADMINISTRATION (CONCENTRATION IN BUSINESS MANAGEMENT) Degree Requirements (45 Credit Hours)

Business Management Core Requirements (27 Credit Hours)

- ORTN 500 Orientation (0 Credit Hour)
- ACCT 500 Accounting Function in Business
- ECON 501 Economic Analysis for Management
- ENGL 500 Technical Writing and Research Methods
- FIBA 500 Financial Management
- ISMA 500 Managerial Information Systems
- MGMT 503 Organizational Theory and Human Resource Management

- MGMT 510 Quantitative Factors in Management
- MGMT 512 Regulations and Control: The Legal Environment of Business
- MGMT 550 Advanced Marketing Management

Major Requirements (12 Credit Hours)

- MGMT 504 Environment and Economics of Business
- MGMT 524 Organizational Development and Communication
- MGMT 542 International Business Management
- MGMT 549 Business Strategy

Major Electives (6 Credit Hours)

Select **TWO** of the following four:

- MGMT 522 Personal Management and Labor Relations
- MGMT 546 Production Management
- MGMT 570 Special Topics in Business Management
- MGMT 580 Directed Research

MASTER OF BUSINESS ADMINISTRATION (CONCENTRATION IN ENTREPRENEURSHIP) Degree Requirements (45 Credit Hours)

Entrepreneurship Core Requirements (27 Credit Hours)

- ORTN 500 Orientation (0 Credit Hour)
- ACCT 500 Accounting Function in Business



ECON 501	Economic Analysis for Management
ENGL 500	Technical Writing and Research Methods
FIBA 500	Financial Management
ISMA 500	Managerial Information Systems
MGMT 503	Organizational Theory and Human Resource Management
MGMT 510	Quantitative Factors in Management
MGMT 512	Regulations and Control: The Legal Environment of Business
MRKT 550	Advanced Marketing Management

Major Requirements (12 Credit Hours)

MGMT 504	Environment and Economics of Business
MGMT 570	Special Topics in Business Management
MGMT 580	Directed Research

Entrepreneurship Concentration Requirements (6 Credit Hours)

ENTP 501	Seminar in Entrepreneurship
ENTP 505	Social Entrepreneurship

**MASTER OF BUSINESS
ADMINISTRATION
(CONCENTRATION IN FINANCIAL
MANAGEMENT)**

Degree Requirements (45 Credit Hours)**Financial Management Core Requirements (27 Credit Hours)**

ORTN 500	Orientation (0 Credit Hour)
ACCT 500	Accounting Function in Business
ECON 501	Economic Analysis for Management
ENGL 500	Technical Writing and Research Methods
FIBA 500	Financial Management
ISMA 500	Managerial Information Systems
MGMT 503	Organizational Theory and Human Resource Management
MGMT 510	Quantitative Factors in Management
MGMT 512	Regulations and Control: The Legal Environment of Business
MRKT 550	Advanced Marketing Management

Major Requirements (18 Credit Hours)

FIBA 502	Corporate International Finance
FIBA 503	Financial Statement Analysis
FIBA 505	Working Capital Management
FIBA 507	Commercial Banking Policies
FIBA 579	Financial Decision Making
FIBA 581	Investments

**MASTER OF BUSINESS
ADMINISTRATION
(CONCENTRATION IN MARKETING)**

Degree Requirements (45 Credit Hours)**Marketing Core Requirements (27 Credit Hours)**

ORTN 500	Orientation (0 Credit Hour)
ACCT 500	Accounting Function in Business
ECON 501	Economic Analysis for Management
ENGL 500	Technical Writing and Research Methods
FIBA 500	Financial Management
ISMA 500	Managerial Information Systems
MGMT 503	Organizational Theory and Human Resource Management
MGMT 510	Quantitative Factors in Management
MGMT 512	Regulations and Control: The Legal Environment of Business
MRKT 550	Advanced Marketing Management

Major Requirements (18 Credit Hours)

MGMT 545	Export-Import Management
MGMT 549	Business Strategy
MRKT 551	Advanced Marketing Research
MRKT 552	International Marketing Seminar
MRKT 553	Marketing for Nonprofit Organizations
MRKT 554	Marketing Strategy

"My name is Jeanette L. Shepherd; I am a 46 year old woman that decided almost two years ago to further my education. I wanted to continue my education to show my daughters Christine and Ashley the importance of education.

When I first started Southeastern they had no on-line program. Once the program started it was so convenient for me. I have taken the majority of my classes on-line. Being a wife, a mother and a government worker of 20 years my life is very busy. On-line is for me. I have 19 credits to go before achieving my A.A. degree in Public Administration-Government Management. I am considering, because of the on-line classes working towards my B.A. in Child Care Development. I can do that if majority if not all of my classes are offered on-line.

For me — "my children have benefited from my taking my classes on-line", they see me on the computer doing my class work, if they need me, I'm there. It takes a very special person to be disciplined enough for on-line classes; I know that special person is me."

Jeanette L. Shepherd

ANNUAL COURSE SCHEDULE

(Subject to Change)

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

ACCOUNTING

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ACCT 500	Accounting Function to Business	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ACCT 501	Advanced Accounting			✓	✓
ACCT 511	International Accounting and Taxation		✓		
ACCT 515	*Certified Public Accounting Review				
ACCT 520	*Special Topics in Accounting I				
ACCT 536	*Managerial Accounting				
ACCT 541	Accounting Theory and Practice I	✓		✓	
ACCT 542	Advanced Acct. Theory/Practice II		✓		✓
ACCT 550	*Directed Research in Accounting				
ACCT 570	Corporate Taxation		✓		
ACCT 575	*Federal Estate Planning				
ACCT 576	*Special Topics in Taxation I				
ACCT 579	*State and Local Taxation				
ACCT 580	Federal Taxation I	✓		✓	
ACCT 581	Federal Tax II		✓		✓
ACCT 582	*Federal Tax III				
ACCT 583	*Research Practice and Procedures I				
ACCT 584	*Tax Research				
ACCT 585	Computerized Accounting	✓	✓	✓	✓
ACCT 586	*Taxation of Pensions and Other Deferred Compensation				
ACCT 587	Taxation of Partnerships and Passive Activities				
ACCT 588	*Seminar in Advanced Taxation Problems				
ACCT 595	Forensic Accounting			✓	
ACCT 596	Financial Accounting Standards				✓

BUSINESS MANAGEMENT

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
MGMT 503	Organ. Theory & Human Res. Management	✓ / ○	✓ / ○	✓ / ○	✓ / ○
MGMT 504	Environmental and Econ of Business	✓		✓	○

ANNUAL COURSE SCHEDULE					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
BUSINESS MANAGEMENT <i>(continued)</i>					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
MGMT 510	Quantitative Factors in Management	✓ / ○	✓ / ○	✓ / ○	✓ / ○
MGMT 512	Reg. Legal Environment of Business	✓ / ○	✓ / ○	✓ / ○	✓ / ○
MGMT 522	Personnel Management & Labor Relations.	○	✓	○	✓
MGMT 524	Organizational Development	○	✓	○	✓
MGMT 542	International Business Management	✓	○	✓	○
MGMT 545	Export-Import Management	✓		✓	
MGMT 546	Production Management		✓		✓
MGMT 549	Business Policy	✓		✓	
MGMT 570	*Special Topics				
MGMT 580	*Directed Research				
ECONOMICS					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ECON 501	Economic Analysis for Management	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ENTREPRENEURSHIP					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ENTP 501	Seminar in Entrepreneurship	✓		✓	
ENTP 505	Social Entrepreneurship		✓		✓
FINANCE AND BANKING					
FIBA 500	Financial Management and Data Processing	✓ / ○	✓ / ○	✓ / ○	✓ / ○
FIBA 502	International Finance	✓		✓	
FIBA 503	Financial Statement Analysis		✓		✓
FIBA 505	Working Capital Management	✓		✓	
FIBA 507	Commercial Banking Policies		✓		✓
FIBA 579	Financial Decision Tools	✓		✓	
FIBA 581	Investments	✓			
FIBA 582	*Real Estate Investment Strategy				
FIBA 583	*Commercial Lending				

ANNUAL COURSE SCHEDULE

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

FINANCE AND BANKING *(continued)*

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
FIBA 584	*Consumer and Commercial Credit				
FIBA 585	*International Lending				

INTERNSHIP

INTS 590	*Graduate Internship Program				
INTS 591	*Graduate Internship Program				
INTS 592	*Graduate Internship Program				

MARKETING

MRKT 550	Advanced Marketing Mangement	✓ / ○	✓ / ○	✓ / ○	✓ / ○
MRKT 551	Advanced Marketing Research			✓	
MRKT 552	Internatinal Marketing Seminar		✓		✓
MRKT 553	Marketing for Nonprofits		✓		✓
MRKT 554	Marketing Strategy	✓		✓	

"I was born, raised and completed grade school in Washington, DC. I moved out of town 2 months after I graduated from high school. At that time I had a one year old daughter and felt the need to get away (I called it soul searching). I attended a Community College but only took 3 classes, which is one of the reasons I chose to attend SEU. Due to my obligations as a mother, I found it hard to focus on school and it wasn't long before I was working full time, raising a family, and "not" in school. I always knew I had what it takes to finish my education, and promised myself that I would, this was in 1994. By 2000, I had a better grip on my life, living back in the DC area with an even stronger desire to complete college. But, like many other adults, I had many different reasons why I couldn't attend school. I worked 40+ hours a week, I had young children to care for, I had a house to maintain, but Southeastern University enabled me to attend school while fulfilling my obligations with their flexible schedules and online classes, there were no more reasons why I couldn't go back to school. By Fall 2002, I was attending SEU. I've taken 5-6 classes each quadmester, completed my Associate of Science degree in the summer of 2003 and completed my Bachelor of Science degree in June 2004.

The online classes allow students to log in, send emails, view graded assignments and instructors messages, submit assignments, chat with the instructor and/or classmates and other activities, 7 days a week, 24 hours a day. I've found this one of the best additions SEU could have adopted. I took my first online class the first semester that SEU offered it and I've taken at least one every semester since. I can complete assignments during down time at work, at night once the children are in bed and the house is quiet, on weekends or whenever it is convenient for me. The online environment gives me the opportunity to tackle assignments when I'm ready. I don't have to worry about missing class work if I can't attend school for whatever reason, all I have to do is log on and my assignment is there. I also feel that while online students aren't in a physical location, you actually communicate more with your classmates and instructor. With online discussions, you have to communicate with each other; you must share ideas where as in a class room setting, that's not always required. I've learned more students' names in my online classes than I have in my classes on campus. Online learning, also allows students to get more one on one time with the instructor. You may email the instructor a question and only have to worry about him/her responding to your question only, which helps students feel more comfortable when asking for help.

In addition to SEU's online classes, I also take classes in the evenings, as late as 10:00 pm, and on weekends. I really find this to fit in my schedule. I'm able to take a class or two during the week and still make it home in time to prepare dinner, help with homework, and do a little homework myself. The weekend classes allow me to take classes on Saturdays and Sundays and still be able to spend quality time with my family.

I was skeptical that I may have problems staying motivated and focused but with SEU quadmesters and smaller classes, I've begun to look forward to school. I used to think that certain levels in life were not attainable, but I've learned that life is what you make it and with the help of SEU, I'm determined to make mine worth talking about."

Keyia Boone

GRADUATE

COURSE DESCRIPTIONS

DEPARTMENT OF BUSINESS MANAGEMENT

ACCOUNTING AND TAXATION COURSES (ACCT)

Accounting majors acquire the skills to plan, implement and control managerial activities and financial operations within organizations. They may go on to become professional Certified Public Accountants and go into business for themselves or work in a professional accounting firm. Accounting is an essential business function.

ACCT 500 Accounting Function in Business 3 Credits

Meaning, uses, and limitations of the historical and projected quantitative data produced by accounting information by marketing, production, and financial executives in planning and controlling business operations and by investors, creditors, governmental agencies, and other external groups having an interest in operating results and financial position of business firms. This course is a part of the graduate core.

ACCT 501 Advanced Accounting 3 Credits

Advanced Accounting deals with branch accounting, mergers and consolidation.

ACCT 511 International Accounting and Taxation 3 Credits

Focuses on international problems and injects broadest possible perspective into the development and application of accounting thought. Covers concepts such as replacement values in accounts or most reasonable premise of financial statement consolidation for purposes of reporting to stockholders; differences in methods and procedures, e.g., translation of foreign currency amounts and providing for depreciation.

ACCT 515 Certified Public Accounting Review 3 Credits

A complete review of accounting theory and practice, business law, ethics, taxation and auditing in preparation for taking the November Uniform Examination for Certified Public Accountants (offered once each year).

ACCT 520 Special Topics in Accounting I 3 Credits

These courses provides an opportunity for students to study, in a variety of formats, advanced topics in Accounting, which may be not be included else where in the curriculum.

Prerequisite: Approval by the Department Chair.

ACCT 521 Special Topics in Accounting II 3 Credits

These courses provides an opportunity for students to study, in a variety of formats, advanced topics in Accounting, which may be not be included else where in the curriculum.

Prerequisite: Approval by the Department Chair.

ACCT 536 Managerial Accounting 3 Credits

Case studies detail techniques of cost accounting, internal auditing, and controllership and provide understanding of important dimensions of the management function of accounting.

ACCT 541 Accounting Theory and Practice 3 Credits

Broad examination of major theoretical concepts underlying accounting theory and practice; determination and time of income, asset valuation, liabilities, corporate stock equities, and other fundamental accounting areas. Basic aim of the course is to develop breadth of viewpoint and perspective needed for today's practice; determination and time of income, asset methodology of research.

ACCT 542 Advanced Accounting Theory and Practice 3 Credits

Aim is to prepare candidates for the theory and practice portions of the CPA exam, as well as to sharpen skills of practicing accountants.

Prerequisite: ACCT 541.

ACCT 550 Directed Research I 3 Credits

Open only to students with a 3.5 or better grade point average. Focus is on current topics in accounting or taxation.

ACCT 551 Directed Research II 3 Credits

Open only to students with a 3.5 or better grade point average. Focus is on current topics in accounting or taxation.

ACCT 570 Corporate Taxation
3 Credits

Routine tax problems peculiar to business conducted in the corporate form of business organizations, including routine reporting of business revenues and expenses. Problems which the distribution of corporate assets impose on both the corporation and its stockholders.

ACCT 575 Federal Estate Planning and Taxation
3 Credits

Review of federal estate and gift taxes, state inheritance taxes, and income taxation of estates and trusts. Also includes an introduction to estate-tax planning.

ACCT 576 Special Topics in Taxation I
3 Credits

This course provides an opportunity for students to study, in a variety of formats, advanced topics in Taxation, which may be not be included else where in the curriculum.

Prerequisite: Approval by the Department Chair.

ACCT 579 State and Local Taxation
3 Credits

Tax jurisdiction of states and local governments in the United States and the substance and procedures of the principle types of taxes enacted at those levels, including income, franchise, general sales, use, selective excise, inheritance, estate, real and personal property, and sumptuary taxes, as well as certain charges.

ACCT 580 Federal Taxation I
3 Credits

Federal Taxation I treats principles and practice of federal tax with topics including gross income, itemized deductions, capital gains and losses, net operating loss, carrying forward and back, history of taxation, inception of law, credits, exemptions, tax research, and operation of tax forms.

ACCT 581 Federal Taxation II
3 Credits

Federal Taxation II deals with more involved problems of income determination, reorganization, partnership and specially taxed corporations, foreign taxes, Social Security, estate and gift taxes, and administrative procedures.

ACCT 582 Federal Taxation III
3 Credits

Federal Taxation III provides an in-depth understanding of a broad spectrum of federal income taxation and a review of tax procedures and law for the Internal Revenue Service Special Enrollment Examination. It is useful as a refresher course in federal tax procedures for the tax practitioner. Courses need not be taken in sequence, but ACCT 580 and ACCT 581 should be taken before ACCT 582.

ACCT 583 Research Practice and Procedures I
3 Credits

Comprehensive review of the theory and practice of tax research, introduction to tax jurisprudence, principles of practice before the Internal Revenue Service, and courts with tax, jurisdiction. This course is considered as the last several courses that students should take. ACCT 584 is a continuation of ACCT 583.

ACCT 584 Research Practice and Procedures II
3 Credits

This is the capstone of the curriculum. The student is required to complete a project in a special topic related to tax theory, tax preparation, tax court, or Internal Revenue Service, etc. This course must be taken during the student's final term.

Prerequisite: ACCT 583

ACCT 585 Computerized Accounting Information Systems
3 Credits

Design, development of general and specialized accounting computerized information systems including the role of accounting information systems within the business operating environments.

ACCT 586 Taxation of Pensions and Other Deferred Compensation
3 Credits

Advanced treatment of the problems of tax consequences of pensions, profit sharing plans, and stock options for corporation employees and self-employed persons.

ACCT 587 Taxation of Partnerships and Passive Activities
3 Credits

Problems relating to the organization, operation, and dissolution of businesses operating in the partnership form of business organization, including passive activity losses, death and retirement of partners and the admission of new partners.

ACCT 588 Seminar in Advanced Taxation Problems
3 Credits

Seminar deals with any problem or problems deemed appropriate and topical at the time offered and should be taken as one of the final courses in the graduate tax program.

ACCT 595 Forensic Accounting
3 Credits

Focuses on skills needed to perform forensic accounting assignments in the areas of financial fraud detection, investigation and prevention

ACCT 596 Financial Accounting Standards 3 Credits

Provides students with a critical understanding of financial accounting standards and professional standards in response to the Sarbanes-Oxley Act, its implementing standards and procedures, and the Statement on Auditing Standards Number 99 (SAS 99)

ECONOMICS COURSES (ECON)

Economics is the study of the allocation of scarce resources among competing ends. It is a fundamental building block for courses in business management.

ECON 501 Economic Analysis for Management 3 Credits

An intensive course in economic theory, intended to familiarize students with the foundation of economic analysis and reasoning, and serve as a refresher course for economics majors. The course will include an evaluation of a business firm and its objectives within the framework of a free enterprise system; consumer behavior; the relationship between market structure and determination of output and prices as well as input prices determination; an evaluation of the principal models of national income determination and a summary presentation of the most important current issues and an outline of the possible policy alternatives.

ENTREPRENEURSHIP COURSES (ENTP)

Entrepreneurship focuses on innovation and risk taking. It is a basic component of a free enterprise economic system. Entrepreneurial thinking is taught in all majors at Southeastern but the concentration in entrepreneurship provides students with in depth understanding of the field through course work teaching basic entrepreneurial concepts and applications of knowledge and skills learned in all courses through case study analysis and business plan creation.

ENTP 501 Seminar in Entrepreneurship 3 Credits

This course provides a detailed and in depth analysis of entrepreneurship by requiring students to apply skills learned in other courses and in life experience to the entrepreneurial processes of identifying an opportunity and creating the detailed information needed take advantage of the opportunity through a business plan. The plan will include an evaluation of the new business concept, a description of the team that will implement the concept and financial, operations and marketing elements. Students will provide each other with continuous feedback through oral and written analyses of ventures proposed by other students.

ENTP 505 Social Entrepreneurship 3 Credits

This course is about using management and entrepreneurial skills to solve social problems and to make a difference in the lives of others. Course materials include readings, case studies and outside speakers to provide a practitioners point of view. The course provides students a historical context for social enterprises, an understanding of the business skills, values, standards and competencies needed to manage these organizations, and preparation for leadership roles in them.

FINANCE AND BANKING COURSES (FIBA)

Financial management is an essential function in profit and nonprofit organizations. Financial Management majors acquire the skills to plan, implement and control managerial activities and financial operations within organizations. Graduates are qualified to work in banks and other financial institutions and to perform financial management functions in other organizations.

FIBA 500 Financial Management 3 Credits

Basic financial principles and analytical techniques including: overall financial analysis, planning, and control; sources and uses of funds; capital budgeting; valuation and cost of capital; operational and financial leverages; working capital management; inventory and portfolio management; long-term investment decisions; timing of financial policy. This course is part of the graduate core.

FIBA 502 Corporate International Finance 3 Credits

From the perspective of corporate financial management, exchange rate and balance of payments theory; the international financial system; international capital markets and institutions; role of international capital flow in economic development; international cash flow management.

FIBA 503 Financial Statement Analysis 3 Credits

Managerial requirements for financial data. Evaluation of current techniques of statement analysis. Application of analytic methods to serve financial management needs. Consequences of generally accepted accounting principles.

FIBA 505 Working Capital Management 3 Credits

The financial manager's viewpoint and knowledge of the money market to meet short-term requirements and to invest temporarily-excess funds. Short-term investing commensurate with risk and return. Techniques used to manage corporate, short-term investment portfolio.

FIBA 507 Commercial Banking Policies
3 Credits

Overview of the U.S. commercial banking industry and financial institutions; role of Federal Reserve; monetary policies and their effect on money supply and interest rates; policies pertaining to capital resources, profitability of functions and relations to other banks; effect of government regulations and economic conditions.

FIBA 579 Financial Decision Making
3 Credits

This course is the capstone course for financial management. Financial decision making is examined in the context of real world situations involving the impact of inflation, taxation, uncertainty and competitive forces. Includes applications in financial theory, analysis of financial statements, time value of money and capital budgeting. This course must be taken within the final two quadesters of study.

Prerequisites: FIBA 500, FIBA 503.

FIBA 581 (also FIBA 481) Investments
3 Credits

Security markets; various types of investment securities; recognized accepted tests of safety, income, and marketability; management of portfolios; techniques for analysis and interpretation of corporate reports.

FIBA 582 Real Estate Investment Strategy
3 Credits

Development of the comprehensive investment analysis tools necessary to make rational and analytical real estate decisions. Principles basic to the formulation of an investment strategy. Definition of investment objectives. Theory and measurement of risk and return.

Prerequisite: ACCT 500, FIBA 500.

FIBA 583 Commercial Lending
3 Credits

Overview of commercial lending functions with emphasis on responsibilities of the bank loan officer. Topics include the lending process, loan portfolio management, government regulation, new business development, credit analysis, types of commercial loans, and the loan decision process.

Prerequisite: ACCT 500.

FIBA 584 Consumer & Commercial
Credit 3 Credits

Overview of consumer and commercial credit including the management function and government regulations. Introduction to the world of credit including consumer credit, commercial credit, the credit decision, financial statement and analysis, collection policies and practices, and the legal framework (both federal and state) within which consumer and commercial credit operations are conducted.

FIBA 585 International Lending
3 Credits

Comprehensive overview of international banking, the functions and responsibilities of the international loan officer and the role that commercial and government financial institutions play in facilitating world trade. Includes balance of payments and country risk; letters of credit; principles of foreign exchange; principles of international lending; national and international lending agencies; project financing, and trade financing.

INTERNSHIP COURSES (INTS)

Internship courses give students the opportunity for professional experience in the field.

INTS 590, 591, 592 Graduate Internship Program
3 Credits

The student needs his or her Department chair's approval for an internship. Students may register for a 3 credit hour degree-related internship program in any one term after completing 2 terms of college credit work with a GPA of 3.0 or better. Internships must be conducted at sites approved by the University. For more information, contact Career Services. International students must apply for Curricular Practical Training to complete an internship.

BUSINESS MANAGEMENT COURSES
(MGMT)

Business Management majors study management from a broad and comprehensive perspective. They are prepared for leadership positions in business, government and nonprofit organizations.

MGMT 503 Organizational Theory and
Human Resource Management
3 Credits

Analysis of modern management theories. Development of organizations and problems of leadership posed by organizational structures. Dynamics of organizational behavior and relationship to effective administration. Models of communication, motivation, and leadership are also studied. This course is part of the graduate core.

MGMT 504 Environment and Economics of
Business
3 Credits

Evaluation of the primary international, national, social, economic, and legal forces and constraints acting upon the business enterprises. Links with governments (federal, state, and local), unions, trade organizations, and other interest groups in a pluralist society. Business ethics.

Prerequisite: MGMT 503.

MGMT 510 Quantitative Factors in Management**3 Credits**

Survey of mathematical and statistical approaches to decision-making in the analysis and solution of management problems. This course is part of the graduate core.

MGMT 512 Regulations and Control: The Legal Environment of Business**3 Credits**

The effects of regulation in business decisions. Rule making processes, administrative actions, antitrust, public policy issues, and ethical issues are examined. Social and political considerations in the legal system are analyzed. This course is part of the graduate core.

Prerequisite: MGMT 503.

MGMT 522 Personnel Management and Labor Relations**3 Credits**

Analysis and evaluation of major personnel management problems in the United States including human resource planning and development, assessment of future needs, building the personnel function to meet needs of developing organizations, developing career paths and training programs, hiring policies, labor relations and implementation of such programs and policies. Evaluation of the personnel functions and of personnel performance and development of systems for this purpose.

Prerequisite: MGMT 503.

MGMT 524 Organizational Development and Communication**3 Credits**

Theory and practice of organizational development and interpersonal communication. Relationship of human behavior to problems of organizational life and development. Cases and experimental exercises in organizational socialization, motivation, dynamics of power, and interpersonal perception and communication.

MGMT 542 International Business Management**3 Credits**

Multinational enterprises as global organizations with emphasis on their worldwide impact. Emphasis on providing framework for understanding broad issues rather than on questions of business management and administration.

Prerequisite: MGMT 503.

MGMT 545 Export-Import Management**3 Credits**

International trade mechanisms and organization; use of marketing information; trade relations with foreign governments; effects of tariffs; use of permits; trade centers; other mechanisms; all aspects of transactions involving selling, physical distribution, insurance, costing and pricing, and obtaining payments.

Prerequisite: MGMT 503, MRKT 550.

MGMT 546 Production Management**3 Credits**

Studies the management of systems used for the production of goods and services. Production economies and design of efficient production systems including purchasing, operating production systems, and inventory control.

Prerequisite: MGMT 503.

MGMT 549 Business Strategy**3 Credits**

This is the capstone course for all graduate management degrees. It includes a study and discussion of actual cases relating to policy formulation at the top management level. Basic economic, industrial, and competitive considerations affecting policy implementation strategy in corporate long-range development. Practice in analyzing companies, evaluating problems, and making decisions. The course must be taken during the student's final term.

MGMT 570 Special Topics in Business Management**3 Credits**

This seminar provides an opportunity for the student to become familiar with contemporary issues/contemporary opportunities within the broad field of management. The topic(s) covered during each offering of the course will depend upon current trends in management. This course is available only to seniors. Students may take this course in place of a non-core course requirement with the approval of the Department Chair.

MGMT 580 Directed Research**3 Credits**

Permits the student to develop and present for credit an individual project of special interest within the academic disciplines of management or marketing. Format and content of the project must be approved by the course instructor. The general criteria for a project are relevancy to current issues in this field, originality of subject area, and intellectual significance. This option is available only once during the student's program of study. Admission to this course requires the approval of the Department Chair.

MARKETING COURSES (MRKT)

Marketing majors are prepared for positions focusing on the provision of customer satisfaction through the exchange of goods and services. Marketing is an essential function for all organizations.

**MRKT 550 Advanced Marketing Management
3 Credits**

Studies advanced theory and systems oriented analytical methodology required for effective marketing management decision-making. Strategies and tactics relating to the basic administrative processes of analysis, organization, planning, and control. Approach is analytical rather than descriptive, drawing heavily upon the disciplines of economics, behavioral science, and statistics. This course is part of the graduate core.

**MRKT 551 Advanced Marketing Research
3 Credits**

Underlying scientific principles and processes that make marketing research an applied science. Information collection, interpretation, and presentation for shaping marketing objectives, policies, and planning. Application of the concepts, methods, and knowledge of quantitative and behavioral disciplines. Learning objectives are facilitated through individual or group research projects.

Prerequisite: MGMT 550.

**MRKT 552 International Marketing Seminar
3 Credits**

Broadens and unifies student's knowledge of international marketing through reading lists, research projects, and seminar papers.

Prerequisite: MGMT 550.

**MRKT 553 Marketing for Nonprofit Organizations
3 Credits**

Conceptual system of marketing applied to problems of nonprofit organizations. Direct and comprehensive marketing ideas for students interested in public administration and the administration of museums, educational institutions, foundations, and associations.

Prerequisite: MGMT 550.

**MRKT 554 Marketing Strategy
3 Credits**

This is a capstone course in the graduate marketing program. Marketing issues and problems are studied through an integrated approach. Problems are examined through case studies and a review of current literature. Viewpoints of the consumer, government, wholesaler, and retailer are examined. Emphasis is placed on individual projects. The course must be taken during the student's final term.

Prerequisite: MGMT 550.

"My name is Yvette Oliver and I am a senior at Southeastern University (SEU). My major is Information Systems Management. I am a single mother of two (a freshman in college and a senior in high school). I am a returning alumnus of SEU. I have maintained a 4.0 GPA the last 5 quadesters at SEU while maintaining a full time job working 45+ hours a week as LAN Server Team Lead at Department of Homeland Security, formerly Immigration and Naturalization.

My time at SEU has been quite intriguing. I was given the opportunity to experience SEU up close by attending classes that were held on campus. My greatest experience was obtained through attending online classes. Because the classes were online it provided the flexibility I needed to further my education. The classes were available to me 24/7, the professors were diligent with their responses to any and all inquiries; as well as providing material that was needed to perform assignments; as well as all materials were posted in a timely manner. A helpdesk technician was also available 24/7.

At times the assignments posted for online students superseded those of students that were on campus. For example, I was enrolled in a class that required me to write two research papers and take a test a week for twelve weeks. At times this requirement was somewhat difficult and overwhelming but overall it enhanced my writing skills. Like all things there are pros and cons, if you look deep enough you will find either. Overall I would recommend the online program to anyone especially working adults or anyone that has no time to sit in a classroom to receive a formal education.

I have recommended this program to my company to form a partnership for educating employees in Active Directory, Exchange, Outlook and WIN2000. If all goes well fellow employees will share the same experience as I."

Yvette Oliver

GRADUATE

SAMPLE PROGRAMS

DEPARTMENT OF BUSINESS MANAGEMENT

Master of Business Administration Accounting Based on Full-Time Enrollment (9 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ENGL 500	Technical Writing
MGMT 503	Organizational Theory/ Human Resources Management
ACCT 500	Accounting Functions in Business

Quadmester 2

Course Number	Course Title
ISMA 500	Managerial Information Systems
ECON 501	Economic Analysis for Management
ACCT 541	Accounting Theory and Practice

Quadmester 3

Course Number	Course Title
FIBA 500	Financial Management
ACCT 542	Advanced Accounting: Theory and Practice
ACCT 580	Federal Taxation I

Quadmester 4

Course Number	Course Title
MGMT 510	Quantitative Factors in Management
ACCT 581	Federal Taxation II
ACCT	Elective

Quadmester 5

Course Number	Course Title
MGMT 512	Regulations and Control: The Legal Environment of Business
ACCT 585	Computerized Accounting Information Systems
Select one elective from ACCT/MGMT/FIBA/PUAD Graduate Level Courses	

Master of Business Administration Business Management Based on Full-Time Enrollment (9 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ENGL 500	Technical Writing
ECON 501	Economic Analysis for Management
MGMT 503	Organizational Theory/ Human Resources Management

Quadmester 2

Course Number	Course Title
ISMA 500	Managerial Information Systems
MGMT 542	International Business Management
ACCT 500	Accounting Functions in Business

Quadmester 3

Course Number	Course Title
FIBA 500	Financial Management
MGMT 524	Organizational Development and Communication
MGMT 512	Regulations and Control: The Legal Environment of Business

Quadmester 4

Course Number	Course Title
MGMT 510	Quantitative Factors in Management
MRKT 550	Advanced Marketing Management
MGMT 542	International Business Management

Quadmester 5

Course Number	Course Title
MGMT 549	Business Strategy
Select two from the following	
MGMT 522	Personnel Management and Labor Relations
MGMT 546	Production Management
MGMT 570	Special Topics in Business Management
MGMT 580	Directed Research

Master of Business Administration Financial Management Based on Full-Time Enrollment (9 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ENGL 500	Technical Writing
FIBA 500	Financial Management
MGMT 503	Organizational Theory/ Human Resource Management

Quadmester 2

Course Number	Course Title
ISMA 500	Managerial Information Systems
ECON 501	Economic Analysis for Management
ACCT 500	Accounting Functions in Business

Quadmester 3

Course Number	Course Title
FIBA 502	Corporate International Finance
FIBA 507	Commercial Banking Policies
MRKT 550	Advanced Marketing Management

Quadmester 4**Course Number Course Title**

FIBA	503	Financial Statement Analysis
FIBA	505	Working Capital Management
MGMT	510	Quantitative Factors in Management

Quadmester 5**Course Number Course Title**

MGMT	512	Regulations and Control: The Legal Environment of Business
FIBA	579	Financial Decision Making
FIBA	581	Investments

**Master of Business Administration
Business Management
Entrepreneurship Concentration
Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1**Course Number Course Title**

ORTN	500	Orientation
ENGL	500	Technical Writing
ECON	501	Economic Analysis for Management
MGMT	503	Organizational Theory/ Human Resources Management

Quadmester 2**Course Number Course Title**

ISMA	500	Managerial Information Systems
MGMT	542	International Business Management
ACCT	500	Accounting Functions in Business

Quadmester 3**Course Number Course Title**

FIBA	500	Financial Management
ENTP	501	Seminar in Entrepreneurship
MGMT	512	Regulations and Control: The Legal Environment of Business

Quadmester 4**Course Number Course Title**

MGMT	510	Quantitative Factors in Management
MRKT	550	Advanced Marketing Management
MGMT	522	Personnel Management and Labor Relations

Quadmester 5**Course Number Course Title**

ENTP	505	Social Entrepreneurship
MGMT	570	Special Topics in Business Management
MGMT	580	Directed Research

Master of Business Administration**Marketing****Based on Full-Time Enrollment
(9 credits per Quadmester)****Quadmester 1****Course Number Course Title**

ORTN	500	Orientation
ENGL	500	Technical Writing
ACCT	500	Accounting Functions in Business
MGMT	503	Organizational Theory/ Human Resources Management

Quadmester 2**Course Number Course Title**

ISMA	500	Managerial Information Systems
MRKT	550	Advanced Marketing Management
ECON	501	Economic Analysis for Management

Quadmester 3**Course Number Course Title**

FIBA	500	Financial Management
MRKT	545	Export/Import Management
MRKT	552	International Marketing Seminar

Quadmester 4**Course Number Course Title**

MGMT	510	Quantitative Factors in Management
MRKT	551	Advanced Marketing Research
MRKT	553	Marketing for Nonprofit Organizations

Quadmester 5**Course Number Course Title**

MGMT	549	Business Strategy
MGMT	512	Regulations and Control: The Legal Environment of Business
MRKT	554	Marketing Strategy



UNDERGRADUATE

DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Chair: Abe Eftekhari, Ph.D.

MISSION

The mission of the department of computer science and information technology is to educate problem solvers for the future information technology industry. The goal being to graduate astute thinkers not industry technicians but technologists. Students receive a well-rounded education that combines a fundamental science and technology background with state-of-the-art software applications. The goal of the department is also to advance the frontiers of computer science and information systems, to produce qualified individuals in the discipline, and to reach out both within and beyond the university to apply computational principles to technical and societal problems. To accomplish this mission, the department seeks to:

- Educate and produce outstanding students knowledgeable about computing and able to learn and lead throughout their careers.
- Apply methodologies and principles of computing to challenges in other disciplines and support multidisciplinary efforts.
- Engage in service and outreach to enrich the community, state, and profession.
- Establish viable corporate and external partnerships to help identify problems and solutions and facilitate transfer of knowledge.
- Perform basic and applied research in computing and information technology that advances our knowledge about computation and its applications.

PROGRAM SUMMARY

Certificate Programs

Certificate Requirements (3-15 Credit Hours)

- Career Studies Certificate in Information Systems [15 Credit Hours]
- Network Security [12 Credit Hours]
- Microsoft Certified Systems Engineer [MCSE] [9 Credit Hours]
- Oracle Database Administration [9 Credit Hours]
- UNIX/LINUX/C++ [9 Credit Hours]
- A+ Complete [6 Credit Hours]
- JAVA [6 Credit Hours]

- Cisco Certified Network Associate [CCNA] [6 Credit Hours]
- Single Subject Certificate [3 Credit Hours]
 - A+
 - C/C++ Programming
 - FileMaker Pro
 - Java Programming
 - MS Office
 - MS Project Management
 - Oracle Developer
 - Oracle DBA
 - QuickBooks
 - SPSS
 - SQL Server
 - UML
 - Visual Basic Programming
 - Web Design
 - XML

Associate of Science (A.S.)

Degree Requirements (61 Credit Hours)

- Computer Science
- Information Systems Management

Bachelor of Science (B.S.)

Degree Requirements (121 Credit Hours)

- Computer Science
- Information Systems Management

Master of Science and Master of Business Administration (M.S., M.B.A.)

Degree Requirements (45 Credit Hours)

- Computer Science
- Information Technology, Computer Graphics and Web Development
- Information Technology, Information Security and Network Administration
- M.B.A. Information Systems Management

UNDERGRADUATE

DEGREE OFFERINGS

DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION TECHNOLOGY

CERTIFICATE PROGRAM

CAREER CERTIFICATE IN INFORMATION SYSTEMS

[Specializations: MS Office, A+, MCSE, Programming,
Networking, Database, Web Design, Network Security]

Certificate Requirements (15 Credit Hours)

Core Requirements (6 Credit Hours if Required)

ISMA 101 Introduction to Information Systems
ISMA 275 Microsoft Office: Word and Excel

Specializations (select 3 – 5 courses from COSC/ ISMA)

ISMA 285 Basics of World Wide Web and
E-Commerce
ISMA 290 Systems and Information Analysis
ISMA 291 Database Design
ISMA 295 Database Management Systems
ISMA 333 Software Engineering
COSC 346 Special Topics in Computer Science (A+)
COSC 347 Special Topics in Computer Science
(UML / Oracle)
COSC 348 Special Topics in Computer Science
(MS WINDOWS 2000/XP OR Network
Security)
ISMA 343 Special Topics in Information Systems:
(VB)
ISMA 345 Special Topics in Information Systems:
(SQL Server 2000/2003)
ISMA 346 Special Topics in Information Systems:
(XML OR CCNA I)
ISMA 347 Special Topics in Information Systems:
(Data Mining OR CCNA II)
ISMA 348 Special Topics in Information Systems:
(Data Analysis)

Oracle Certificate

ORAC I Database Theory
ORAC II Introduction to Oracle-9i & SQL
ORAC III PL/SQL & Basics of Object Oriented
Relational DB
ORAC IV Developer, Forms & Reports
ORAC V Techniques of Database Administration

MCSE Certificate

COSC 348-1 / COSC 572 Special Topics in Computer
Science (Network Security)
COSC 348-2 / COSC 573 Special Topics in Computer
Science (MS WINDOWS XP)

JAVA Certificate

ISMA 531 Special Topics in Information Systems:
(JAVA I)
ISMA 532 Special Topics in Information Systems:
(JAVA II)

CCNA Certificate

ISMA 346 / ISMA 535 Special Topics in Information
Systems: (CCNA I)
ISMA 347 / ISMA 536 Special Topics in Information
Systems: (CCNA II)

Single Subject Certificate

ISMA 275 Microsoft Office: Word and Excel
ISMA 280 Microsoft Office: Power Point and Outlook
ISMA 285 Basics of World Wide Web and
E-Commerce
ISMA 290 Systems and Information Analysis
ISMA 291 Database Design
ISMA 295 Database Management Systems
ISMA 333 Software Engineering
COSC 346 Special Topics (A+)
COSC 347 Special Topics (UML / Oracle)
COSC 348 Special Topics (MS WINDOWS 2000/XP
OR Network Security)
ISMA 343 Special Topics in Information Systems:
(VB)
ISMA 345 Special Topics in Information Systems:
(SQL Server2000/2003)
ISMA 346 Special Topics in Information Systems:
(XML)
ISMA 347 Special Topics in Information Systems:
(Data Mining)
ISMA 348 Special Topics in Information Systems:
(Data Analysis)
ISMA 530 Special Topics in Information Systems:
(SQL Server2000/2003)
ISMA 535 Special Topics in Information Systems:
(XML)

DEGREE PROGRAMS:**ASSOCIATE OF SCIENCE (A.S.)****General Education Core** (31 Credit Hours)

ORTN 101 Orientation (1 Credit Hour)
 ENGL 101 Composition I
 ENGL 102 Composition II
 COMM 204 Oral Communications
 PHIL 103 Introduction to Philosophy
 MATH 101 College Algebra
 MATH 104 Basic Statistics
 ISMA 101 Introduction to Information Systems
 HIST 101 U.S. History
 ART 101 Art Appreciation

One elective:

PSYC 103 Introduction to Psychology
 SOSC 105 Introduction to Sociology
 ANTH 107 Introduction to Anthropology

ASSOCIATE OF SCIENCE DEGREE IN INFORMATION SYSTEMS MANAGEMENT**Degree Requirements** (61 Credit Hours)**General Education Core** (31 Credit Hours)

Major Requirements: (30 Credit Hours)
 Professional Requirements (24 Credit Hours)
 Major Electives (6 Credit Hours)

ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE**Degree Requirements** (61 Credit Hours)**General Education Core** (31 Credit Hours)**Major Requirements:** (27 Credit Hours)

COSC 102 Computer Science I
 COSC 104 C Programming
 COSC 202 Computer Science II
 COSC 205 Scientific Programming
 COSC 208 Introduction to Circuit Systems
 ISMA 275 Computers and Management
 ISMA 285 Basics of World Wide Web and E-Commerce
 ISMA 295 Database Management Systems
 MATH 201 College Algebra II

Major Electives: (3 Credit Hours)Select **ONE** course from:

ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT

ASSOCIATE OF SCIENCE IN INFORMATION SYSTEM MANAGEMENT**Degree Requirements** (61 Credit Hours)**General Education Core** (31 Credit Hours)**Major Requirements:** (27 Credit Hours)

COSC 102 Computer Science I
 COSC 104 C Programming
 ISMA 275 Computers and Management
 ISMA 280 Computers and Management II
 ISMA 285 Basics of World Wide Web and E-Commerce
 ISMA 290 Systems and Information Analysis
 ISMA 291 Database Design and Modeling
 ISMA 295 Database Management Systems
 MATH 201 College Algebra II

Major Electives: (3 Credit Hours)Select **ONE** course from:

ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT

BACHELOR OF SCIENCE DEGREE**General Education Core** (61 Credit Hours)

ORTN 101 Orientation (1 Credit Hour)
 ENGL 101 Composition I
 ENGL 102 Composition II
 COMM 204 Oral Communications
 ENGL 314 Report Writing and Business Communication
 PHIL 103 Introduction to Philosophy
 PHIL 202 Introduction to Logic
 ENGL 302 Research skills
 MATH 101 College Algebra
 MATH 104 Basic Statistics
 ISMA 101 Introduction to Information Systems
 ISMA 275 Computers and Management
 ISMA 285 Basics of World Wide Web and E-Commerce
 ART 101 Art Appreciation
 HUMN 303 Professional Ethics
 ECON 203 Survey of Economics
 HUMN 402 Science, Technology and Society in a Changing World
 HUMN 405 Comparative Political and Economic Systems

One elective

HIST 101 U.S. History
 GOVT 102 U.S. Government

One elective

PSYC 103 Introduction to Psychology
 SOSC 105 Introduction to Sociology
 ANTH 107 Introduction to Anthropology

One elective

HUMN 205 World Civilization I
HUMN 206 World Civilization II
HUMN 208 World Literature I
HUMN 209 World Literature II
HUMN 210 American Literature

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Major Requirements (51 Credit Hours)

COSC 102 Computer Science I
COSC 104 C Programming
COSC 202 Computer Science II
COSC 205 Scientific Programming
COSC 208 Introduction to Circuit Systems
COSC 318 Assembly Language
COSC 402 Computer Architecture and Operating Systems
COSC 404 Introduction to Data Communications
COSC 410 Artificial Intelligence and Expert Systems
COSC 449 Research Project in Computer Science
ISMA 295 Database Management Systems
ISMA 333 Software Engineering
MATH 201 College Algebra II
MATH 203 Calculus I
MATH 300 Finite Mathematics
MATH 303 Calculus II
MATH 305 Mathematical Modeling and Operations Research

Major Electives (9 Credit Hours)

Select **THREE** courses from:

ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT

BACHELOR OF SCIENCE IN INFORMATION SYSTEM MANAGEMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Professional Requirements (24 Credit Hours)

ACCT 101 Introduction to Accounting I
ACCT 102 Introduction to Accounting II
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
FIBA 204 Corporate Financial Management
MGMT 201 Principles of Organization Management
MGMT 224 Management Science
MRKT 201 Principles of Marketing

Major Requirements (27 Credit Hours)

COSC 102 Computer Science I
COSC 104 C Programming
COSC 202 Computer Science II
ISMA 290 Systems and Information Analysis
ISMA 295 Database Management Systems
ISMA 333 Software Engineering
ISMA 405 Information Systems and Law
ISMA 431 Automated Accounting Systems
ISMA 450 Research Project on Information Systems
MATH 203 Calculus I

Major Electives (6 Credit Hours)

Select **TWO** courses from:

ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT

"As a working mother, these online courses have been a BIG convenience for me. The courses work you up to your potential and beyond – testing your grasp of the subject matter. Quick feedback, chat rooms, posting responses at my convenience. It all just works for me!"

*Eva Dobawk,
senior computer science major*



ANNUAL COURSE SCHEDULE (Subject to Change)					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
COMPUTER SCIENCE					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
COSC 102	Computer Science I	✓	✓	✓	✓ / ○
COSC 104	C Programming	✓	✓ / ○	✓	✓
COSC 202	Computer Science II	✓		✓	✓
COSC 205	Scientific Programming		✓		✓
COSC 208	Introduction to Circuit Systems	✓		✓	✓
COSC 318	Assembly Language		✓		✓
COSC 346	Topics in Computer Science (A+)		✓		✓
COSC 347-1	Topics in Computer Science (Oracle)		✓		✓
COSC 347-2	Topics in Computer Science (UML)	✓		✓	
COSC 348-1	Topics in Computer Science (MCSE:Network Security)	✓		✓	
COSC 348-2	Topics in Computer Science (MCSE:WIN XP)		✓		✓
COSC 402	Computer Architecture and Operating Systems		✓		✓
COSC 404	Introductin to Data Communications	✓	○	✓	○
COSC 410	Artificial Intelligence	✓		✓	
COSC 449	Research Project in Computer Science	✓	✓	✓	✓
INFORMATION SYSTEMS					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ISMA 101	Introduction to Information Systems	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ISMA 275	Computers and Management	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ISMA 280	Computers and Management II	✓	○	✓	○
ISMA 285	Basic of Web and E-Commerce	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ISMA 290	System and Information Analysis	○	✓	○	✓
ISMA 291	Database Design andModeling		○		✓
ISMA 295	Database Management Systems	✓		○	

ANNUAL COURSE SCHEDULE

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

INFORMATION SYSTEMS (continued)

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ISMA 333	Software Engineering	○	✓	○	✓
ISMA 343	Special Topics in Information Systems: (Visual Basic)		✓		✓
ISMA 344	Special Topics in Information Systems: (JAVA)	✓		✓	
ISMA 346-I	Special Topics in Information Systems: (XML)		✓		✓
ISMA 346-II	Special Topics in Information Systems: (CCNA I)	✓		✓	
ISMA 347-I	Special Topics in Information Systems: (Data Mining)	○		○	
ISMA 347-II	Special Topics in Information Systems: (CCNA II)		✓		✓
ISMA 348	Special Topics in Information Systems: (Data Analysis)		○		○
ISMA 360	Co-op Experience I	✓	✓	✓	✓
ISMA 361	Co-op Experience II	✓	✓	✓	✓
ISMA 405	Information Systems and Law	✓	○	✓	✓
ISMA 431	Automated Accounting Systems	✓		✓	○
COSC 450	Independent Project in IS	✓	✓	✓	✓
COSC 460	Co-op Experience III	✓	✓	✓	✓
COSC 461	Co-op Experience IV	✓	✓	✓	✓

MATHEMATICS

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
MATH 001	Developmental Math	✓	✓	✓	✓
MATH 002	Developmental Math II	✓	✓	✓	✓
MATH 003	Developmental Math III	✓	✓	✓	✓
MATH 101	College Algebra Basic of Web and E-Commerce	✓	✓ / ○	✓	✓ / ○
MATH 104	Statistics I	✓ / ○	✓	✓ / ○	✓
MATH 201	College Algebra II	○	✓	○	✓

ANNUAL COURSE SCHEDULE					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
MATHEMATICS (continued)					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
MATH 203	Calculus I	✓	✓	✓	✓ / ○
MATH 205	Mathematics for Business and Finance		✓		✓
MATH 300	Finite Mathematics	✓	✓	✓	✓
MATH 303	Calculus II	✓		✓	
MATH 305	Mathematical Modeling and Operations Research		✓		✓



Left to right: Dr. Sandra Vaughn, Interim Dean, SEU; Mr. Joseph E. Robert, Jr., Chairman and CEO, J.E. Robert Company; Dr. Charlene Drew Jarvis, President, SEU

UNDERGRADUATE

COURSE DESCRIPTIONS

DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION TECHNOLOGY

COMPUTER SCIENCE COURSES (COSC)

Computer science is the study of computers and computational systems: their theory, design, development, and application. Principal areas within computer science include artificial intelligence, computer systems, database systems, human factors, numerical analysis, programming languages, software engineering, and theory of computing. A computer scientist is concerned with problem solving. Problems range from abstract determinations of what problems can be solved with computers and the complexity of the algorithms that solve them to practical matters (design of computer systems which are easy for people to use). Computer scientists build computational models of systems including physical phenomena (weather forecasting), human behavior (expert systems, robotics), and computer systems themselves (performance evaluation). Such models often require extensive numeric or symbolic computation.

The primary goal of the degree program in Computer Science is to provide students the foundations for future work and careers in computation-based problem solving. These foundations support both a successful career path in computing as well as provide appropriate qualifications for further degree work in computation related disciplines.

COSC 102 Computer Science I

3 Credits

Builds on fundamental concepts of data processing techniques and language concepts developed in ISMA 101. Emphasis is on computer programming logic, programming problems in PASCAL, input/output processing, subroutines, functions, flow-charting, and problem definition. Hands-on programming projects utilize PASCAL compiler.

Prerequisite: ISMA 101 or permission of department.

COSC 103 COBOL

3 Credits *This course is not required for degree programs.*

An introduction to analysis, design and implementation of computer programs using the COBOL language. Subjects include flow-charting, structured design, input/output processing, basic logic structures, report formatting, and editing. Student class projects provide

“hands-on” experience. Students develop projects outside normal class time in the computer laboratory.

Prerequisites: ISMA 101, MATH 101 or permission of department.

COSC 104 C programming

3 Credits

An introduction to C programming language. Students will learn how to implement data structures using C. They will also learn about C compilers and the function libraries that have been written in C. Students will be expected to code, run, and debug C programs.

Prerequisite: COSC 102 or permission of department.

COSC 202 Computer Science II

3 Credits

Study of the theory and applications of data structures. There will be a discussion of abstract data and file structures and their suitability for various applications involving analyzing, indexing, representing, sorting, searching, retrieving, and presenting desired information. Applications will be implemented using the C or C++ programming languages.

Prerequisite: COSC 104

COSC 205 Scientific Programming

3 Credits

An introduction to the analysis, design, and implementation of computer programs using the scientific languages like FORTRAN language, ADA, or MatLab. Student class projects provide “hands-on” experience. Subjects include flow-charting, structured design, input/output processing, basic logic structures, report formatting, and simple table handling. Students develop projects outside normal class time in the computer laboratory.

Prerequisites: COSC 102, or permission of department.

COSC 208 Introduction to Circuit Systems

3 Credits

Introduction to switching logic and circuits. Students will be introduced to the following topics: Binary systems and codes, digital logic gates and circuits, encoders and decoders, logic and the electronic design of functional digital units, latches, flip-flops, and programmable logic devices.

Prerequisite: COSC 102

**COSC 303 Computer Science III
3 Credits**

Continued discussion of the data structures used in computer programming and algorithms. It includes topics such as data abstraction, tree and graph algorithms, and linked structures. Other topics that will be discussed are sorting, searching, and merging and the performance of algorithms using different data structures.

Prerequisites: COSC 202 and MATH 203.

**COSC 318 Assembly Language
3 Credits**

Assembly language programming necessary for development of operating systems, input/output routines, and compilers will be discussed. Direct and indirect addressing, indexed addressing, register operations, stacks, macros, machine language, sort routines, screen control, branch commands, loops and nested loops, arithmetic operations, and shape tables will be covered. Other topics include machine-level instructions and control operations at the component level so those students can acquire understanding of the computer's internal architecture and operation as they learn assembly language.

Prerequisite: COSC 208

**COSC 346, 347, 348 Special Topics in Computer Science
3 Credits**

Special topics of interests to undergraduate students in information systems or computer science. This course is designed to study current trends in computer science such as **Visual Basic, Oracle, GIS, Java, C++, XML, UML, and Linux/Unix**. These courses are mainly computer application software and packages. As new products appear in market, they will be added to the list of special topics offering. May be repeated for a maximum of nine (9) credits. Course description is as ISMA 343, 344, 345, 346, 347, 348.

Prerequisite: permission of instructor.

**COSC 402 Computer Architecture and Operating Systems
3 Credits**

Computer systems, hardware, and basic operating systems software and their features will be discussed. Processors, memory, input/output, storage, remote transmission memory and channel management are included. In this course, topics and issues such as executive and diagnostic software, data-handling software, multi-programming and multi-processing will be covered. Computer hardware components and capabilities are among other topics.

Prerequisite: COSC 208.

**COSC 404 Introduction to Data Communications
3 Credits**

This course introduces the concept and technology of telecommunications to students. Analog and digital methods of transmission, components used in networks,

line protocols, network topology, and the design of networks will be discussed.

Prerequisite: MATH 201

**COSC 410 Artificial Intelligence and Expert Systems
3 Credits**

This course presents an introduction to the main issues in artificial intelligence. These include search, representing knowledge, handling uncertainty, and machine learning. There will also be a discussion of expert systems and other applications of artificial intelligence techniques.

Prerequisite: MATH 300 and COSC 102

**COSC 412 Advanced Programming Languages
3 Credits**

Introduction to several programming languages including FORTRAN, COBOL, JAVA, Assembly, ADA, C, and object oriented programming. Issues in programming language design will be studied. Different approaches to the problem of language design result in different languages having different features. The features and capabilities of different programming languages will be compared. Programming assignments are given, each in a different language; emphasis on proper use of the features and facilities of each language and its routine system.

Prerequisite: COSC 102 or COSC 104

**COSC 449 Research Project in Computer Science
3 Credits**

This capstone course requires research and analysis of selected problems or topics in computer science. Must be arranged with an instructor and approved by the Department Chair before registration. Students are responsible for developing a project proposal from inception to completion in conjunction with the assigned instructor. This course should be taken in the last or second to last term of the undergraduate program for computer science majors.

INFORMATION SYSTEMS MANAGEMENT COURSES (ISMA)

Information systems professionals develop and support computerized information systems that keep all types of organizations running effectively and efficiently. The demand for information systems professionals is growing and will continue to do so for the foreseeable future since new computer and telecommunications technologies are developing rapidly.

An information systems professional may work as a programmer analyst, systems analyst, telecommunications analyst, and end-user computing analyst. There are management positions in an information systems organization, such as database manager, senior analyst, project manager, chief information officer, or vice president for information systems and/or technology.

**ISMA 101 Introduction to Information Systems
3 Credits**

Introduction to fundamental concepts and applications of information systems, important in an environment characterized by heavy use of computers. Provides a foundation for understanding the need for management of data as an organizational resource. Basic orientation is toward business data processing and applied information technology, rather than theoretical computer science, numerical analysis, or scientific data processing.

**ISMA 261 Automation of the Office
3 Credits**

History of office automation, electronic mail and filing; document search and retrieval, document transmission, microfilm processing, stand-alone word processing systems, photo composition, editors and formatters, survey of existing systems, analysis of the office to determine cost benefits of enhancement.

Prerequisites: ISMA 101 or permission of department.

**ISMA 275 Computers and Management
3 Credits**

This course is an introduction to the role of microcomputers in modern organizations. It focuses on the principles of information systems and the role of computer based information systems in the management of organizations. Students will obtain practical experience using microcomputers. Various types of business and application software will be discussed including spreadsheets, database management systems, and Internet web applications. Projects and class work focusing on information systems development and applications will be assigned.

Prerequisites: ISMA 101.

**ISMA 280 Computers and Management II
3 Credits**

This course is the continuation of ISMA 101 and ISMA 275. It is offered for the students who want to be the software user specialists and Microsoft Office PowerPoint and Outlook will be introduced and applied in this course. Various types of business application software will be discussed. Projects and class work focusing on Microsoft Office development will be assigned.

Prerequisites: ISMA 275.

**ISMA 285 Basics of World Wide Web and E-Commerce
3 Credits**

This course provides the knowledge and high-level tools that enable the students to create, maintain and evolve E-Commerce strategy and business solutions within a company. In addition to lectures, hands-on activities, case studies, individual and group assignments are used to foster learning. Basic HTML, some introduction to JavaScript, Web enabled Database, Web design, and modern Interface applications are covered. The course will contain a rich collection of examples, exercises and projects drawn from any field to provide the students

with a chance to solve interesting real-world problems. This course concentrates on the principle of good software engineering and program clarity.

Prerequisite: ISMA 275

**ISMA 290 Systems and Information Analysis
3 Credits**

Nature of decision-making process with emphasis on manager-computer interaction. Operational, tactical, and strategic level systems as well as system's life definition of logical system requirements and determination of the economics of alternative systems will be discussed. System requirements and specification documentation will be studied.

Prerequisite: ISMA 275 or permission of Department

**ISMA 291 Database Design and Modeling
3 Credits**

Data as an organizational resource; ownership problems; logical vs. physical data relationship. Methods of accessing, sequential and random hashing methodologies, indexing methods. Update and retrieval system consideration. Use of bit vectors and matrices. Inverted files, networks, linked lists. Generalized database management systems. Description language, data manipulation language. Data dictionary/ directory systems. Privacy, security, and recovery techniques. Students will model, design, implement, and evaluate various databases and database management systems.

Prerequisite: ISMA 275.

**ISMA 295 Database Management Systems
3 Credits**

This course will develop student's ability to determine needs in planning and organizing a database system. Selection and structuring of data files will be studied and applied to problems which student will design, develop and implement. Manipulating, sorting, and indexing of data within the DBMS will be studied. By completing the course, student will have developed skills pertaining to creating, updating, retrieving, and reporting of data within the DBMS.

Prerequisite: ISMA 275 or permission of department.

**ISMA 323 Computer Selection and Capacity Planning
3 Credits**

This course introduces students to the major elements of specifying and defining a capacity plan. Objectives and procedures for the computer center will be analyzed. Management of personnel and equipment will be reviewed with reference to organization objectives. Balancing of equipment and analysis of overload parameters will be reviewed with a goal of improving productivity. Student will perform a study of a real or simulated data center problem.

Prerequisite: ISMA 290.

ISMA 333 Software Engineering**3 Credits**

Study of the principles and tools applicable to the methodical construction and controlled evolution of complex software systems. It includes the development stages, structured design concepts, management issues, as well as program design and testing.

Prerequisite: ISMA 275 or permission of department.

ISMA 343, 344, 345, 346, 347, 348, Special Topics in Information Systems**3 Credits**

Topics in Information Systems which may not be included elsewhere in the curriculum such as **Visual Basic, Oracle, GIS, Java, SQL server, C++, Linux/Unix, XML, CCNA, CCNP, Data Mining, Data Processing, Object Oriented Programming, Statistical Graphic & Data Exploration**. These courses are mainly computer application software and packages. As new products appear in market, they will be added to the list of special topics offering

Prerequisite: permission of Department Chair.

C++ Programming:

The C++ language is explored, including topics such as class, objects, dynamic memory, exception handling, function and class templates, operator overloading, inheritance, polymorphism, and generic programming with the standard template library. Additional topics may include GUI libraries.

Java programming:

Introduction to Java programming. Includes learning the Java environment, using and creating Java applets, and writing stand-alone applications. Covers object-oriented programming, language basics, classes, interfaces, packages, threads, and exceptions.

Oracle Database:

The course will cover database system internals such as access structures and indexing, query evaluation, query optimization, recovery, and concurrency control in traditional database systems using Oracle 9i. Basics of SQL*Plus will be covered. Each student will work on a final project. In this project, the goal will be to design and implement a single-user database management system that supports a subset of SQL and some basic relational algebra operations. Also PL/SQL programming is offered as the second part of the course.

Visual Basic:

The introduction to Visual Basic programming covers: Using the Visual Basic code editor, Basic Programming control flow, Forms and controls, Variables, Coding Conventions, Methods of Database access in Visual Basic, Introduction to Active X, and Database concepts.

SQL Server:

SQL 2000 Server installation, configuration, security, administering and programming are covered. Also to identify and configure a Microsoft SQL Server 2000

RDBMS. It shows applying live screen image video and audio, how to install and configure an SQL Server 2000 and 2003, create and manage databases and database devices both in Enterpriser Manager and with scripts in Query Analyzer, backup and restore SQL Server databases, design, create and manage database objects, program in transact-SQL, import and export data, implement automated tasks and optimize the performance of SQL Server 2000 and 2003.

XML:

This course provides an introduction and overview of eXtensible Markup Language (XML) and XML related technologies used to develop content and manipulate data for commercial web sites. XML is a revolutionary language which is rapidly becoming a Web development standard for business-to-business transactions, and for database manipulation and searching. The class will cover well-formed and valid XML documents, namespaces, schemas, cascading style sheets (CSS), and XSLT. Also the course content includes discussion of web architectures and XML-based systems development, including programming multi-tier, client/server, database-oriented, Internet and Web-based applications.

UML:

The course covers detailed object models and designs from system requirements, modeling concepts provided by Unified Modeling Language (UML), analysis and document software designs using the Unified Process, use of cases and behavioral designs, applying proven design patterns to refine analysis and design models.

CCNA:

CCNA course prepares the students to configure and troubleshoot data communications networks employing Cisco routers and switches. The course covers networking fundamentals as well as switch and router design, configuration, and verification specifics. Students will also study advanced router configuration, LAN switching theory, VLANs, advanced LAN and LAN switched design, and Novel IPX™. They will also study WAN theory and design WAN technology, PPP, Frame Relay, ISDN, Network troubleshooting, National SCANS Skills, and threaded case studies.

Data Mining:

Data mining is the computationally intelligent extraction of interesting, useful and previously unknown knowledge from large databases. It is a highly interdisciplinary area representing the confluence of machine learning, statistics, database systems, and high-performance computing. This course introduces the fundamental concepts of data mining. It provides an in-depth study on various data mining algorithms, models and applications. In particular, the course covers data pre-processing, association rule mining, sequential pattern mining, decision tree learning, decision rule learning, neural networks, clustering, and their applications. Students will be required to do programming assignments to gain hands-on experience with data mining.

Data Analysis:

Obtain practical experience in identifying appropriate measurement tools and analyzing the data. An introduction to three levels of tools/techniques useful in measurement, data analysis and continual improvement: Elementary, Intermediate and Advanced. Learn to confirm levels of effectiveness and efficiency for measurement, data analysis, and continual improvement activities. The course is intended to give an understanding to applications involving basic descriptive statistics and regression. Topics include: statistical charts, measures of central tendency and dispersion, correlation, linear and non-linear regression modeling. Emphasis is on identification of model and interpretation.

ISMA 360 Co-op Experience I in Computer Information Systems

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: permission of Department Chair.

ISMA 361 Co-op Experience II in Computer Information Systems

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: permission of Department Chair.

ISMA 402 Structured Analysis and Design

3 Credits

Tools for analysis and design of systems will be studied in this course. This course should provide the student with the facility to use data flow diagrams, modular flow charts, and structured English to reduce systems to programmable modules. The student will use pseudo-code and structured flow charts to develop computer procedures. All structured design concepts, including top-down, decision tables, and structured walk-through will be discussed.

Prerequisite: ISMA 290.

ISMA 405 Information Systems and Law

3 Credits

Social, moral and legal ramifications of various information gathering systems, both private and governmental. Legal implications of issue relating to computer software and hardware including copyrights, trademarks, and patent rights. Discussion of current legal doctrine and typical issues such as collision of law and technology in the fields of intellectual property, artificial intelligence, and Internet law. It addresses the fundamental shift in social and legal thinking to accommodate emerging technologies.

Prerequisite: ISMA 285.

ISMA 431 Automated Accounting Systems

3 Credits

Computer systems and systems objectives. Information and system analysis, simulation, and management

information, with particular attention to accounting and management control requirements including budgeting, account classifications, internal control and management, and procedures for the installation of new or revised accounting systems.

Prerequisites: ISMA 275 and ACCT 101.

ISMA 441 Auditing and Information Systems

3 Credits

Techniques employed by both internal and external auditors in examining automated systems. Review of systems analysis concepts applied to auditing. Audit approaches such as use of text decks or generalized audit software. Reviews of internal controls throughout the system life cycle, emphasizing systems development and operational systems. Contemporary issues in information systems management auditing.

Prerequisites: ISMA 275 and ACCT 101.

ISMA 450 Research Project on Information Systems

3 Credits

This capstone course uses individual research, work-study, or any approach that tends toward a synthesis of all aspects of computer systems applications. Involves an intensive review of literature in the field. Students participate in projects that involve implementing computer techniques. The techniques can be applied to problems that arise in the private or public sector. Students are responsible for developing a project proposal from inception to completion. They will be guided by assignments from their instructor. This course should be taken in the last or second to last term of the undergraduate program.

ISMA 460 Co-op Experience III in Computer Information Systems

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: permission of Department Chair.

ISMA 461 Co-op Experience IV in Computer Information Systems

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: permission of Department Chair.

MATHEMATICS COURSES (MATH)

The mathematics offerings are to prepare students to understand the foundations of mathematics for the immediately applicable of Mathematics, Calculus, Linear Algebra, Statistics, Business Mathematics, Finite Algebra, and certain Applied Mathematics disciplines.

MATH 001, Fundamentals of Arithmetic

0 Credits

This non-credit course will focus on arithmetic, basic concepts and computational skills. Addition and multiplication are stressed and used in the study of whole

numbers, fractions and decimals. Ratio and proportions will be taught for problem-solving in the context of percentages. Sign numbers and algebraic equations will be introduced.

MATH 002, Arithmetic and Geometry

0 Credits

Topics include arithmetic review, real number operations, linear equations and inequalities, polynomial operations, rational expressions, square roots, signed numbers, algebraic expressions, factoring, fractions.

MATH 003, Introduction to Algebra

0 Credits

Preparation for MATH 101. Linear equations and inequalities, graphing, polynomials, algebraic fractions, radicals, quadratic equations, applications.

A math placement examination will be given to all entering undergraduate students. Students who do not demonstrate the skills necessary for success in college mathematics will be directed to the above special classes designed to strengthen their background math skills.

MATH 101 College Algebra I

3 Credits

Fundamental mathematical and algebraic concepts and applications including the basic concepts of algebra, equations, inequalities, problem solving, functions, graphs, polynomials, rational functions.

Prerequisite: placement in MATH 101 through the MATH Placement Test or completion of Math Lab series.

MATH 103 College Trigonometry

3 Credits

An introduction to trigonometrical/circular functions. Trigonometrical identities, composite and inverse functions, solving trigonometrical equations. Triangles, vectors, matrices and their application to solving systems of equations. The analytical geometry of conic sections. Introduction to sequences and series.

Prerequisite: MATH 101.

MATH 104 Basic Statistics, (Statistics I)

3 Credits

Current statistical concepts including descriptive statistics, measures of central tendency and dispersion, graphical presentation of data, basics of sampling and probability theory, the normal distribution, and an introduction to hypothesis testing.

Prerequisite: MATH 101.

MATH 201 College Algebra II

3 Credits

Fundamental mathematical and algebraic concepts and applications including exponentials, logarithmic function, trigonometric and circular functions and equations triangles, vectors and applications sequences, series and combinations.

Prerequisite: MATH 101.

MATH 203 Calculus I

3 Credits

Starts with a brief review of algebra. Then this course introduces series and the concept of the limit of a function and its application, the basic rules of differentiation and integration, and techniques for solving elementary differential equations. The course will include applications to business, economics, biology, physical and social sciences.

Prerequisite: MATH 201.

MATH 204 Intermediate Statistics, (Statistics II)

3 Credits

Continuation of MATH 104 including testing of hypotheses, confidence interval estimation, simple linear regression and correlation, and introduction to selected non-parametric techniques such as the chi-square statistics and the rank correlation method. Introduction to advanced probability theory and statistical inference. This course is sometimes offered as a project based course to prepare students for business and marketing research. It is highly recommended for students who plan to continue to graduate courses.

Prerequisite: MATH 104.

MATH 205 Mathematics for Business and Finance

3 Credits

A study of the use of percentages discounts, interest, and present work, sinking funds, and installment buying. Includes pricing, depreciation, investments, and insurance. The use of symbols and their application, equations, and formulas, as well as importance of statistics – table and chart construction are also discussed.

Prerequisite: MATH 104.

MATH 206 Calculus and Analytical Geometry I

3 Credits

In this course functions of all types will be discussed, including trigonometric and transcendental functions and their graphs. Other topics will include limits, derivatives, rates of changes, techniques of differentiation, extreme values, the mean value theorem, differentials, techniques of integration, numerical integration, and fundamental theorem.

Prerequisite: MATH 103.

MATH 207 Linear Algebra

3 Credits

Simultaneous linear equations, vectors, determinants, matrices, linear transformations, linear programming and optimization techniques will be covered. Also Eigenvalues, eigenvectors, unitary transformations will be covered.

Prerequisite: MATH 201.

MATH 300 Finite Mathematics

3 Credits

The course starts with a review of Algebra, Linear functions & systems of linear equations and Matrices. Linear programming, Mathematics of finite, sets and probability and some statistics will be followed.

Prerequisite: MATH 203.

MATH 303 Calculus II
3 Credits

This is a continuation of MATH 203. Topics include an introduction to topology and further discussion of limits, continuity, differentiation, integration, and series. Functions of several variables will also be taught in this course.

Prerequisite: MATH 203 or permission of Department Chair.

MATH 304 Advanced Statistics, (Statistics III)
3 Credits

Advanced probability theory, multiple regression and correlation analysis, time series analysis and forecasting, decision theory, and statistical inference.

Prerequisites: MATH 204.

MATH 305 Mathematical Modeling and Operations Research
3 Credits

Basic methods in testing theory construction. Emphasis on research problems in management sciences including probability models, game theory, small group decisions, programming inequalities, graphing, and simulation. Deterministic Operations Research techniques will be discussed.

Prerequisites: MATH 203.

MATH 306 Calculus and Analytical Geometry II
3 Credits

This is the second calculus course for science majors. Topics will include applications of integrals, transcendental functions, L'Hopital's rule, hyperbolic functions, first order differential equations. The course also includes examination of series and sequences. Taylor and Maclaurin series and error estimation will also be covered.

Prerequisite: MATH 206.

MATH 307 Matrix Theory
3 Credits

Matrix algebra, matrices and vectors, systems of linear equations, Gauss-Jordan method, linear independence and linear dependence, inverse, eigenvalue and eigenvectors.

Prerequisite: MATH 207.

MATH 403 Calculus III
3 Credits

This is a continuation of MATH 303 and is an introduction to multivariable calculus. Topics to be covered: infinite series, vector analysis, partial derivatives and multiple integrals. Taylor's formula, the Riemann integral and sequences of functions will also be discussed.

Prerequisite: MATH 303.

MATH 406 Calculus and Analytical Geometry III
3 Credits

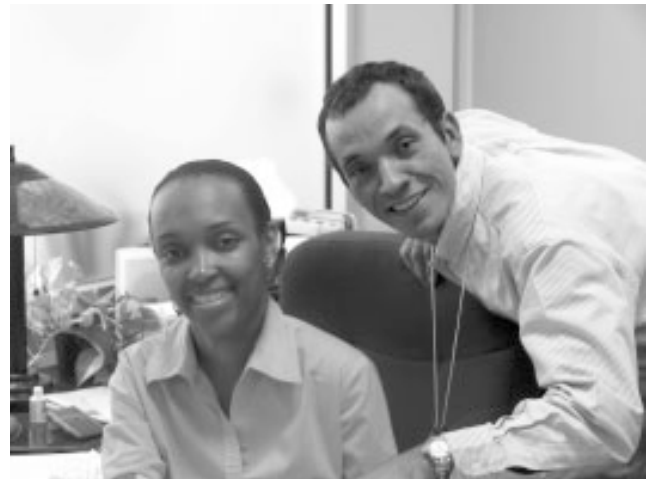
This is the third course of calculus for science majors. Topics include conic sections and quadratic equations, parameterizations of plane curves, polar coordinates, graphing in polar coordinates, polar equations for conic sections, and integration in polar coordinates. Also multi variable functions, partial derivatives, differentials, extreme values and Saddle Points, LaGrange Multipliers, Taylor's formula, and multiple integrals will be covered.

Prerequisite: MATH 306.

"Southeastern University has given me the confidence I needed to further my educational career in Liberal Studies. The diverse environment has prepared me for many great opportunities. The faculty, professors and students are friendly and dedicated.

I made a wise choice in choosing Southeastern."

Una Brown '2004



UNDERGRADUATE

SAMPLE PROGRAMS

DEPARTMENT OF DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION TECHNOLOGY

Undergraduate Sample Program Associate of Science Computer Science

Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	Orientation
HUMN 101	Art Appreciation
ENGL 101	Composition I
MATH 101	College Algebra
PHIL 103	Introduction to Philosophy

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
HIST 101	US History
ISMA 101	Introduction to Information Systems
PSYC 103	Introduction to Psychology

Quadmester 3

Course Number	Course Title
COMM204	Oral Communication
COSC 102	Computer Science I
ISMA 275	Computers and Management
MATH 104	Basic Statistics

Quadmester 4

Course Number	Course Title
COSC 104	C Programming
COSC 205	Scientific Programming
ISMA 285	Basics of WWW and E-Commerce
MATH 201	College Algebra II

Quadmester 5

Course Number	Course Title
COSC 202	Computer Science II
COSC 208	Introduction to Circuit Systems
ISMA 295	Database Management Systems
MATH 201	College Algebra II

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
HIST 101	US History
ISMA 101	Introduction to Information Systems
PSYC 103	Introduction to Psychology

Quadmester 3

Course Number	Course Title
COMM204	Oral Communication
COSC 102	Computer Science I
ISMA 275	Computers and Management
MATH 104	Basic Statistics

Quadmester 4

Course Number	Course Title
COSC 104	C Programming
ISMA 285	Basics of WWW and E-Commerce
ISMA 291	Database Design
Elective COSC/ISMA/MATH	

Quadmester 5

Course Number	Course Title
MATH 201	College Algebra II
ISMA 280	Computer Management II
ISMA 290	System and Information Analysis
ISMA 295	Database Management Systems

Undergraduate Sample Program Bachelor of Science Computer Science

Based on Full-Time Enrollment
(12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	Orientation
HUMN 101	Art Appreciation
ENGL 101	Composition I
ISMA 101	Introduction to Information Systems

Select ONE of the following

GOVT 102	US Government
HIST 101	US History

Quadmester 2

Course Number	Course Title
COSC 102	Computer Science I
ENGL 102	Composition II
MATH 101	College Algebra

Select ONE of the following

ANTH 107	Introduction to Anthropology
PSYC 103	Introduction to Psychology
SOSC 105	Introduction to Sociology

Quadmester 3

Course Number	Course Title
COMM204	Oral Communication
COSC 104	C Programming
MATH 104	Basic Statistics
PHIL 103	Introduction to Philosophy

Undergraduate Sample Program Associate of Science Information Systems Management

Based on Full-Time Enrollment
(12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	Orientation
HUMN 101	Art Appreciation
ENGL 101	Composition I
MATH 101	College Algebra
PHIL 103	Introduction to Philosophy

DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY: SAMPLE PROGRAMS

Quadmester 4

Course Number	Course Title
COSC 205	Scientific Programming
ENGL 214	Report Writing and Business Communication
ISMA 275	Computers and Management
MATH 201	College Algebra II

Quadmester 5

Course Number	Course Title
COSC 208	Introduction to Circuit Systems
ECON 203	Survey of Economics
ISMA 295	Database Management Systems

Select **ONE** of the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 6

Course Number	Course Title
COSC 202	Computer Science II
ISMA 285	Basics of WWW and E-Commerce
MATH 203	Calculus I
PHIL 202	Introduction to Logic

Quadmester 7

Course Number	Course Title
ENGL 302	Research skills
HUMN 303	Professional Ethics
ISMA 333	Software Engineering
MATH 303	Calculus II

Quadmester 8

Course Number	Course Title
COSC 318	Assembly Language
COSC 402	Computer Architecture & OS
MATH 300	Finite Math
Elective COSC/ISMA/MATH	

Quadmester 9

Course Number	Course Title
COSC 404	Introduction to Data Communications
COSC 410	Artificial Intelligence
HUMN 402	Science, Technology and Society in a Changing World
Elective COSC/ISMA/MATH	

Quadmester 10

Course Number	Course Title
COSC 449	Research Project
HUMN 405	Comparative Political and Economic Systems
MATH 305	Mathematical Modeling & OR
Elective COSC/ISMA/MATH	

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Mgmt.

Select **ONE** of the following

ANTH 107	Introduction to Anthropology
PSYC 103	Introduction to Psychology
SOSC 105	Introduction to Sociology

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
COSC 102	Computer Science I
MATH 104	Basic Statistics
PHIL 103	Introduction to Philosophy

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
COSC 104	C Programming
ECON 203	Survey of Economics
ISMA 275	Computers and Management

Quadmester 5

Course Number	Course Title
COMM 204	Oral Communication
ECON 201	Principles of Economics I (Macro)
ISMA 285	Basics of WWW and E-Commerce

Select **ONE** of the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 6

Course Number	Course Title
ECON 202	Principles of Economics II (Micro)
ISMA 290	Automated Accounting Systems
MRKT 202	Principles of Marketing
PHIL 202	Introduction to Logic

Quadmester 7

Course Number	Course Title
COSC 202	Computer Science II
ENGL 214	Report Writing and Business Communication
FIBA 204	Corporate Financial Management
ISMA 295	Database Management Systems

Quadmester 8

Course Number	Course Title
ENGL 302	Research skills
HUMN 303	Professional Ethics
MATH 203	Calculus I
MGMT 224	Management Science

Quadmester 9

Course Number	Course Title
HUMN 402	Science, Technology and Society in a Changing World
ISMA 333	Information Systems and Law
ISMA 431	Systems and Information Analysis
Elective COSC/ISMA/MATH/ACCT	

Quadmester 10

Course Number	Course Title
HUMN 405	Comparative Political and Economic Systems
ISMA 405	Software Engineering
ISMA 450	Research Project
Elective COSC/ISMA/MATH/ACCT	

Undergraduate Sample Program Bachelor of Science Information Systems

Based on Full-Time Enrollment
(12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	Orientation
HUMN 101	Art Appreciation
ENGL 101	Composition I
MATH 101	College Algebra
Select ONE of the following	
GOVT 102	US Government
HIST 101	US History

GRADUATE

DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Chair: Abe Eftekhari, Ph.D.

MISSION

The mission of the Department of Computer Science and Information Technology is to educate problem solvers for the future Information Technology Industry. The goal of the Department is to graduate astute thinkers not industry technicians. Associate, Bachelor, and Master degrees are offered in Computer Science and Information Systems Management, and a Master degree is offered in Information Technology. In addition to basic theoretical computer science subjects, most of the modern software applications and packages are being

taught. The programs are applied and hands-on. The department has successfully tried to fill the gap between college and industry. At the same time, scientific integrity and technical standards have been kept at the highest level. For fundamental subjects, textbooks from highly recognized institutions and Ivy League universities have been adopted. The final project in the Master's degree is a capstone course which trains students to develop a real world software system, integrating all aspects of Web development, database, networking, and programming for E-commerce and business applications.



GRADUATE

DEGREE OFFERINGS

DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION TECHNOLOGY

MASTER OF SCIENCE (M.S.) IN COMPUTER SCIENCE

Degree Requirements (45 Credit Hours)

Core Requirements (33 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)
COSC 502 Problem Solving in High-level Languages
COSC 504 Computer Concepts and Systems Software
COSC 511 Data Structures and Programming
Languages
COSC 513 Operating Systems
COSC 516 Database Theory
COSC 541 Data Communication Systems and
Networks
COSC 546 Artificial Intelligence
COSC 581 Digital Design
ISMA 500 Managerial Information Systems
ISMA 568 Information Systems Projects I
MATH 500 Operations Research

Electives (12 Credit Hours)

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

Degree Requirements (45 Credit Hours)

Core Requirements (15 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)
COSC 507 Software Development and Engineering
ENGL 500 Technical Writing and Research Method
ISMA 500 Managerial Information Systems
ISMA 508 Fundamentals of Database Systems
MATH 500 Operations Research

Major Requirements (21 Credit Hours)

Other Requirements (6 Credit Hours)

Electives (3 Credit Hours)

MASTER OF BUSINESS ADMINISTRATION IN INFORMATION SYSTEMS MANAGEMENT

Degree Requirements (45 Credit Hours)

Core Requirements (27 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)
ACCT 500 Accounting Function in Business
COSC 507 Software Development and Engineering
ECON 501 Economic Analysis for Management
ENGL 500 Technical Writing and Research Methods
FIBA 500 Financial Management
ISMA 500 Managerial Information Systems
MGMT 503 Organizational Theory and Human
Resource Management
MGMT 510 Quantitative Factors In Management
MGMT 512 Regulations and Control

Major Requirements (15 Credit Hours)

Electives (3 Credit Hours)

MASTER OF SCIENCE IN COMPUTER SCIENCE

Degree Requirements (45 Credit Hours)

Core Requirements (33 Credit Hours)

Electives (12 Credit Hours):

Select **FOUR** courses from: ACCT/COSC/ECON/
ENGR/FIBA/ISMA/ITEC/MATH/ MGMT/
PUAD/STAT



MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (Two Specializations)

Specialization: Computer Graphics and Web Development Core Requirements (15 Credit Hours)

Major Requirements: (21 Credit Hours)

Select **SEVEN** courses from the three categories of courses, and at least **ONE** from EACH of the three categories.

Category 1: Web Development

- ISMA 501 The Internet: Literacy, HTML, Tools, and Virtual Community
- ITEC 500 Web I: Introduction to Web Development
- ITEC 505 Web II: Intermediate Web Development
- ITEC 510 Web Site Administration

Category 2: Computer Graphics / Data Presentation

- ENGR 500 Computer Aided Design
- STAT 500 Statistics
- STAT 505 Computer Statistical Packages
- STAT 510 Exploratory Data Analysis

Category 3: Information Systems

- COSC 521 Web-enabled Database
- ISMA 504 Computer Architecture and Operating Systems
- ISMA 511 High-Level Programming Languages
- ISMA 513 Program Structure and Design for Business Applications

Other Requirements (6 Credit Hours)

- ISMA 568 Information Systems Projects I
- ISMA 569 Information Systems Projects II

Electives: (3 Credit Hours)

Select **ONE** course from: ACCT/COSC/ECON/ENGR/FIBA/ISMA/ITEC/MATH/MGMT/PUAD/STAT



Specialization: Information Security and Network Administration Core Requirements (15 Credit Hours)

Major Requirements: (21 Credit Hours)

Select **SEVEN** courses from the three categories of courses, and at least **ONE** from EACH of the three categories.

Category 1: Information Security

- COSC 572 Network Security
- ISMA 524 Information Security Principles
- ITEC 515 Information Systems Security Policy and Management
- ITEC 520 Information Warfare
- ITEC 525 Secure Electronic Commerce

Category 2: Network administration

- COSC 541 Data Communication Systems and Networks
- ITEC 513 Network and Operating System Essentials
- ITEC 523 Operating Systems for Administrators
- ITEC 530 Network Servers and Infrastructures

Category 3: Telecommunications

- COSC 581 Digital Design
- ENGR 505 Digital Electronics
- ENGR 510 Signal and Multimedia Image Processing

Other Requirements (6 Credit Hours)

- ISMA 568 Information Systems Projects I
- ISMA 569 Information Systems Projects II

Electives: (3 Credit Hours)

Select **ONE** course from: ACCT/COSC/ECON /ENGR/FIBA/ISMA/ITEC/MATH/MGMT/PUAD/STAT

MASTER OF BUSINESS ADMINISTRATION IN INFORMATION SYSTEMS MANAGEMENT

Degree Requirements (45 Credit Hours)

Core Requirements (27 Credit Hours)

Major Requirements (15 Credit Hours)

- COSC 504 Computer Concepts and Systems Software
- COSC 541 Data Communication Systems and Networks
- ISMA 508 Fundamentals of Database Systems
- ISMA 521 Information Analysis and Systems Design
- ISMA 568 Information Systems Projects I

Electives (3 Credit Hours):

Select **One** course select from: ACCT/COSC/ECON/ENGR/FIBA/ISMA/ITEC/MATH/MGMT/PUAD/STAT

ANNUAL COURSE SCHEDULE

(Subject to Change)

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

COMPUTER SCIENCE

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
COSC 502	Problem Solving in High Level Language	✓	✓	✓	✓
COSC 504	Computer Concepts & Systems Software	○	✓	○	✓
COSC 507	Advanced Software Development (SW. Engineering)	○	✓	○	✓
COSC 511	Programming Languages		✓		
COSC 513	Operating Systems	✓		✓	
COSC 516	Database Theory		○		○
COSC 521	Special Topic in COSC II (Web-Enabled DB)	✓		✓	
COSC 522	Special Topic in COSC III (UML)	✓		✓	
COSC 525	Topic in Programming (Visual Basic)		✓		✓
COSC 541	Data Communication Systems & Networks	✓	○	✓	○
COSC 546	Artificial Intelligence		✓		✓
COSC 572	Special Topics (MCSE: Network Security)	✓		✓	
COSC 573	Special Topics (MCSE: Win XP)		✓		✓
COSC 581	Digital Design	✓		✓	
COSC 599	Special Topics In COSC III (Advanced ORACLE PL/SQL)	✓		✓	

ENGINEERING

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ENGR 500	Computer Aided Design	✓		✓	
ENGR 505	Digital Electronics				✓
ENGR 510	Signal and Multimedia Image Processing		✓		

"As a working mother of a 5-year old with a husband in the military, the online program has been a Godsend. I can work, run errands, pick up, and study much more efficiently than before. Classes are available 24/7, posted questions get immediate responses, and we even posted pictures of our class so that we had a face for the chat rooms. It's real cool."

Nannette Jeffries
senior, computer science major

ANNUAL COURSE SCHEDULE					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
INFORMATION SYSTEMS MANAGEMENT					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ISMA 500	Managerial Information Systems	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ISMA 501	The Internet: Literacy, HTML, Tools, and Virtual Community	✓			
ISMA 504	Computer Architecture and Operating Systems			○	
ISMA 508	Fundamentals of Database Systems	✓	○	✓	○
ISMA 511	High-Level Programming Languages		✓		
ISMA 513	Program Structure and Design for Business Applications				○
ISMA 521	Information Analysis and Systems Design	○	✓	○	✓
ISMA 531	Special Topics in Information Systems: (JAVA I)	✓		✓	
ISMA 532	Special Topics in Information Systems: (JAVA II)		✓		✓
ISMA 533	Special Topics in Information Systems: (XML)		✓		✓
ISMA 534	Special Topics in Information Systems: (CCNA I)	✓		✓	
ISMA 535	Special Topics in Information Systems: (CCNA II)		✓		✓
ISMA 568	Information Systems Projects I	✓	✓	✓	✓
ISMA 568	Information Systems Projects II	✓	✓	✓	✓



ANNUAL COURSE SCHEDULE

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

INFORMATION TECHNOLOGY

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
IITEC 500	Web I: Introduction to Web Development	✓	○	✓	
IITEC 505	Web II: Intermediate Web Development		✓	○	✓
IITEC 510	Web Site Administration	✓		✓	○
IITEC 513	Network and Operating System Essentials	✓	○	✓	
IITEC 515	Information Systems Security Policy and Management	✓		○	
IITEC 520	Information Warfare		○		✓
IITEC 523	Operating Systems for Administrators		✓		○
IITEC 525	Secure Electronic Commerce		○		
IITEC 530	Network Servers and Infrastructures				○

MATHEMATICS

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
MATH 500	Operations Research I	✓	○	✓	○

STATISTICS

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
STAT 500	Statistics		✓	○	✓
STAT 505	Computer Statistical Packages	✓			○
STAT 510	Exploratory Data Analysis	○		✓	



GRADUATE

COURSE DESCRIPTIONS

DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION TECHNOLOGY

COMPUTER SCIENCE COURSES (COSC)

Computer science is the study of computers and computational systems: their theory, design, development, and application. Principal areas within computer science include artificial intelligence, computer systems, database systems, human factors, numerical analysis, programming languages, software engineering, and theory of computing. A computer scientist is concerned with problem solving. Problems range from abstract determinations of what problems can be solved with computers and the complexity of the algorithms that solve them to practical matters (design of computer systems which are easy for people to use). Computer scientists build computational models of systems including physical phenomena (weather forecasting), human behavior (expert systems, robotics), and computer systems themselves (performance evaluation). Such models often require extensive numeric or symbolic computation.

The primary goal of the degree program in Computer Science is to provide students the foundations for future work and careers in computation-based problem solving. These foundations support both a successful career path in computing as well as provide appropriate qualifications for further degree work in computation related disciplines.

COSC 502 Problem Solving in High-level Languages 3 Credits

The study of efficient algorithms for various computational problems in several high-level programs languages such as C and Pascal. Topics included pseudo-code, flowcharts, structured techniques of problem solving and program design.

COSC 504 Computer Concepts and Systems Software 3 Credits

This course will introduce the student to the architecture of computer hardware. The major concepts of operating systems are also studied and the interrelationship between operating systems and architecture is analyzed. Students will be introduced to machine and assembly language.

Prerequisite: ISMA 500.

COSC 507 Software Development and Engineering 3 Credits

Systems analysis, software requirement analysis and definition, specification techniques, software designs methodologies, performance measurement, validation and verification, and quality assurance techniques.

Prerequisite: ISMA 500

COSC 511 Data Structures and Programming Languages 3 Credits

Properties of algorithmic languages, scope of variables, binding time subroutines and co-routines. Data abstraction, exception handling and concurrent processing. Different types of programming languages such as object oriented, procedural will be compared.

Prerequisite: COSC 502.

COSC 513 Operating Systems 3 Credits

Concepts in operating systems analysis and design. General topics of process, resource and file management are presented and analyzed in the context of different system architecture and performance constraints.

Prerequisite: COSC 504.

COSC 516 Database Theory 3 Credits

Design and implementation issues for large database management systems, security and integrity issues, and physical implementation techniques. The theory of logical database design will also be introduced including the design concepts, issues and techniques as well as the requirement analysis and specification.

Prerequisite: ISMA 500.

COSC 520 Special Topics in Computer Science I 3 Credits

COSC 521 Special Topics in Computer Science II 3 Credits

**COSC 522 Special Topics in Computer Science III
3 Credits**

Topics of special interest to computer science and information systems graduate students. This course covers special topics and allows the student to be informed about current and future trends in computer science such as **Visual Basic, JAVA, Lotus Notes, C++, Web Design, and UML.**

Course description is as ISMA 343, 344, 345, 346, 347, 348.

**COSC 525 Topics in programming languages 3
Credits****COSC 526 Topics in programming languages 3
Credits**

This course covers important current topics in the field of computer programming languages. It is intended to reflect the current state of the art such as **VB, visual C++, and JAVA.** May be repeated for a maximum of six (6) credits. Course description is as ISMA 343, 344, 345, 346, 347, 348.

**COSC 541 Data Communication Systems and
Networks
3 Credits**

This course will introduce the student to the concepts and terminology of data communications, network design, and distributed information systems.

Equipment, protocols and transmission alternatives will be discussed. The communications environment and regulatory issues are also introduced.

Prerequisite: COSC 504.

**COSC 542 Computer Graphics
3 Credits**

Basic principles for the design, use and understanding of graphics systems. Design and implementation of graphics software packages, applications and algorithms for creating and manipulating graphics display.

Prerequisite: COSC 504.

**COSC 546 Artificial Intelligence
3 Credits**

Advanced study of issues relevant in the design of intelligence computer systems. Topics included in this course are search techniques, machine learning, knowledge representation, natural language processing and the design of expert systems. Both symbolic and connectionist approaches to artificial intelligence will be discussed.

Prerequisite: COSC 504.

**COSC 550 Directed Research I
3 Credits**

These two courses are only open to the graduate students who decide to write a master's thesis. Each course is equivalent to three (3) credit hours for a total of six (6) credits. Students writing a thesis are required to complete

six hours. Each student will be assigned to a thesis advisor by the department chair.

Prerequisite: Approval by Department Chair.

**COSC 551 Directed Research II
3 Credits**

These two courses are only open to the graduate students who decide to write a master's thesis. Each course is equivalent to three (3) credit hours for a total of six (6) credits. Students writing a thesis are required to complete six hours. Each student will be assigned to a thesis advisor by the department chair.

Prerequisite: Approval by Department Chair.

**COSC 572, 573. 597, 598, 599, Special Topics in
Computer Science IV****3 Credits**

Topics of special interest to computer science and information systems graduate students. This course covers special topics and allows the student to be informed about current and future trends in computer science such as **Oracle, GIS, MCSE, and Linux/Unix.**

**COSC 581 Digital Design
3 Credits**

Study of computer-oriented hardware design. Boolean algebra, switching theory, implementation in hardware, construction of minimum system microcomputer, register transfer language and architecture of a processor.

Prerequisite: COSC 504.

ENGINEERING COURSES (ENGR)

Engineering courses can be described as a blend of electrical engineering and computer science. It is an amalgam of the computer hardware orientation of an electrical engineering program and the operating systems and languages of a computer science program, which are involved in research, development, design, production, and operation of a wide variety of digital systems, from integrated circuits to computer systems and large-scale computer networks.

**ENGR 500 Computer Aided Design
3 Credits**

A first course in the design and construction of mechanical and electromechanical devices. Engineering graphics and sketching; dimensions and tolerances. Introduction to materials selection and structural design. Machine elements and two-dimensional mechanisms; sensors and actuators. Design methodology. Emphasis on laboratory work and design projects using professional solid modeling CAD software and numerically controlled machine tools.

**ENGR 505 Digital Electronics
3 Credits**

This course teaches classical switching theory including Boolean algebra, logic minimization, algorithmic state machine abstractions, and synchronous system design.

This theory is then applied to digital electronic design. Techniques of logic implementation, from Small Scale Integration (SSI) through Application-Specific Integrated Circuits (ASICs), are encountered. There are weekly laboratory exercises for the first part of the course followed by a digital design project in which the student designs and builds a large system of his or her choice. In the process, Computer-Aided Design (CAD) and construction techniques for digital systems are learned.

ENGR 510 Signal and Multimedia Image Processing **3 Credits**

Designed for students pursuing the IT minor Introduces tools to configure graphical user interfaces (GUIs), multimedia authoring systems, graphical and multimedia components, and data types and provide web design principles.

INFORMATION SYSTEMS COURSES (ISMA)

Information systems professionals develop and support computerized information systems that keep all types of organizations running effectively and efficiently. The demand for information systems professionals is growing and will continue to do so for the foreseeable future since new computer and telecommunications technologies are developing rapidly.

An information systems professional may work as a programmer analyst, systems analyst, telecommunications analyst, and end-user computing analyst. There are management positions in an information systems organization, such as database manager, senior analyst, project manager, chief information officer, or vice president for information systems and/or technology.

ISMA 500 Managerial Information Systems **3 Credits**

This course will cover the role of information systems in organizations and how they relate to organizational objectives and organizational structure. Basic concepts are introduced from the systems point of view and organization, information flows, and the nature of information systems. Upon completion of this course, student will have knowledge of the basic concepts and issues in representing system structures, information systems in organizations, database management systems, and communications and telecommunications systems. This course presents to student the cutting edge of technology and its current business applications. Case study applications of managing information systems are also introduced.

ISMA 501 The Internet: Literacy, HTML, Tools, and Virtual Community

3 Credits

This course is an introduction to cyberspace, the Internet, and the World Wide Web. Students learn basic HTML to create individual and collaborative web pages. In addition to using e-mail, students explore use of listserv, online discussion forums, and virtual communities. Assignments include collaborative and individual web pages, analytical and creative papers, and online research.

Prerequisite: ISMA 500

ISMA 504 Computer Architecture and Operating Systems

3 Credits

Introduction to computing system hardware components, architecture, organization, and operating system software concepts. Course provides basic experience in assembly language programming for modern microprocessors and examines techniques for system evaluation and selection. Computing lab.

ISMA 506 Survey of Computer Programming Languages

3 Credits

This course presents an overview of different generations of computer programming languages in the past present and future. The course is designed for students who need more information technology background with a managerial approach. Programming and scripting languages will be discussed and examples will be drawn from the pool of languages available in today computer software industry. These packages discussed include **C++, JAVA, Visual Basic, PERL, ORACLE, SYBASE, Lotus Notes**, etc. Case studies involving different languages will also be discussed.

ISMA 508 Fundamentals of Database Management Systems

3 Credits

This course examines database management systems and design concepts. There will be a discussion on the advantages of using different database management systems. Some of the technical details involved in properly designing and implementing database systems will be presented. Among the topics to be covered are; the relational database models, database design and normalization of database tables, an introduction to Structured Query Language (SQL), and database administration within the organizations. Upon completing this course, students will have developed a fundamental understanding of the design, implementation, and management of database systems.

Prerequisite: ISMA 500

**ISMA 511 High-Level Programming Languages
3 Credits**

Study of the structure and application of high-level languages by stressing the design and implementation of data types, data structures, and algorithms. Computing lab is included. Credit for this course does not count toward the requirements for a major in computer science.

Prerequisite: ISMA 500

**ISMA 513 Program Structure and Design for Business Applications
3 Credits**

Teaches structured programming and design using a high-level language. Focus is on program design, coding, debugging, and documentation. A computing lab is included.

Prerequisite: ISMA 500

**ISMA 521 Information Analysis and Systems Design
3 Credits**

This course introduces strategies for developing information system applications and presents the development life cycle as a basic concept in managing applications. The life cycle phases leading to the determination of requirements and the development of a general logical design are studied. Theoretical concepts are applied in the development and implementation of an operational system from its logical design. The process of planning for change is described and the post-implementation or feedback phase of the life cycle of systems development is reviewed.

Prerequisite: ISMA 500.

**ISMA 523 Computers and Legal Environment
3 Credits**

Ethical considerations for computer scientists and computer-related security and privacy issues. Copyright, patent, trade secret issues, venture capitalists, tax issues, computer crime and international trade considerations will be discussed.

Prerequisite: Permission from the department chair.

**ISMA 524 Information Security Principles
3 Credits**

Study of security policies, models, and mechanisms for secrecy, integrity, availability and usage controls. Topics include models and mechanisms for mandatory, discretionary and role-based access controls; authentication technologies; control and prevention of viruses and other rogue programs; common system vulnerabilities and countermeasures; privacy and security policies and risk analysis; intellectual property protection; legal and social issues.

Prerequisite: ISMA 500

**ISMA 530 Special Topics in Information Systems Management I
3 Credits****ISMA 531 Special Topics in Information Systems Management II
3 Credits****ISMA 532 Special Topics in Information Systems Management III
3 Credits****ISMA 533 Special Topics in Information Systems Management IV
3 Credits****ISMA 534 Special Topics in Information Systems Management V
3 Credits****ISMA 535 Special Topics in Information Systems Management VI
3 Credits****ISMA 536 Special Topics in Information Systems Management VII
3 Credits**

These courses provide an opportunity for students to study information systems management in a variety of formats. Advanced topics in information systems management, which may not be included elsewhere in the curriculum, will be studied. This course covers special topics and allows the student to be informed about current and future trends in computer science such as **Visual Basic, Oracle, Sybase, GIS, Java, Lotus Notes, SQL Server, C++, XML, CCNA, CCNP, and Linux/Unix**. Course description is as ISMA 343, 344, 345, 346, 347, 348.

Prerequisite: Approval by Department Chair.

**ISMA 545 Modeling and Decision Systems
3 Credits**

This course involves a study of model formulation and solution procedures. The use of information systems in decision making and performance evaluation is reviewed. Student will gain an understanding of the trade-off involved in the use, design, and construction of decision-making systems. The course will stress the concept of building models of complex systems operating under uncertainty.

Prerequisite: ISMA 500.

**ISMA 550 Directed Research I
3 Credits**

These two courses are only open to the graduate students who decide to write a master's thesis. Each course is equivalent to three (3) credit hours for a total of six (6) credits. Students writing a thesis are required to complete six hours. Chair of department will assign each student to a thesis advisor.

Prerequisite: approval by the head of the department.

ISMA 551 Directed Research II**3 Credits**

These two courses are only open to the graduate students who decide to write a master's thesis. Each course is equivalent to three (3) credit hours for a total of six (6) credits. Students writing a thesis are required to complete six hours. Chair of department will assign each student to a thesis advisor.

Prerequisite: approval by the head of the department.

ISMA 562 Information Systems Policy**3 Credits**

This course is designed to give the student an understanding of the role of information systems in satisfying management's need for information. The various structures of information systems departments and organizations are studied in this context. The student will investigate administrative and management issues relative to the control of the information systems function.

Prerequisite: ISMA 500 or permission of the instructor.

ISMA 568 Information Systems Projects I**3 Credits**

This course is the capstone of the curriculum. The student is required to complete a project in the application of the principles of computer information systems. The concepts from the previous courses are utilized in the development and implementation of the project. The student will gain experience in analyzing, designing, implementing, and evaluating information systems. The course must be taken during one of the student's last two terms.

ISMA 569 Information Systems Projects II**3 Credits**

This course is the capstone of the curriculum. The student is required to complete a project in the application of the principles of computer information systems. The concepts from the previous courses are utilized in the development and implementation of the project. The student will gain experience in analyzing, designing, implementing, and evaluating information systems.

Prerequisite: ISMA 500

INFORMATION TECHNOLOGY COURSES (ITEC)

These courses stresses the design, technical, managerial, and policy issues associated with developing web and communications systems that support modern organizations. It addresses the theoretical and practical aspects of designing, developing, implementing, and managing web and communications systems that provide the backbone for enterprise solutions.

ITEC 500 Web I: Introduction to Web Development**3 Credits**

This course introduces the concepts needed to be successful in the web development environment. Discussed are topics such as the similarities and differences in Internet browsers and user computer configurations (connection speed, display settings, etc.). The student learns to develop web pages with a text editor and HTML tags, images, tables, forms, frames and associated attributes. A more powerful WYSIWYG HTML editor. Other topics include introductory Dynamic HTML (DHTML) and Cascading Style Sheets. A graphic development tool is used to allow students to develop graphics files for their projects png, gif, jpg, and animated gifs. A long-range web development project is begun.

ITEC 505 Web II: Introduction to Web Development**3 Credits**

Continuation of Web I. Rapid Application Development (RAD), client and server side scripting for user and database interaction. The students continue to build their skills in both client and server-side scripting using the Document Object Model. Session/cookie management. Continuation of project.

Prerequisite: ITEC 500

ITEC 510 Web Site Administration**3 Credits**

Web server administration and web security. Property sheets related to these sites and security features. Hosting multiple web sites on the same web server and associated performance issues. Application-level password security. Project conclusion.

Prerequisite: ITEC 500

ITEC 513 Network and Operating System Essentials**3 Credits**

This course introduces the student to the basics of network security tools, administrative tools, network protocols and fundamentals of TCP/IP, using standard operating systems such as Windows and Unix.

ITEC 515 Information Systems Security Policy and Management**3 Credits**

Security policies, mandatory and discretionary access control, Chinese walls, separation of duties and least privilege, security objectives, architectures, models and mechanisms. Privacy policy and technologies. Social implications of biometric identification. Intellectual property protection in cyberspace.

Prerequisite: ISMA 500

ITEC 520 Information Warfare**3 Credits**

Security policies, mandatory and discretionary access control, Chinese walls, separation of duties and least privilege, security objectives, architectures, models and mechanisms. Privacy policy and technologies. Social implications of biometric identification. Intellectual property protection in cyberspace.

Prerequisite: ISMA 500

ITEC 523 Operating Systems for Administrators**3 Credits**

This course describes practices and procedures for installing and configuring modern operating systems, including user accounts, file, print and terminal servers, mobile computing, and disaster protection.

Prerequisite: ITEC 513

ITEC 525 Secure Electronic Commerce**3 Credits**

Cryptography review, cryptographic protocols, secure electronic transactions, public key certificates and infrastructures, authentication and authorization certificates, secure credential services and role-based authorization, mobile code security, security of agent-based systems, electronic payment systems, intellectual property protection, secure time stamping and notarization.

Prerequisite: ISMA 500

ITEC 530 Network Servers and Infrastructures**3 Credits**

This course covers networking concepts and practices for using DHCP, DNS, WINS, Public Key infrastructure, routing, remote address services, web servers, and network connectivity between operating systems.

INTERNSHIP COURSES (INTS)

The elective internship courses provide students with an experience-based learning opportunity to: explore or confirm career interest and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal or technical skills.

INTS 590, 591 Graduate Internship Program**3 Credits**

The student needs his or her Department chair's approval for an internship. Students may register for a 3 credit hour degree-related internship program in any one term after completing 2 terms of college credit work with a GPA of 3.0 or better. Internships must be conducted at sites approved by the University. For more information, contact Career Services. International students must apply for Curricular Practical Training to complete an internship.

MATHEMATICS COURSES (MATH)

The Master's level Mathematics courses are designed to graduate computer science and information Technology specialists with a strong background in classic mathematics, statistics, operations research and numerical analysis.

MATH 500 Operations Research I**3 Credits**

Applications of mathematical methods in management and decision making. Basic concepts and techniques of deterministic operations research modeling as applied to problems in industrial, business, government, and military decision making will be studied. Topics include linear programming, transportation models, assignment problems, scheduling, queuing, simulation, and inventory control problems. Concentration will be on the techniques of management science. **Prerequisite for MATH 500 is MATH 203.**

MATH 501 Operations Research II**3 Credits**

Applications of mathematical methods in management and decision making. Basic concepts and techniques of deterministic operations research modeling as applied to problems in industrial, business, government, and military decision making will be studied. Topics include linear programming, transportation models, assignment problems, scheduling, queuing, simulation, and inventory control problems. Concentration will be on the techniques of management science.

Prerequisite for MATH 501 is MATH 500.

MATH 520 Special Topics in Mathematics I**3 Credits**

These courses provide an opportunity for students to study in a variety of formats. Include advanced topics in mathematics, which may not be included elsewhere in the curriculum.

Prerequisite: Approval by Department Chair.

MATH 521 Special Topics in Mathematics II**3 Credits**

These courses provide an opportunity for students to study in a variety of formats. Include advanced topics in mathematics, which may not be included elsewhere in the curriculum.

Prerequisite: Approval by Department Chair.

MATH 528 Numerical Methods**3 Credits**

Use of numerical methods in solving scientific problems. Concepts of algorithm and flowchart, errors in numerical methods. Topics include interpolation and numerical methods for the solution of simultaneous linear/nonlinear algebraic equations, numerical integration, matrices, and determinants and for the solution of ordinary and partial differential equations.

Prerequisite: MATH 203.

STATISTICS COURSES (STAT)

Applied statistics is the focus of our teaching and research, and theoretical statistics is a supporting tool to Computer Science and Information Technology graduates. The main objective is to cultivate students' abilities to handle data analysis, data modeling, new data-mining theories and further, to enable students to apply this ability to the fields of technology, business administration, industry.

STAT 500 Statistics**3 Credits**

Elementary introduction to statistics. Topics include descriptive statistics, probability, estimation and hypothesis testing for means and proportions, correlation, and regression. Students use statistical software for assignments

STAT 505 Computer Statistics Packages**3 Credits**

Use of computer packages in the statistical analysis of data. Topics include data entry, checking, and manipulation, as well as the use of computer statistical packages for regression and analysis of variance.

Prerequisite: STAT 500

STAT 510 Exploratory Data Analysis**3 Credits**

Approaches to finding the unexpected in data: data mining, pattern recognition and gaining understanding. Emphasis is on data-centered, non-inferential statistics, for large or high-dimensional data, and topical problems. Simple graphical methods, as well as classical and computer-intensive methods applied in an exploratory manner, and presentation graphics. This course is designed to provide students with the essentials for approaching new, complex data, and arriving at preliminary descriptive statements.

Prerequisite: STAT 500

"When I first decided about going back to school one of the things I thought about the most was how to balance work and school. Having a full time job really restricts my flexibility when it comes to attending classes. I found that the online learning experience at Southeastern University gives me the flexibility and quality that I was looking for in a post-graduate institution. I enjoy the flexibility and I feel it actually helps me learn better. I have also enjoyed how easy it is to navigate the E-Learning website and submit my assignments. I can honestly say that I never thought graduate school could be this convenient. Some might say that the e-learning process may take away from the classroom experience such as interaction with students and professors but I disagree. The opportunity for interaction exists and during my experience I never felt disconnected. I am grateful for the online program at Southeastern University and I look forward to continuing my online experience. Thank You,"

Mohammed Khaled Safa



GRADUATE

SAMPLE PROGRAMS

DEPARTMENT OF DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Graduate Sample Program Master of Science Computer Science

Based on Full-Time Enrollment
(9 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ISMA 500	Managerial Information Systems
MATH 500	Operational Research
COSC 502	Problem Solving in High-Level Languages

Quadmester 2

Course Number	Course Title
COSC 504	Computer Concepts and Systems Software
COSC 516	Database Theory
Elective	ACCT/COSC/ISMA/MATH/MGMT' etc.

Quadmester 3

Course Number	Course Title
COSC 513	Operating Systems
COSC 541	Data Communication Systems and Networks
Elective	ACCT/COSC/ISMA/MATH/MGMT' etc.

Quadmester 4

Course Number	Course Title
COSC 511	Data Structures
COSC 546	Artificial Intelligence
Elective	ACCT/COSC/ISMA/MATH/MGMT' etc.

Quadmester 5

Course Number	Course Title
COSC 581	Digital Design
ISMA 568	Information Systems Projects
Elective	ACCT/COSC/ISMA/MATH/MGMT' etc.

Graduate Sample Program Master of Business Administration Information Systems

Based on Full-Time Enrollment
(9 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ENGL 500	Technical Writing and Research Method
ECON 501	Economics Analysis for Management
ISMA 500	Managerial Information Systems

Quadmester 2

Course Number	Course Title
ACCT 500	Accounting Function in Business
COSC 504	Computer Concepts and Systems Software
MGMT 503	Organizational Theory and HR Management

Quadmester 3

Course Number	Course Title
FIBA 500	Financial Management
ISMA 508	Fundamentals of Database Systems
MGMT 512	Regulations and Control

Quadmester 4

Course Number	Course Title
COSC 507	Software Development and Engineering
ISMA 521	Information Analysis and Systems Design
MGMT 510	Quantitative Factors in Management

Quadmester 4

Course Number	Course Title
COSC 541	Data Communication Systems and Networks
ISMA 568	Information Systems Research Project
Elective	ACCT/COSC/ISMA/MATH/MGMT' etc.

Graduate Sample Program Master of Science Information Technology Concentration: Computer Graphics and Web Development

Based on Full-Time Enrollment
(9 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ENGR 500	Computer Aided Design
ISMA 500	Managerial Information Systems
ITEC 500	Web I: Introduction to Web Development

Quadmester 2

Course Number	Course Title
COSC 507	Software Development and Engineering
ISMA 511	High-Level Programming Languages
ITEC 505	Web II: Intermediate Web Development

Quadmester 3

Course Number	Course Title
ENGL 500	Technical Writing and Research Method
ITEC 510	Web Site Administration
MATH 500	Operational Research

Quadmester 4

Course Number	Course Title
ISMA 508	Fundamentals of Database Systems
ISMA 568	Information Systems Project I
STAT 500	Statistics

Quadmester 5

Course Number	Course Title
COSC 521	Web-enabled Database
ISMA 569	Information Systems Project II
Elective	ACCT/COSC/ISMA/MATH/MGMT' etc.

Graduate Sample Program
Master of Science
Information Technology
Concentration: Information Security and Network
Administration

Based on Full-Time Enrollment
(9 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ISMA 500	Managerial Information Systems
ITEC 513	Network and Operating System Essentials
ITEC 515	Information Systems Security Policy and Management

Quadmester 2

Course Number	Course Title
COSC 507	Software Development and Engineering
ITEC 523	Operating Systems for Administrators
MATH 500	Operational Research

Quadmester 3

Course Number	Course Title
COSC 541	Data Communication and Networks
COSC 572	Network Security
ENGL 500	Technical Writing and Research Method

Quadmester 4

Course Number	Course Title
ENGR 505	Digital Electronics
ISMA 508	Fundamentals of Database Systems
ISMA 568	Information Systems Project I

Quadmester 5

Course Number	Course Title
COSC 581	Digital Systems
ISMA 569	Information Systems Project II
Elective	ACCT/COSC/ISMA/MATH/MGMT etc.

"Southeastern University offers a strong and distinctive academic program in business, computer science, public administration, and information systems. Its programs are a wonderful blend of academic theory and real-world experience taught by full-time faculty of high stature and adjunct professors practicing every day in the professional trenches. The accelerated programs are taught in-class and online, and integrate a liberal arts core and the technology of the discipline in an entrepreneurial context. I know first hand-hand because the MBA degree that I received from Southeastern University in 1977 is one of the pillars of my success in starting and growing my business. And it is the compelling reason that I have come to serve the University on its Board of Trustees."

James Garrett
President, SENTEL Corporation



Russell Simmons, President and CEO, RUSH Communications, Inc. and Dr. Charlene Drew Jarvis, President, SEU

UNDERGRADUATE

DEPARTMENT OF PUBLIC ADMINISTRATION

Interim Chair: Sandra C. Vaughn, Ph.D.

MISSION

The Department of Public Administration offers courses in Criminal Justice, Public Administration, Health Services Administration, Human Resources Management, Legal Studies and Nonprofit Administration/Management to:

- Prepare and empower students to succeed as entrepreneurs, administrators, analysts, leaders and managers in the public and non-profit sectors.
- Serve the Washington, D.C. metropolitan region by developing public administration experts and a resource of intellectual and professional experts; and
- Contribute to the research in public administration through scholarly productivity, publications and research.

The goals of the Department of Public Administration are the following:

1. To provide students with courses, programs and extra-curricular activities that will empower them with the knowledge, skills, abilities and attitudes necessary for proficient public and nonprofit administration to make significant contributions to their professions or in the pursuit of graduate studies.
2. To provide opportunities for students to learn, analyze and evaluate policy; professional practices; legal responsibilities; the history; and structures of the public and nonprofit organizations.
3. To provide instructional opportunities that can develop levels of expertise beyond the required standards.

The Department of Public Administration at Southeastern University is aware of the local, national and world need for educated experts to lead, administrate, and manage organizations to meet the challenges of today and the future. We will therefore provide opportunities, for men and women to contribute to the development of solutions for these needs and challenges to compete in a rapidly changing technological society. The needs of a multi-cultural student population will be rewarded through the adoption of a curriculum that fosters personal confidence and academic excellence. A stellar program,

which provides the opportunity for every student to be successful and realize their full potential as well as their professional and personal goals, will be the intent. The Department of Public Administration offers the following programs and degrees.

PROGRAM SUMMARY

CERTIFICATES

- Human Resources Management
- Legal Studies
- Nonprofit Management

ASSOCIATE OF SCIENCE (A.S.)

- Criminal Justice
- Public Administration (Government Management)
- Health Service Administration
- Nonprofit Administration/Management

BACHELOR OF SCIENCE (B.S.)

- Criminal Justice
- Public Administration (Government Management)
- Health Services Administration
- Nonprofit Administration/Management

MASTER OF PUBLIC ADMINISTRATION (M.P.A.)

- Public Administration (Government Management)
- Health Services Administration
- Nonprofit Administration/Management



UNDERGRADUATE

DEGREE OFFERINGS

DEPARTMENT OF PUBLIC ADMINISTRATION

CERTIFICATE PROGRAM

Certificate Requirements (15 Credit Hours)

Human Resources

- HRAD 201 Introduction to Human Resources Administration and Management
- HRAD 203 Strategic Human Resources
- HRAD 204 Compensation and Benefits Management
- HRAD 305 Performance Evaluations
- HRAD 309 Information Systems for Human Resources Administration

Legal Studies

- CJUS 201 Constitutional Law
- LEGL 102 Introduction to the Legal System
- LEGL 103 Legal Terminology
- LEGL 104 Legal Research and Writing
- LEGL 206 Law Office Management and Technology

Nonprofit Management

- NPMP 540 Introduction to Nonprofit
- NPMP 541 Nonprofit Human Resources
- NPMP 544 Legal and Ethical Aspects of Nonprofits
- NPMP 545 Financial Management for Nonprofits
- NPMP 547 Leadership Management

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Major Requirements (30 Credit Hours)

- PUAD 201 Introduction to Public Administration
- CJUS 101 Introduction to Criminal Justice
- CJUS 201 Constitutional Law
- CJUS 203 Criminal Justice Systems
- CJUS 205 Criminology
- CJUS 210 Introduction to Crime and Punishment
- CJUS 212 Criminal Law
- CJUS 213 Introduction to Forensics

ASSOCIATE OF SCIENCE IN GOVERNMENT ADMINISTRATION/MANAGEMENT

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Major Requirements (30 Credit Hours)

- GOVT 102 US Government
- PUAD 201 Introduction to Public Administration



PUAD 203 Political Aspects of Public Administration
 PUAD 204 Public Management
 PUAD 205 Public Policy Process
 PUAD 210 Accounting for Public Administrators
 PUAD 215 Legal and Ethical Issues in Public Administration
 PUAD 220 Financial Management
 PUAD 270 Special Topics in Public Administration
 PUAD 280 Introduction to Directed Research

ASSOCIATE OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Major Requirements (30 Credit Hours)

ENTS 200 Starting Your Own Business
 PUAD 201 Introduction to Public Administration
 HEAS 201 Introduction to U.S. Health Services
 HEAS 203 Medical Terminology
 HEAS 210 Accounting for Health Services Administration
 HEAS 209 Environmental and Occupational Health Issues
 HEAS 211 Long Term Health Services Administration
 HEAS 334 Economics of Public Health
 HEAS 338 Hospital Administration and Services
 HEAS 280 Introduction to Directed Research

ASSOCIATE OF SCIENCE IN NONPROFIT MANAGEMENT

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Major Requirements (30 Credit Hours)

ENTS 200 Starting Your Own Business
 PUAD 201 Introduction to Public Administration
 PUAD 205 Public Policy Process
 PUAD 210 Accounting for Public Administrators
 PUAD 221 Quantitative and Qualitative Analyses I
 NPMP 201 Introduction to Nonprofit Management
 NPMP 203 Human Resources Management for Nonprofits
 NPMP 215 Legal Issues for the Nonprofits
 NPMP 218 Nonprofit Leadership and Organizational Change
 PUAD 280 Introduction to Directed Research

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Major Requirements (48 Credit Hours)

GOVT 102 US Government

CJUS 101 Introduction to Criminal Justice
 CJUS 201 Constitutional Law
 CJUS 203 Criminal Justice Systems
 CJUS 205 Criminology
 CJUS 210 Introduction to Crime & Punishment
 CJUS 212 Criminal Law
 CJUS 213 Introduction to Forensics
 CJUS 301 Criminal Procedure
 CJUS 305 Administration of Criminal Justice
 CJUS 307 Ethical Issues in Criminal Justice
 CJUS 309 Sociology in Criminal Law
 CJUS 313 Criminal Behavior
 CJUS 403 Forensic Anthropology
 PUAD 480 Directed Research

Electives (12 Credit Hours)

Students select **FOUR** courses from remaining 300 and 400 level courses in the department

BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Major Requirements (48 Credit Hours)

CJUS 201 Constitutional Law
 ENTS 200 Starting Your Own Business
 PUAD 201 Introduction to Public Administration
 PUAD 203 Political Aspects of Public Administration
 PUAD 204 Public Management
 PUAD 205 Public Policy Process
 PUAD 210 Accounting for Public Administrators
 PUAD 215 Legal and Ethical Issues in Public Administration
 PUAD 309 Human Resources in Public Administration
 PUAD 311 Public Budgeting
 PUAD 321 Quantitative and Qualitative Analysis I
 PUAD 323 Quantitative and Qualitative Analysis II
 PUAD 220 Financial Management
 PUAD 218 Leadership in Public Administration
 PUAD 470 Special Topics in Public Administration
 PUAD 480 Directed Research

Electives

(12 Credit Hours)

Students select **FOUR** courses from remaining 300 and 400 level courses in the department

BACHELOR OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Major Requirements (48 Credit Hours)

ENTS 200	Starting Your Own Business
CJUS 201	Constitutional Law
PUAD 201	Introduction to Public Administration
HEAS 201	Introduction to U.S. Health Services
HEAS 203	Medical Terminology
HEAS 210	Accounting for Health Services Administration
HEAS 204	Environmental and Occupational Issues in Health Services Administration
HEAS 211	Long Term Health Services Administration and Aging
HEAS 313	Policy Aspects of Health Services Administration
HEAS 315	Scientific Evidence in Health Services Administration
HEAS 332	Issues in Health Care Administration
HEAS 334	Economics of Public Health
HEAS 338	Hospital Administration and Services
HEAS 336	Legal Issues in Health Care Administration
HEAS 401	Health Services Financial Management
HEAS 403	Health Service Information Systems
PUAD 480	Directed Research

Electives (12 Credit Hours)

Students select **FOUR** courses from remaining 300 and 400 level courses in the department.

BACHELOR OF SCIENCE IN NONPROFIT MANAGEMENT**Degree Requirements** (121 Credit Hours)**General Education Core** (61 Credit Hours)**Major Requirements** (48 Credit Hours)

ENTS 200	Starting Your Own Business
CJUS 201	Constitutional Law
PUAD 201	Introduction to Public Administration
PUAD 205	Public Policy Process
PUAD 210	Accounting for Public Administrators
PUAD 321	Quantitative and Qualitative Analysis I
PUAD 323	Quantitative and Qualitative Analysis II
NPMP 201	Introduction to Nonprofit Management
NPMP 203	Human Resources Management for Nonprofits
NPMP 204	Legal Issues for Nonprofits
NPMP 306	Planning and Evaluation for Nonprofits
NPMP 407	Fundraising for Nonprofits
NPMP 408	Marketing for Nonprofits
NPMP 409	Techniques of Grant Writing
NPMP 410	Financial Reporting for Nonprofits
NPMP 470	Internship
PUAD 480	Directed Research

Electives (12 Credit Hours)

Students select **FOUR** courses from remaining 300 and 400 level courses in the department.



Left to right: Dr. Sandra Vaughn, Interim Dean, SEU; Mr. Wilbert Bryant, Counselor to the Secretary for the White House Initiative on HBCUs; Dr. Charlene Drew Jarvis, President, SEU

ANNUAL COURSE SCHEDULE

(Subject to Change)

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

CRIMINAL JUSTICE

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
CJUS 101	Introduction to Criminal Justice	✓	✓	✓	✓
CJUS 201	Constitutional Law	✓		✓	
CJUS 203	Criminal Justice System		✓		✓
CJUS 205	Criminology		✓		✓
CJUS 207	History of Correctional Institutions			✓	
CJUS 209	Juvenile Justice	✓			
CJUS 210	Introduction to Crime and Punishment		✓		✓
CJUS 212	Criminal Law		✓		✓
CJUS 213	Introduction to Forensics		✓		
CJUS 215	Introduction to Public Security Issues			✓	
CJUS 293	Internship	✓	✓	✓	✓
CJUS 301	Criminal Procedure	✓	✓	✓	✓
CJUS 303	History and Development of Police Systems	✓	✓		
CJUS 305	Administration of Criminal Justice	✓		✓	
CJUS 307	Ethical Issues in Criminal Justice		✓		✓
CJUS 309	Sociology in Criminal Justice	✓		✓	
CJUS 311	Criminal Justice in America	✓		✓	
CJUS 313	Criminal Behavior	✓	✓		✓
CJUS 401	Comparative Criminal Justice	✓		✓	
CJUS 403	Forensic Anthropology	✓		✓	✓
CJUS 405	Criminal Procedure		✓	✓	
CJUS 471	Internship	✓	✓	✓	✓

HEALTH SERVICE ADMINISTRATION

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
HEAS 201	Introduction to U.S. Health Services	✓	✓	✓	✓
HEAS 203	Medical Terminology		✓	✓	✓
HEAS 204	Environment and Occupational Health Issues		✓		✓

ANNUAL COURSE SCHEDULE					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
HEALTH SERVICE ADMINISTRATION <i>(continued)</i>					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
HEAS 210	Accounting for Health Services Administration	✓		✓	
HEAS 211	Long Term Health Care Administration		✓		✓
HEAS 313	Policy Aspects of Health Care		✓		✓
HEAS 315	Scientific Evidence in Health Care		✓		✓
HEAS 332	Issues in Health Policy	✓		✓	
HEAS 334	Economics of Public Health		✓		✓
HEAS 336	Legal Issues in Health Care Administration	✓		✓	
HEAS 338	Hospital Administration and Services		✓		✓
HEAS 401	Health Services Financial Management		✓		✓
HEAS 403	Health Care Information Systems	✓		✓	
HEAS 405	Comparative Health Care Systems		✓		✓
HEAS 471	Internship	✓	✓	✓	✓
HUMAN RESOURCES ADMINISTRATION					
HRAD 201	Introduction to Human Resources Administration & Management	✓		✓	
HRAD 203	Strategic Human Resources Management		✓		✓
HRAD 204	Compensation and Benefits Management	✓		✓	
HRAD 305	HR Performance Evaluation		✓		✓
HRAD 307	Legal and Ethical Issues of Human Resources		✓		✓
HRAD 309	Information Systems for Human Resources Administration	✓		✓	
LEGAL STUDIES					
LEGL 102	Introduction to the Legal System		✓		✓
LEGL 103	Legal Terminology		✓	✓	✓
LEGL 104	Legal Research and Writing	✓	✓		✓
LEGL 206	Law Office Management & Technology		✓		✓

ANNUAL COURSE SCHEDULE

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

LEGAL *(continued)*

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
LEGL 218	Administrative Law	✓	✓	✓	✓
LEGL 220	Legal Studies Internship		✓		✓

NONPROFIT MANAGEMENT

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
NPMP 201	Introduction to Nonprofit Management (formerly 101)	✓ / ○		✓ / ○	✓
NPMP 203	Human Resources Management for Nonprofits		✓	○	
NPMP 204	Accounting for Nonprofit Management			✓	
NPMP 215	Legal Issues for Nonprofits	✓	○	✓	○
NPMP 306	Planning and Evaluation for Nonprofits	○	✓	○	✓
NPMP 307	Nonprofit Leadership and Organizational Change	○	✓	○	✓ / ○
NPMP 407	Fundraising for Nonprofits		○	✓	
NPMP 408	Marketing for Nonprofits			✓	○
NPMP 409	Techniques of Grant Writing			○	
NPMP 410	Financial Reporting for Nonprofits		✓		○
NPMP 470	Internship	✓	✓	✓	✓

PUBLIC ADMINISTRATION AND GOVERNMENT

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
PUAD 201	Introduction To Public Administration	○	✓	○	✓
PUAD 203	Political Aspects of Public Administration	✓	○	✓	○
PUAD 204	Public Management	○	✓	○	✓
PUAD 205	Public Policy (formerly PUBL 325)		✓	○	✓
PUAD 210	Accounting for Public Administrators	✓		✓	
PUAD 215	Legal and Ethical Issues in Public Administration	✓	○	✓	✓
PUAD 218	Leadership in Public Administration	○	✓	○	✓
PUAD 220	Financial Management	○	✓	✓	✓

ANNUAL COURSE SCHEDULE					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
PUBLIC ADMINISTRATION AND GOVERNMENT <i>(continued)</i>					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
PUAD 221	Quantitative and Qualitative Analysis I	✓		✓	
PUAD 270	Special Topics in Public Administration		✓		✓ / ○
PUAD 280	Introduction to Directed Research	✓		✓	
PUAD 309	Human Resources in Public Administration	✓		✓ / ○	
PUAD 311	Public Budgeting	○	✓	○	✓
PUAD 323	Quantitative and Qualitative Analysis II		✓		✓
PUAD 479	Internship	✓	✓	✓	✓
PUAD 480	Directed Research	✓	✓	✓	✓



UNDERGRADUATE

COURSE DESCRIPTIONS

DEPARTMENT OF PUBLIC ADMINISTRATION

CRIMINAL JUSTICE COURSES (CJUS)

The program offers undergraduate students the opportunity to prepare for careers in the criminal justice system, studies leading to law school or graduate school. The program provides courses which reflect the core of the criminal justice discipline, such topics as law enforcement, the judicial process, juvenile justice, corrections and criminal law are introduced. Major component of the program are the directed research and internship courses.

CJUS 101 Introduction to Criminal Justice 3 Credits

This course provides an introduction to the field of study, criminal justice. It is the foundation course; it includes history, theory, application and its impact on society and the individual.

Prerequisites: ENGL 101

CJUS 201 Constitutional Law 3 Credits

This course provides an analysis of the historical development of the constitution; the relationship of the states to the Bill of Rights; the effects of the due process clause of the Fourteenth Amendment, and the application of the Bill of Rights to the states are studied through an examination of major Supreme Court cases.

Prerequisites: ENGL 101 and CJUS 101

CJUS 203 Criminal Justice Systems 3 Credits

This course provides an overview of the criminal justice system, its main elements and their functions. It also examines the social, political, and cultural considerations that have influenced and shaped system functions and criminal justice institutions.

Prerequisite: ENGL 101 and CJUS 101

CJUS 205 Criminology 3 Credits

This course provides a general survey of the nature and causes of crime and efforts of the criminal justice system to predict, prevent, modify and correct behavior. It also provides an analysis of the historical, social, legal and cultural conditions affecting the nature of crime and the responses of government and the public.

Prerequisite: ENGL 101 and CJUS 101

CJUS 207 History of Correctional Institutions 3 Credits

The course traces the evolution of the corrections process, the philosophy of punishment and treatment; operations and administration and issues in the correctional process. The course covers institutional and community based corrections.

Prerequisites: ENGL 101 and CJUS 201

CJUS 209 Juvenile Justice 3 Credits

The history and philosophy of juvenile behavior and the legal implications are examined in this course. The course will also examine theories of delinquency and its scope as a social and individual problem; causation, law enforcement and the juvenile court. The course will cover methods of control through corrections and prevention.

Prerequisites: ENGL 101 and CJUS 101

CJUS 210 Introduction to Crime and Punishment 3 Credits

This course focuses on the history of crime and punishment and its importance in the development of the American political, economic and social structures.

Prerequisites: CJUS 101

CJUS 212 Criminal Law 3 Credits

This course introduces substantive and procedural criminal law. A selective introduction to criminal law, emphasizing leading cases, opinions, and scholarly writings which illustrate major facets of criminal law and practice are presented.

Prerequisites: ENGL 101, CJUS 101 and CJUS 201

CJUS 213 Introduction to Forensics 3 Credits

This course provides an introduction to the problems and techniques of scientific criminal investigation. Case illustrations drawn from crime laboratories throughout the United States will be used to emphasize the value of various scientific aids to investigators in the criminal justice arena.

Prerequisites: ENGL 101, CJUS 101, CJUS 201, and CJUS 205

**CJUS 215 Introduction to Public Security Issues
3 Credits**

This course will introduce students to security issues and the programs and activities which have been developed to protect the public.

Prerequisites: CJUS 205

CJUS 293 Internship

3 Credits

Supervised work placement in the student's area of specialization.

Prerequisites: CJUS 101, and CJUS 201,212

CJUS 301 Criminal Procedure

3 Credits

This course focuses on the procedural requirements of the Fourth, Fifth and Sixth Amendments to the United States Constitution, through the study of leading Supreme Court cases.

Prerequisites: CJUS 212

CJUS 303 History and Development of Police Systems

3 Credits

This course examines the philosophy of modern police systems in the United States; it includes an evaluation of the purpose of these organizations, their jurisdictions and methods of law enforcement.

Prerequisites: CJUS 212

CJUS 305 Administration of Criminal Justice

3 Credits

This course presents the history and development of the principles of administration and organizational theory as they have been applied in the field of criminal justice. It examines the organizational design, mission statements, staff roles and the relationships between administrative process and outcomes objectives in criminal justice agencies.

Prerequisites: CJUS 212

CJUS 307 Ethical Issues in Criminal Justice

3 Credits

This course explores and analyzes ethical considerations in specific criminal justice arenas. Ethical standards for criminal justice practitioners will be examined using case studies.

Prerequisites: CJUS 212

CJUS 309 Sociology in Criminal Law

3 Credits

This course begins with an examination of law as a social phenomenon, as an agency of social control; it will examine the phenomena of criminal deviance, how it is created and labeled through the process of definition and social sanction. It will examine the problems related to domestic conflict and violence; abnormal sexual behavior; vice and the legal, sociological implications.

Prerequisite: CJUS 212

CJUS 311 Criminal Justice in America

3 Credits

This course examines a variety of contemporary criminal justice issues. Students will study the nature of the judicial process; appointments of judges; precedent and legal reasoning; the basis for criminal and civil lawsuits; the role of the attorney; the judge; the public; the organization of state and federal courts; the Supreme Court; democracy and judicial review.

Prerequisite: CJUS 212

CJUS 313 Criminal Behavior

3 Credits

This course will analyze criminal behavior and the various issues confronting the criminal justice system from a forensic and psychological perspective. Students will be introduced to the relationship between the law and psychology, criminal behavior and criminal law with an emphasis on helping them to understand the various forms of criminal behavior.

Prerequisites: CJUS 212 and CJUS 309

CJUS 401 Comparative Criminal Justice

3 Credits

This course provides a comparative analysis across nations of the incidence, trends, control, treatment and prevention of crime within the framework of common criminological theories. It will also explore forms of international cooperation in control of crime and as well some of the difficulties.

Prerequisites: CJUS 212 and CJUS 309

CJUS 403 Forensic Anthropology

3 Credits

This course introduces the methods and purpose of physical anthropology as applied in human identification by law enforcement agencies.

Prerequisites: CJUS 212 and CJUS 309

CJUS 471 Internship

3 Credits

This course provides students with a supervised practical work experience in criminal justice.

Prerequisites: CJUS 212

**HEALTH SERVICES ADMINISTRATION
COURSES (HEAS)**

The Health Services Administration Program provides students the opportunity to prepare for careers in the management of health organizations, including hospitals, local and federal agencies, long term care facilities, health maintenance organizations, ambulatory care facilities, managed care corporations, mental health facilities, and other related health organizations and to pursue advanced degrees in health administration. As a part of their preparation students are required to complete directed research and internship courses.

HEAS 201 Introduction to U.S. Health Services Administration

3 Credits

This course introduces current administrative practices in such areas as governance and organization, planning, marketing, human resources, facility management, hospital administration and ethics.

Prerequisites: GOVT 101

HEAS 203 Medical Terminology

3 Credits

This course will introduce commonly used terminology in health services administration and the medical field.

HEAS 204 Environmental and Occupational Issues in Health Services Administration

3 Credits

This course examines regulatory policies regarding environmental and occupational issues in health services administration.

Prerequisites: HEAS 201

HEAS 210 Accounting for Health Services Administration

3 Credits

This course introduces the standards and practices of accounting for health service administration.

Prerequisites: HEAS 201

HEAS 211 Long Term Care Health Services Administration

3 Credits

This course will examine long-term care delivery systems; regulations; manpower systems; nursing; financing and the special needs of long-term facilities.

Prerequisites: PUAD 201

HEAS 313 Policy Aspects of Health Services Administration

3 Credits

This course examines how historical and contemporary policies for health services administration; how they are developed and implemented.

Prerequisites: HEAS 201

HEAS 315 Scientific Evidence in Health Services Administration

3 Credits

This course explores the use of scientific evidence in decision making for regulatory and public health policy purposes, and looks at how the legal systems approach environmental and toxic exposure claims.

Prerequisites: HEAS 201

HEAS 332 Issues in Health Policy

3 Credits

This course provides knowledge of policies and policy making in health services administration, topics include the responsibility of government to provide health care, the regulation of health professionals, and the roles and responsibilities of insurance organizations.

Prerequisites: HEAS 201

HEAS 334 Economics of Public Health

3 Credits

This course focuses on the economic aspects of public health. Topics include supply and demand, cost, facility utilization rate, and patterns of services, new technology, and the problems of inflation.

Prerequisites: HEAS 201

HEAS 336 Legal and Ethical Issues in Health Service Administration

3 Credits

This course will examine the legal issues arising out of health care delivery. It will cover licensing, quality control, tort liability, liability for health care institutions, informed consent assess and cost, organizational structures and liability of managed care organizations.

HEAS 338 Hospital Administration and Services

3 Credits

This course provides lessons in the management and delivery of health care services from the institutional viewpoint. It includes an analysis of communications, decision making in the operations, the evaluation and quality of health care, personnel and leadership of medical and administrative staffs and collective bargaining.

Prerequisites: HEAS 201

HEAS 401 Health Services Financial Management

3 Credits

This course examines the various techniques of financial management in health care administration. Elements and concepts of financial planning and decision making in the areas of billing, budgeting, taxes, borrowing, accounts payables, receivables and investments are introduced.

Prerequisite: HEAS 201

HEAS 403 Health Service Information Systems

3 Credits

This course examines the role of information in the health care setting and the application of information technology in health care administration.

Prerequisites: HEAS 201; 301

HEAS 405

Comparative Health Services Administration

3 Credits

This course focuses on the evaluation of various organizational patterns, functions offered by and trends in international health services administration. Emphasis is also placed on the sources of such differences, and the significance of systems to the health status of a nation and the world.

Prerequisites: HEAS 201

HEAS 471 Internship

3 Credits

A supervised practical work experience in health services administration.

Prerequisites: HEAS 201; 301; 403

HUMAN RESOURCES ADMINISTRATION COURSES (HRAD)

The Human Resources Administration Certificate Program prepares students for a career in human resource management and general management. The program provides students with the knowledge needed to assume positions such as corporate recruitment, employee relations specialist, compensation analyst, corporate trainers, HR generalist and management trainers.

HRAD 201 Introduction to Human Resources Administration and Management 3 Credits

This course provides an introduction to human resources administration in the U.S.A. including human resources planning and development, assessment of future needs, building the human resource functions to meet the needs of organizations; creation of career development and training programs; hiring policies, labor relations and implementation of such programs and policies.

HRAD 203 Strategic Human Resources Management 3 Credits

Strategic Human Resources Management introduces functional issues of strategic planning and current developments in the administration of contemporary organizations.

HRAD 204 Compensation and Benefits Management 3 Credits

This course examines the design, implementation and maintenance of compensation systems including benefits. Exploring decisions regarding salaries, incentives, benefits, and how quality of life issues are made and their impact on attracting, retaining and motivating employees.

Prerequisites: HRAD 201

HRAD 305 Performance Evaluations 3 Credits

This course focuses on the design and implementation of performance evaluation instruments and how these provide management with essential information for making strategic decisions regarding employee advancement, retention, or separation.

Prerequisites: HRAD 201

HRAD 307 Legal and Ethical Issues in Human Resources Administration 3 Credits

This course examines the labor relations laws, constitutional laws, regulating policies and executive orders which human resources managers must understand and apply. As well, the course explores the ethical decisions which must be made by human resources administrators.

Prerequisites: HRAD 201

HRAD 309 Information Systems for Human Resources Administration 3 Credits

This course explores the use of information systems in effective management of human resources functions including data base design and analysis, appraisal design and analysis; survey design and analysis and other quantitative design analysis programs.

Prerequisites: HRAD 201

LEGAL STUDIES COURSES (LEGL)

The Legal Studies concentration provides students with an opportunity to study the American Legal system, its philosophy, its function and its role in society. These courses help to prepare students for law related careers; it provides introductory course work for paralegals and for students interested in law school.

LEGL 102 : Introduction to the Legal System 3 Credits

This course reviews the role of the law in American society, and the history of the legal system. Introduction to basic topics including due process; contracts, criminal law, torts and procedures are provided.

LEGL 103 Legal Terminology 3 Credits

This course introduces students to legal terminology, how it is used and applied within the American judiciary system. It also provides an introduction to legal writing and research.

LEGL 104 Legal Research and Writing 3 Credits

This course expands on legal writing and emphasizes legal research.

LEGL 206 Law Office Management and Technology 3 Credits

This course will present legal theory and procedure in a case problem context. Models of the various processes as applied in the law office environment will be introduced. Legal document management, assembly, case management, data base management, computer assisted internal and external research, resources management, and various technological enhancements of traditional processes will be taught. Students will be provided with the theoretical foundations and practical applications of law office management.

LEGL 218 Administrative Law 3 Credits

This course covers the Administrative Procedures, Freedom of Information, and Privacy Acts. It examines law-making procedures, statutory and the constitutional basis for delegation of powers enabling government agencies to make rules, and the administrative adjudicatory process.

Prerequisite: LEGL 102.

**LEGL 220 Legal Studies Internship
3 Credits**

Students can earn academic credit for producing a scholarly report based upon approximately 160 hours of employment as a paralegal or legal assistant at a business, government agency, or other organization.

**NONPROFIT MANAGEMENT COURSES
(NPMP)**

The Nonprofit Management Program is designed to provide students with the skills necessary to manage, lead and effect organizational change in the not-for-profit sector. The program provides a broad scope of the social, economic, and political roles and functions of nonprofit organizations and their interdependent relationships with business and governments; managing financial and human resources; and the governance roles and responsibilities of boards of trustees. The program is designed to provide students with the essential management knowledge and skills to pursue or advance careers in the nonprofit sector.

**NPMP 201 Introduction to Nonprofit
Management (formerly NPMP 101)
3 Credits**

This course will focus on the unique structure of nonprofits, the theories and concepts of nonprofit administration and management.

Prerequisites: PUAD 201

**NPMP 203 Human Resources Management for
Non-profits
3 Credits**

This course provides the theoretical framework for human resources management in nonprofit organizations, including the effective use of human resources to achieve organization goals within ethical and legal boundaries. The course will also focus on volunteers in nonprofit management

Prerequisites: NPMP 201

**NPMP 204 Accounting for Nonprofit Managers
3 Credits**

This course introduces accounting principles and practices as they are applied to nonprofit organizations. Topics include fund accounting; the generation use and of accounting information and standard accounting.

Prerequisites: NPMP 201

**NPMP 215 Legal and Ethical Issues for the
Nonprofits
3 Credits**

This course provides an introduction into the legal and ethical issues facing nonprofits, and framework of nonprofit organizations and examines the laws relating to incorporation, tax status, and how nonprofits influence the legislative and judicial branches of government and the ethical issues faced by management.

Prerequisites: NPMP 201

**NPMP 306 Planning and Evaluation for Nonprofits
3 Credits**

This course introduces the key elements in the strategic planning process. It teaches how to write measurable goals and objectives; creates assessment instruments and performance evaluations.

Prerequisites: NPMP 201

**NPMP 307 Nonprofit Leadership and
Organizational Change
3 Credits**

Leadership theories and how they impact organizational change will be the focus of this course. Students will learn to apply leadership theories in the management of the nonprofit organizational environment.

Prerequisites: NPMP 201

**NPMP 407 Fundraising for Nonprofits
3 Credits**

This course will focus on the methods of fundraising. Students will learn about donor profiling, donor data base mining and corporate and foundation searches. Student will learn to develop and write competitive proposals.

Prerequisites: NPMP 201

**NPMP 408 Marketing for Nonprofits
3 Credits**

Students will learn the principles and practices of marketing and public relations, including market research and the development of a marketing plan.

Prerequisites: NPMP 201;

**NPMP 409 Techniques of Grant Writing
3 Credits**

This course will provide an overview of the process for researching grants and proposals. It will include an examination of the components of a grant or proposal for government and nongovernmental funding and will introduce tips for writing successful proposals.

Prerequisites: NPMP 201

**NPMP 410 Financial Reporting for Nonprofits
3 Credits**

This course includes accounting, budgeting, financial planning, tax issues, internal and external reporting requirements and technology for financial management in the nonprofit sector.

Prerequisites: NPMP 201

**NPMP 470 Internship
3 Credits**

(See PUAD 470)

This course provides practical work experience in public administration.

Prerequisite: PUAD 323

PUBLIC ADMINISTRATION COURSES (PUAD)

The Public Administration Program provides students with managerial knowledge, skills and expertise needed for positions in all levels of government and public service. The focus is on process and the practical application of theory in public administration. Students employed in government will be prepared to bring new skills and competencies to their work, improve the quality of government service and improve the relationship between government, citizens and the private sector. Public Administration students learn to think critically and analytically; they will understand the dynamics of domestic politics and how to be better citizens and public employees.

PUAD 201 Introduction to Public Administration 3 Credits

This course introduces the concepts, theories and principles of public administration. It examines public administration with particular emphasis on the democratic, legal, political and economic environments in the U.S.A.

Prerequisites: GOVT 102

PUAD 203 Political Aspects of Public Administration 3 Credits

The focus of this course is the political arena of public management; students will examine the framework of political systems and their impact on the environment of public administration.

Prerequisites: GOVT 102

PUAD 204 Public Management 3 Credits

The course examines the fundamental theories in the field of Public Management, the historical and contemporary and the practical significance of such theories.

Prerequisites: PUAD 201

PUAD 205 Public Policy Process (formerly PUBL 325) 3 Credits

This course examines the methods for identifying and structuring public policy problems and lessons, formulating and recommending policy actions for decision making.

Prerequisites: PUAD 201

PUAD 210 Accounting for Public Administrators 3 Credits

This course introduces the standards and practices of accounting for public and nonprofit administration. Fund accounting and other appropriate techniques to ensure proper execution of fiduciary responsibility are taught. Linkages between budget, financing and accounting are made. Analysis of the technical aspects of accounting, posting journal entries and preparing accounting reports are introduced.

Prerequisites: PUAD 201

PUAD 215 Legal and Ethical Issues in Public Administration 3 Credits

This course examines the laws which public administrators must adhere and the ethical issues they must confront. The case study method is used.

Prerequisites: PUAD 201

PUAD 218 Leadership in Public Administration (Formerly 471) 3 Credits

This course examines leadership theories for effective management of public and nonprofit sectors.

Prerequisites: PUAD 201

PUAD 220 Financial Management (formerly PUAD 471) 3 Credits

This course examines the various techniques of financial management in the public and nonprofit sectors. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, accounts payables, receivables and investments are introduced.

Prerequisites: PUAD 201

PUAD 221 Quantitative and Qualitative Analysis I 3 Credits

This course introduces types and techniques of research; research literature; library and internet research; examples of qualitative and quantitative methods will be introduced.

Prerequisites: PUAD 201; PUAD 205

PUAD 270 Special Topics in Public Administration 3 Credits

This seminar provides instruction in contemporary issues in public administration.

Prerequisites: PUAD 201

"The masters degree in public administration in government management that I earned from SEU helped build the foundation for my preparation for the Senior Executive Service. All of the coursework, and the direction and mentoring from my professors were especially helpful in attaining my goals and leading to the success that I enjoy today."

*Rosa Whitted-2002
Comptroller, Bureau of Population, Refugees, and Migration,
U.S. Department of State*

**PUAD 280 Introduction to Directed Research
3 Credits**

This course introduces the students to research methods used by public administrators it includes an introduction to Turabian and Chicago style. Students will be required to develop research topics, complete literature reviews and annotated bibliographies.

Prerequisites: PUAD 201

**PUAD 309 Human Resources in Public Administration
3 Credits**

Analysis of techniques and tools used in human resources management including the merit system, classification, compensation, evaluation, recruitment and labor relations is taught. Emphasis is placed on current legal and policy issues in personnel administration such as diversity and privatization.

Prerequisites: PUAD 201

**PUAD 311 Public Budgeting
3 Credits**

This course examines the institutions and techniques of modern financial administration in federal, state and local governments. The terminology, the process of budgeting; analyzing budgets and solutions for budgets are explained.

Prerequisites: PUAD 201

**PUAD 323 Quantitative and Qualitative Analysis II
3 Credits**

This course examines all major areas of survey research methodology including sampling, design, data collection methods, questionnaire design, data analysis; and data processing.

Prerequisites: PUAD 321

**PUAD 479 Internship
3 Credits**

Student will be placed in government agencies for practical application of knowledge.

Prerequisite: PUAD 311

**PUAD 480 Directed Research
3 Credits**

This course presents an overview of types and techniques of research. Students explore sources of research, literature reviews; and perform library and internet searches for appropriate materials for their own studies. A major paper will be produced.

Prerequisites: PUAD 323



UNDERGRADUATE

SAMPLE PROGRAMS

DEPARTMENT OF PUBLIC ADMINISTRATION

Associate of Science Public Administration (Government Management) Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
HIST 101	US History

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PSYC 103	Introduction to Psychology

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Systems
GOVT 102	US Government
PUAD 201	Introduction to Public Administration
PHIL 103	Introduction to Philosophy

Quadmester 4

Course Number	Course Title
PUAD 203	Political Aspects of Public Administration
PUAD 204	Public Management
PUAD 205	Public Policy Process
PUAD 210	Accounting for Public Administrators

Quadmester 5

Course Number	Course Title
PUAD 215	Legal and Ethical Issues for Public Administration
PUAD 220	Financial Management
PUAD 270	Special Topics in Public Administration
PUAD 280	Introduction to Directed Research

Associate of Science Non Profit Management Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
HIST 101	US History

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PSYC 103	Introduction to Psychology

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Systems
PUAD 201	Introduction to Public Administration
NPMP 201	Introduction to Nonprofit Management
PHIL 103	Introduction to Philosophy

Quadmester 4

Course Number	Course Title
NPMP 203	Human Resource Management for Nonprofits
PUAD 205	Public Policy Process
PUAD 210	Accounting for Public Administrators
NPMP 215	Legal Issues for Nonprofits

Quadmester 5

Course Number	Course Title
CJUS 201	Constitutional Law
NPMP 218	Nonprofit Leadership and Organizational Change
NPMP 221	Quantitative and Qualitative Analysis
PUAD 280	Introduction to Directed Research

Associate of Science Criminal Justice Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
SCNC 106	Survey of Science
HIST 101	US History

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
ART 101	Art Appreciation
COMM 204	Oral Communications
SOSC 105	Introduction to Sociology

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Systems
PHIL 103	Introduction to Philosophy
PUAD 201	Introduction to Public Administration

Select ONE of the following

ACCT 101
SMBE 201
FIBA 201

DEPARTMENT OF PUBLIC ADMINISTRATION: SAMPLE PROGRAMS

Quadmester 4		
Course Number	Course Title	
ECON 203	Survey of Economics	
CJUS 101	Introduction to Criminal Justice	
CJUS 201	Constitutional Law	
CJUS 215	Criminal Justice Systems	

Quadmester 5		
Course Number	Course Title	
CJUS 205	Criminology	
CJUS 210	Introduction to Crime and Punishment	
CJUS 212	Criminal Law	
CJUS 213	Introduction to Forensics	

Associate of Science Health Services Administration Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1		
Course Number	Course Title	
ORTN 101	University Orientation	
ENGL 101	Composition I	
MATH 101	College Algebra	
ART 101	Art Appreciation	
HIST 101	US History	

Quadmester 2		
Course Number	Course Title	
ENGL 102	Composition II	
MATH 104	Basic Statistics I	
COMM 204	Oral Communications	
PSYC 103	Introduction to Psychology	

Quadmester 3		
Course Number	Course Title	
ISMA 101	Introduction to Systems	
PUAD 201	Introduction to Public Administration	
CJUS 201	Constitutional Law	
PHIL 103	Introduction to Philosophy	

Quadmester 4		
Course Number	Course Title	
HEAS 201	Introduction to US Health Services	
HEAS 203	Medical Terminology	
HEAS 209	Environmental and Occupational Health Issues	
HEAS 210	Accounting for Health Services Administration	

Quadmester 5		
Course Number	Course Title	
HEAS 211	Long Term Health Services Administration	
HEAS 334	Economics of Public Health	
HEAS 338	Hospital Administration and Services	
PUAD 280	Introduction to Directed Research Health Services	

Bachelor of Science Public Administration Based on Full-Time Enrollment (12 credits per Quadmester)

Quadmester 1		
Course Number	Course Title	
ORTN 101	University Orientation	
ENGL 101	Composition I	
MATH 101	College Algebra	
ART 101	Art Appreciation	
ISMA 101	Introduction to Systems	

Quadmester 2		
Course Number	Course Title	
ENGL 102	Composition II	
MATH 104	Basic Statistics I	
COMM 204	Oral Communications	
PHIL 103	Introduction to Philosophy	

Quadmester 3		
Course Number	Course Title	
ENGL 314	Report Writing and Business Communication	
PHIL 202	Introduction to Logic	
GOVT 102	U.S. Government	
ISMA 275	Computers and Management	

Quadmester 4		
Course Number	Course Title	
PSYC 103	Introduction to Psychology	
ISMA 285	Basics of WWW and E-Commerce	
ECON 203	Survey of Economics	
HUMN 205	World Civilization I	

Quadmester 5		
Course Number	Course Title	
HUMN 303	Professional Ethics	
HUMN 405	Comparative Political Economic Systems	
ENTP 200	Starting and Operating Your Business	
PUAD 201	Introduction to Public Administration	

Quadmester 6		
Course Number	Course Title	
HUMN 402	Science, Technology & Society in a Changing World	
CJUS 201	Constitutional Law	
PUAD 203	Political Aspects of Administration	
PUAD 204	Public Management	

Quadmester 7		
Course Number	Course Title	
ENGL 302	Research skills	
PUAD 205	Public Policy Process	
PUAD 210	Accounting for Public Administrators	
PUAD 215	Legal and Ethical Issues in Public Administration	

Quadmester 8		
Course Number	Course Title	
PUAD 218	Leadership in Public Administration	
PUAD 220	Financial Management	
PUAD 221	Quantitative and Qualitative Analysis I Elective	

Quadmester 9		
Course Number	Course Title	
PUAD 270	Special Topics in Public Administration	
PUAD 309	Human Resources in Public Administration	
PUAD 311	Public Budgeting Administrators Elective	

Quadmester 10		
Course Number	Course Title	
Elective		
Elective		
PUAD 323	Quantitative and Qualitative Analysis II	
PUAD 480	Directed Research	

**Bachelor of Science
Nonprofit Management
Based on Full-Time Enrollment
(12 credits per Quadmester)**

**Quadmester 1
Course Number**

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
ISMA 101	Introduction to Systems

**Quadmester 2
Course Number**

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PHIL 103	Introduction to Philosophy

**Quadmester 3
Course Number**

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
PHIL 202	Introduction to Logic
GOVT 102	U.S. Government
ISMA 275	Computers and Management

**Quadmester 4
Course Number**

Course Number	Course Title
PSYC 103	Introduction to Psychology
ECON 203	Survey of Economics
ISMA 285	Basic Principals of WWW and E-Commerce

Select ONE of the following

HUMN 205	World Civilization I
HUMN 206	
HUMN 208	
HUMN 209	
HUMN 210	

**Quadmester 5
Course Number**

Course Number	Course Title
HUMN 303	Professional Ethics
HUMN 405	Comparative Political Economic Systems
NPMP 201	Introduction to Nonprofits
PUAD 201	Introduction to Public Administration

**Quadmester 6
Course Number**

Course Number	Course Title
HUMN 402	Science, Technology & Society in a Changing World
CJUS 201	Constitutional Law
PUAD 205	Public Policy Process
PUAD 210	Accounting for Public Administrators

**Quadmester 7
Course Number**

Course Number	Course Title
ENGL 302	Research Skills
PUAD 221	Quantitative and Qualitative Analysis II
NPMP 203	Human Resource Management for Nonprofits
PUAD 215	Legal and Ethical Issues in Public Administration

**Quadmester 8
Course Number**

Course Number	Course Title
NPMP 218	Nonprofit Leadership & Organizational Change
NPMP 306	Planning & Evaluation for Nonprofits
PUAD 323	Quantitative and Qualitative Analysis II
Elective	

**Quadmester 9
Course Number**

Course Number	Course Title
NPMP 407	Fundraising for Nonprofits
NPMP 408	Marketing for Nonprofits
NPMP 409	Techniques of Grant Writing
Elective	

**Quadmester 10
Course Number**

Course Number	Course Title
Elective	
Elective	
NPMP 410	Financial Reporting for Nonprofits
PUAD 480	Directed Research

**Bachelor of Science
Health Services Administration
Based on Full-Time Enrollment
(12 credits per Quadmester)**

**Quadmester 1
Course Number**

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
ISMA 101	Introduction to Systems

**Quadmester 2
Course Number**

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PHIL 103	Introduction to Philosophy

**Quadmester 3
Course Number**

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
PHIL 202	Introduction to Logic
GOVT 102	U.S. Government
ISMA 275	Computers and Management

**Quadmester 4
Course Number**

Course Number	Course Title
PSYC 103	Introduction to Psychology
ECON 203	Survey of Economics
ISMA 285	Basic Principals of WWW and E-Commerce

Select ONE of the following

HUMN 205	World Civilization I
HUMN 206	
HUMN 208	
HUMN 209	
HUMN 210	

**Quadmester 5
Course Number**

Course Number	Course Title
HUMN 303	Professional Ethics
HUMN 405	Comparative Political Economic Systems
ENTP 200	Starting and Operating Your Business
PUAD 201	Introduction to Public Administration

**Quadmester 6
Course Number**

Course Number	Course Title
HUMN 402	Science, Technology & Society in a Changing World
CJUS 201	Constitutional Law
HEAS 201	Introduction to US Health Services
HEAS 204	Environmental and Occupational Health Issues

DEPARTMENT OF PUBLIC ADMINISTRATION: SAMPLE PROGRAMS

Quadmester 7

Course Number	Course Title
ENGL 302	Research Skills
HEAS 210	Accounting for Health Services Administration
HEAS 211	Long Term Health Services and Ageing
HEAS 313	Policy Aspects of Health

Quadmester 8

Course Number	Course Title
HEAS 315	Scientific Evidence in Health Services Administration
HEAS 332	Issues in Health Policy
HEAS 334	Economics of Public Health Services
Elective	

Quadmester 9

Course Number	Course Title
HEAS 338	Hospital Administration
HEAS 336	Legal Issues in Health Care
HEAS 401	Health Services Financial Management
Elective	In Public Administration

Quadmester 10

Course Number	Course Title
Elective	
Elective	
HEAS 403	Health Service Information Systems
PUAD 480	Directed Research

Bachelor of Science Criminal Justice

Based on Full-Time Enrollment
(12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
HIST 101	US History
ISMA 101	Introduction to Systems

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PHIL 103	Introduction to Philosophy

Quadmester 3

Course Number	Course Title
ART 101	Art Appreciation
PHIL 202	Introduction to Logic
GOVT 102	U.S. Government
ISMA 275	Computers and Management

Quadmester 4

Course Number	Course Title
PSYC 103	Introduction to Psychology
SCNC 106	Survey of Science
ECON 203	Survey of Economics
HUMN 205	World Civilization I

Quadmester 5

Course Number	Course Title
SOSC 105	Introduction to Sociology
SCNC 108	Environmental Science
COMM 205	Interpersonal Communications
ENGL 302	Research Skills

Quadmester 6

Course Number	Course Title
ENTP 200	Starting and Operating Your Business
CJUS 101	Introduction to Criminal Justice
CJUS 201	Constitutional Law

Select ONE of the following

MRKT 202	Marketing Foundations
FIBA 201	Finance Foundations

Quadmester 7

Course Number	Course Title
CJUS 203	Criminal Justice Systems
CJUS 205	Criminology
CJUS 210	Introduction to Crime and Punishment
CJUS 212	Criminal Law

Quadmester 8

Course Number	Course Title
CJUS 213	Introduction to Forensics
CJUS 301	Criminal Procedure
CJUS 305	Administration of Criminal Justice
Elective	

Quadmester 9

Course Number	Course Title
CJUS 307	Ethical Issues in Criminal Justice
CJUS 309	Sociology in Criminal Justice
CJUS 313	Criminal Behavior
Elective	

Quadmester 10

Course Number	Course Title
Elective	
Elective	
CJUS 403	Forensic Anthropology
PUAD 480	Directed Research

"As a recent graduate with a Master's in Public Administration, SEU has met my educational needs by providing me with excellent professors and practical experience in the field...It's nice to know that SEU not only wants you to excel in education, but also to exceed in the workforce and they're willing and able to help make that a reality."

*Lisa Stewart,
MPA Graduate, Class of 2004*

GRADUATE

DEGREE OFFERINGS

DEPARTMENT OF PUBLIC ADMINISTRATION

MASTER OF PUBLIC ADMINISTRATION (M.P.A.)

- Public Administration (Government Management)
- Health Services Administration
- Nonprofit Administration/Management

MASTER OF PUBLIC ADMINISTRATION IN GOVERNMENT MANAGEMENT Degree Requirements (45 Credit Hours)

Major Requirements

(36 Credit Hours)

- PUAD 500 Public Sector Administration
 PUAD 501 Public Political Analysis
 PUAD 502 Government Agencies and the Political Process (Replaces Contemporary Issues in P.A.)
 PUAD 503 Quantitative Analysis for Public Administration
 PUAD 507 Ethical and Legal Issues in Public Administration
 PUAD 508 Management of Human Resources in the Public Sector
 PUAD 509 Public Policy Implementation
 PUAD 525 Public Budgeting and Fiscal Management
 PUAD 526 Politics and Economics of Public Policy
 PUAD 571 Leadership and Organizational Change
 PUAD 590 Directed Research
 PUAD 594 Graduate Seminar in Public Administration

Electives

(9 Credit Hours)

Students select **THREE** courses from remaining courses in the department

MASTER OF PUBLIC ADMINISTRATION IN HEALTH SERVICES ADMINISTRATION

Degree Requirements (45 Credit Hours)

Major Requirements

(36 Credit Hours)

- PUAD 500 Public Sector Administration
 HEAS 530 Health Services Administration
 HEAS 532 Health Policy Issues
 HEAS 533 Long Term Care Administration and Planning

- HEAS 534 Financial Aspects of Health Service Administration
 HEAS 535 Ethical and Legal Issues in Health Services Administration
 HEAS 536 Health Service Information Systems
 HEAS 539 Program Evaluations in Health Services Administration
 HEAS 543 Accounting for Health Service Administration
 HEAS 547 Quantitative Analysis for Health Services Administration
 HEAS 549 Directed Research for Health Services Administration
 PUAD 594 Graduate Seminar in Public Administration

Electives

(9 Credit Hours)

Students select **THREE** courses from remaining courses in the department

MASTER OF PUBLIC ADMINISTRATION IN NONPROFIT MANAGEMENT

Degree Requirements (45 Credit Hours)

Major Requirements

(36 Credit Hours)

- PUAD 500 Public Sector Administration
 PUAD 503 Quantitative Analysis for Public Administration
 NPMP 540 Introduction to Nonprofit Management
 NPMP 541 Nonprofit Human Resources
 NPMP 544 Legal and Ethical Issues of Nonprofit Administration
 NPMP 545 Financial Management for Nonprofits
 NPMP 546 Strategic Planning and Decision Making for Nonprofits
 NPMP 547 Leadership Management in Nonprofits
 NPMP 548 Resources and Fund Development for Nonprofits
 NPMP 570 Grant Writing and Proposal Development for Nonprofits
 PUAD 590 Directed Research
 PUAD 594 Graduate Seminar in Public Administration

Electives

(9 Credit Hours)

Students select **THREE** courses from remaining courses in the department.

ANNUAL COURSE SCHEDULE

(Subject to Change)

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

HEALTH SERVICE ADMINISTRATION

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
HEAS 530	Health Services Administration	✓	✓	✓	○ / ✓
HEAS 532	Health Policy Issues	✓	○ / ✓	✓	✓
HEAS 533	Long Term Care Administration and Planning		✓		✓
HEAS 534	Financial Aspects of Health Services Organizations	✓		✓	
HEAS 535	Ethical and Legal Issues in Health Services Administration	○	✓		✓
HEAS 536	Health Care Information Systems	✓		✓	
HEAS 538	Community Public Health Administration	○	✓		✓
HEAS 539	Program Evaluation in Health Services Administration	○		○	
HEAS 540	Special Topics in Health Services Administration		✓		○
HEAS 543	Accounting for Health Care Organizations		✓		✓
HEAS 544	International Health Services	✓	○	✓	
HEAS 545	Children's Health Services Administration	✓		✓	
HEAS 547	Quantitative Analysis for Health Care Administration	✓		✓	

NONPROFIT MANAGEMENT

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
NPMP 540	Introduction to Nonprofit Management	○ / ✓	✓	○ / ✓	○
NPMP 541	Nonprofit Human Resources	○ / ✓		✓	
NPMP 544	Legal and Ethical Aspects of Nonprofits		✓	○	✓
NPMP 545	Financial Management for Nonprofits	✓		✓	
NPMP 546	Strategic Planning and Decision Making		○	✓	
NPMP 547	Leadership Management and Public Policy	○		✓	
NPMP 548	Resources and Fund Development		✓		✓
NPMP 549	Volunteer Management Concepts and Applications	○		✓	
NPMP 570	Capstone Seminar: Grant Writing and Proposal Development			✓	

ANNUAL COURSE SCHEDULE

* These courses are offered on an as needed basis.

✓ Courses offered on Campus.

○ Courses offered Online.

PUBLIC ADMINISTRATION AND GOVERNMENT

COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
PUAD 500	Public Sector Administration	✓/○	✓	✓	✓
PUAD 501	Public Policy Analysis	✓	✓	✓	
PUAD 502	Government Agencies and the Political Process		✓	○	✓/○
PUAD 503	Quantitative Analysis for Public Administration	✓	✓	✓	✓
PUAD 504	Public Program Planning and Evaluation	✓		✓/○	✓
PUAD 507	Ethical and Legal Issues in Public Administration		✓	○	✓/○
PUAD 508	Management of Human Resources in the Public Sector	✓/○		✓	
PUAD 509	Public Policy Implementation		✓		✓/○
PUAD 525	Public Budgeting and Fiscal Management	○	✓	✓	○
PUAD 526	Politics and Economics of Public Policy	✓		○	✓
PUAD 571	Leadership in Public Administration	✓/○		✓	
PUAD 587	Comparative Public Administration	✓		✓	
PUAD 590	Directed Research	✓	✓	✓	✓
PUAD 592	Public Administration Thesis	✓		✓	
PUAD 594	Graduate Seminar in Public Administration		✓		✓

"At first, as with anything, it was a little confusing, but after I navigated through it, I understood what was going on. Overall, I really enjoyed being able to do the assignments and tests when I had the time to complete them within the given deadline...If I had a choice I would go for more online courses."

*Fanta A. David
American Bankers Association*

GRADUATE

COURSE DESCRIPTIONS

DEPARTMENT OF PUBLIC ADMINISTRATION

HEALTH SERVICES ADMINISTRATION COURSES (HEAS)

The Health Services Administration Program provides students with the opportunity to prepare for careers in the management of health organizations, including hospitals, local and federal agencies, long term care facilities, health maintenance organizations ambulatory care facilities, managed care corporations, mental health facilities, other related health organizations and to pursue the terminal degree in health administration. As a part of their preparation students are required to complete a directed research and a graduate seminar course.

HEAS 530 Health Services Administration 3 Credits

This course will examine theories and concepts of health services administration and the major challenges to health care delivery systems.

HEAS 532 Health Policy Issues 3 Credits

This course examines the policy issues in health services administration, such as the responsibilities of government in providing health care, the regulation of healthcare professionals, and facilities.

Prerequisites: HEAS 530

HEAS 533 Long Term Care Administration and Planning 3 Credits

This course deals with issues of long term care including, ideal systems for long term care, nursing care, assisted living, hospital-based long term care, home care, hospice, special care, financing options, quality of life issues, and the impact of managed care on elderly care.

Prerequisites: HEAS 530

HEAS 534 Financial Aspects of Health Service Administration 3 Credits

This course addresses issues surrounding financial administration of health services organizations. By comparing and contrasting other segments of the American economy to healthcare students will develop an appreciation for the unique characteristics and financial incentives found in today's healthcare market.

Prerequisites: HEAS 530

HEAS 535 Ethical and Legal Issues in Health Services Administration 3 Credits

This course presents a philosophical investigation into the problems of making ethical and legal decisions, focusing on issues which confront the health and medical professionals.

Prerequisites: HEAS 530

HEAS 536 Health Care Information Systems 3 Credits

This course provides an examination of information systems, networks and computer software systems used in health services settings.

Prerequisites: HEAS 530; 534

HEAS 538 Community Public Health Administration 3 Credits

This course examines the problems of public health services available to the community and organizations of local, state and national health agencies.

Prerequisites: HEAS 530

HEAS 539 Program Evaluations in Health Services Administration 3 Credits

This course explores the major concepts, issues, and methodologies concerning the evaluations of health services delivery systems. Included are designing, analyzing, reporting and utilization of findings.

Prerequisites: HEAS 530; 534

HEAS 540 Special Topics in Health Services Administration 3 Credits

Contemporary issues in health services administration are discussed.

Prerequisites: HEAS 530

HEAS 543 Accounting for Health Service Administration 3 Credits

This course examines the basic concepts, methods and application of cost and accrual accounting, finance and budgeting techniques and methods applied to health services and health organizations with computer applications and analysis.

Prerequisites: HEAS 530

**HEAS 544 International Health Service Systems
3 Credits**

This course deals with the major health care systems around the world. The course provides an international perspective on health care systems, health care reforms and the needs of the people.

Prerequisites: HEAS 530

**HEAS 545 Children's Health Services
Administration
3 Credits**

This course focuses on issues pertaining to children's health, including survival, nutrition, diseases, injury, domestic and street violence, substance abuse, teen pregnancies, mental health, sports injuries, HIV/AIDS and child labor and health education.

Prerequisite: HEAS 530

**HEAS 547 Quantitative Analysis for Health Services
Administration
3 Credits**

The course examines the various research techniques it allows students to apply that knowledge to designing and implementing their own research projects; concepts addressed in this course include preparation of a literature review, qualitative and quantitative approaches, triangulation methods, research design, sampling techniques, data collection methods, and ethical considerations.

Prerequisites: HEAS 530; 536

**NONPROFIT MANAGEMENT COURSES
(NPMP)**

The Nonprofit Management Program is designed to provide students with the skills necessary to manage, lead and effect organizational change in the not-for-profit sector. The program provides a broad scope of the social, economic, and political roles and functions of nonprofit organizations and their interdependent relationships with businesses and governments; managing financial and human resources; and the governance roles and responsibilities of boards of trustees. The program is designed to provide students with the essential management knowledge and skills to pursue or advance careers in the nonprofit sector.

**NPMP 540 Introduction to Nonprofit Management
3 Credits**

This course will provide the historical development of the nonprofit, the emerging issues, the challenges and management issues unique to nonprofits. Knowledge of structure, missions, taxing, fundraising and management styles will be explored.

**NPMP 541 Nonprofit Human Resources
3 Credits**

This course will provide an overview of the human resources function of nonprofit organizations. It will explore the challenges of recruitment, retention, compensation and personnel policies. This course will include strategic human resources management, board development and volunteers.

Prerequisites: NPMP 540

**NPMP 544 Legal and Ethical Issues of Nonprofits
3 Credits**

This course examines the legal history and framework of nonprofits. Students will examine the laws relating to incorporation, tax exempt status, human resources, legal decisions, executive orders and other legislation and the rule making which impacts the management of nonprofits. The case study approach will be used to explore ethical issues and decisions of nonprofits.

Prerequisites: NPMP 540

**NPMP 545 Financial Management for Nonprofits
3 Credits**

This course will provide knowledge of nonprofit corporate and project budgeting and financial management. The course will focus on the formulation of agency budgets, operating, financing, unrestricted fund administration and general cash flow management and the budget of special projects funded by individual grants and other restricted funds.

Prerequisites: NPMP 540

**NPMP 546 Strategic Planning and Decision Making
3 Credits**

This course will offer ways to use the key elements of the strategic planning process, including meaningful mission statements, environmental scanning, identification of issues critical to the nonprofit, formulation of strategies and long range goals and performance evaluations; including assessment plans and operational plans.

Prerequisites: NPMP 540

**NPMP 547 Leadership Management
3 Credits**

This course examines leadership theory, the skills of effective leaders; board members; nonprofit administrators and the governance role of the boards of trustees.

Prerequisites: NPMP 540

**NPMP 548 Resources and Fund Development
3 Credits**

This course will examine the strategies for diversifying resources and building short and long term development plans. It will cover capital campaigns, earned income opportunities, membership development, planned giving campaigns and other fundraising initiatives.

Prerequisites: NPMP 540; 545

NPMP 549 Volunteer Management Concepts and Applications**3 Credits**

The course will focus on volunteer program management and recruiting, training and recognizing volunteer workforces. It will teach students to analyze and review the day-to-day application of management principles in the administration and operation of contemporary volunteer programs in the nonprofit sectors.

Prerequisites: NPMP 540; 545**NPMP 570 Capstone Seminar: Grant Writing and Proposal Development****3 Credits**

This course is a culmination of the nonprofit programs; students will write an effective grant proposal to secure opportunities for publications, positions, travel, faculty appointments and/or to convince people that their ideas are worth funding.

PUBLIC ADMINISTRATION COURSES (PUAD)

The Public Administration Program provides students with managerial knowledge, skills and expertise needed for positions in all levels of government and public service. The focus is on process and theory of public administration. Students employed in government will be prepared to bring new skills and competencies to their work, improve the quality of government service and improve the relationship between government, citizens and the private sector. Public Administration students learn to think critically and analytically; they will understand the dynamics of domestic politics and how to be better citizens and public employees. Students will be prepared to pursue the terminal degree.

PUAD 500 Public Sector Administration**3 Credits**

This course explores the theoretical and political aspects of public administration including administration principles, decision making, communication, leadership, organizational models and the social, economic, legal and political milieu of administration.

PUAD 501 Public Policy Analysis**3 Credits**

This course examines the various methods of identifying and structuring public policy issues; formulating, analyzing, and recommending actions for decision making.

PUAD 502 Government Agencies and the Political Process**3 Credits**

This course examines the relationship between governmental institutions and the process of US politics and the administrative agencies of the government. (Replaced Contemporary Public Administration)

Prerequisites: PUAD 500**PUAD 503 Quantitative Analysis for Public Administration****3 Credits**

This course offers an overview of quantitative research methods used in decision making by public administrators. It includes research design, management techniques and computer applications.

Prerequisites: PUAD 500**PUAD 504 Public Program Planning and Evaluation****3 Credits**

This course examines approaches to strategic planning, practical experience in design and the conduct of policy analysis and evaluation. Theoretical, organizational, political and ethical foundations of program evaluation as well as practical research design and methodologies, both quantitative and qualitative are explored.

Prerequisites: PUAD 500**PUAD 507 Ethical and Legal Issues in Public Administration****3 Credits**

This course focuses on ethical, moral and legal issues in public administration and public policy. It covers ethics and legal issues within the context of our constitutional democracy.

Prerequisites: PUAD 500**PUAD 508 Management of Human Resources in the Public Sector****3 Credits**

This course provides an analysis and evaluation of major human resource issues in government: management; and the integration of human resource elements through the development of feedback systems; positive; and negative impacts analysis; and personnel policy development; and implementation.

Prerequisites: PUAD 500**PUAD 509 Public Policy Implementation****3 Credits**

This course focuses on the analysis of complex, real world administrative or policy problems, requiring analysis of legal, financial, personnel, organizational and political aspects of the problem, followed by the preparation of a thoroughly written oral report, including recommendations for action.

Prerequisites: PUAD 501**PUAD 525 Public Budgeting and Fiscal Management****3 Credits**

This course examines public fiscal management, practical budget building, operational financial issues and factors, accounting principles and approaches, and integrates these disparate segments of public finance.

Prerequisites: PUAD 500

**PUAD 526 Politics and Economics of Public Policy
(formerly Public Sector Fiscal
Administration)**

3 Credits

This course examines the political and economic institutions and concepts as they affect and are affected by the practice of public administration.

Prerequisites: PUAD 500

PUAD 571 Leadership in Public Administration

3 Credits

Intensive study of roles and models of successful performance in the public and private sectors. Leadership is defined and explained. Leadership functions such as establishing goals and policies, outlining strategies, and increasing employee motivation to achieve objectives are introduced.

**PUAD 587 Comparative Public
Administration (formerly International
Government Management)**

3 Credits

This course examines theories, models, methodologies used in a comparative approach to public administration, functional processes of administration in selected developing and developed countries, and the role of bureaucracies in development and nation building.

Prerequisites: PUAD 500

PUAD 590 Directed Research

3 Credits

This course provides the student with an opportunity to identify, develop, and complete a research project on a topic related to career goals and interests. Format and content of the project must be approved by the course instructor.

PUAD 592 Public Administration Thesis

9 Credits

Students prepare a faculty approved thesis. The thesis must demonstrate mastery of a body of knowledge and a unique contribution to the field of study that conforms to the University standards.

Prerequisites: PUAD 500; 501; 503; 525

**PUAD 594 Graduate Seminars in
Public Administration**

3 Credits

This course integrates public management and administrative theory and practice: goal setting for professional growth and approaches to life long continuing self-development; integration of theory, models, knowledge, skills, behaviors, values, ethics, and philosophy of public administration and management.

Prerequisites: PUAD 500; 501; 503; 525



UNDERGRADUATE

DEPARTMENT OF LIBERAL STUDIES

Chair: Bertie S. Bryant, M.A.

MISSION

The Department of Liberal Studies offers courses in the Humanities, English, Child Development and Social and Natural Sciences. The Department seeks to produce graduates who can communicate clearly, intelligently and effectively – in both writing and speaking their academic as well as professional careers. Fortune Magazine recently reported that 38% of today's CEO's majored in the Liberal Arts. Courses in the department foster students' understanding of the fields of knowledge that concern human beings and their cultures. Students acquire the ability to lead fuller lives – identifying issues and options, and making informed decisions based upon clear analytical reasoning and solid moral acumen. The Department offers an Associate of Science and a Bachelor of Science in Liberal Studies as well as an Associate of Arts and a Bachelor of Arts in Child Development.

Who Should Enroll?

The Bachelor of Science Degree in Liberal Studies is designed for the following kinds of students: those who desire an academically strong liberal education completed in three years; those who wish to diversify their education experience; those who desire an education that emphasizes the ability to think critically and to synthesize different points of view; and those who desire completion of basic general education experiences in composition, humanities, and arts, social sciences and natural sciences that will serve as a foundation for additional study.



THE UNDERGRADUATE PROGRAMS AND COURSES

ASSOCIATE OF SCIENCE and ASSOCIATE OF ARTS

The general requirements for the Associates degree are: A minimum of a total of 61 credits hours. Completion of the required General Core Curriculum, 31 credit hours. A grade of "C" or better in each course taken in the major (30 credit hours) is required.

BACHELOR OF SCIENCE and BACHELOR OF ARTS

The general requirements for the Bachelor of Science and Bachelor of Arts Degrees are: A minimum of a total of 121 credit hours. Completion of the general core curriculum, 61 credit hours. Selection and completion of a major (39 credit hours). A grade of "C" or better in courses taken to fulfill the major is required. Each student in the Department seeking a Bachelor of Science or Bachelor of Arts Degrees degree is required to participate in an Internship or Cooperative Education Experience.

PROGRAM SUMMARY

ASSOCIATE OF SCIENCE (A.S.) and ASSOCIATE OF ARTS (A.A.)

Degree Requirements (61 Credit Hours)

- Associate of Science in Liberal Studies
- Associate of Arts in Child Development

BACHELOR OF SCIENCE and BACHELOR OF ARTS

Degree Requirements (121 Credit Hours)

- Bachelor of Science in Liberal Studies
- Bachelor of Arts in Child Development

UNDERGRADUATE

DEGREE OFFERINGS

DEPARTMENT OF LIBERAL STUDIES

DEGREE PROGRAMS:

**ASSOCIATE OF SCIENCE (A.S.) and
ASSOCIATE OF ARTS (A.A.)**

(SEE Pages 31-32)

**ASSOCIATE OF SCIENCE IN LIBERAL
STUDIES**

(SEE Pages 31-32)

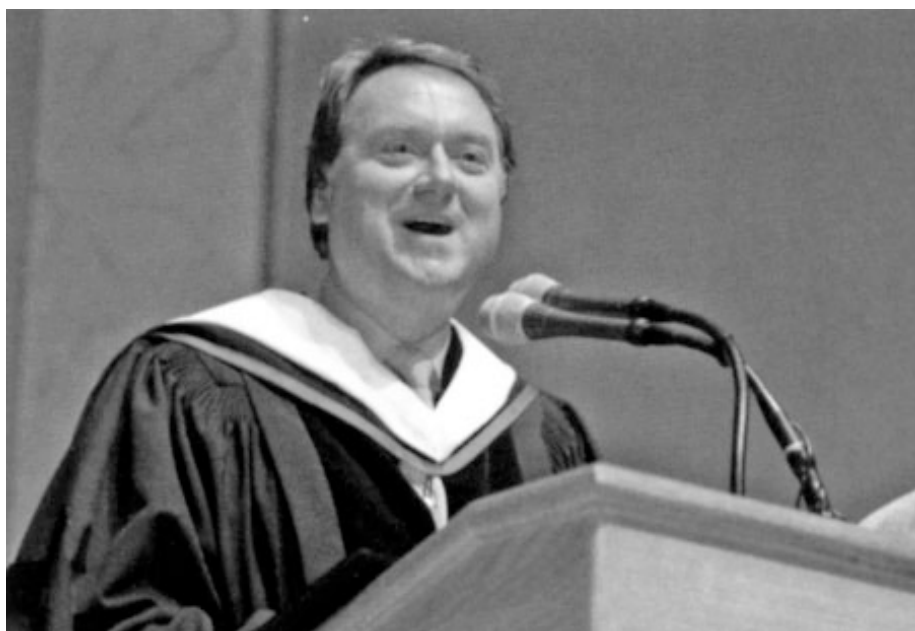
ASSOCIATE OF ARTS IN CHILD DEVELOPMENT

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Professional Requirements: (30 Credit Hours)

- CHDE 101 Introduction to Early Childhood
- CHDE 102 Growth and Development of Children I
- CHDE 103 Special Needs in Early Childhood
- CHDE 104 Curriculum and Instruction
- CHDE 201 Cognitive Development of Children
- CHDE 202 Infant and Child Health, Safety and Nutrition
- CHDE 203 Child Development Classroom Management
- CHDE 204 Multicultural Education
- CHDE 205 Professional Development
- CHDE 206 Child Development Practicum



*Tim Russert, Moderator and Managing Editor of NBC's "Meet the Press" and author of the best seller, "Big Russ & Me" Father and Son – Lessons of Life," 2004
Commencement Speaker and Honorary Doctor of Humane Letters recipient.*

BACHELOR OF SCIENCE and BACHELOR OF ARTS

(SEE Pages 31-32)

BACHELOR OF SCIENCE IN LIBERAL STUDIES

Major Requirements (30 Credit Hours)

- COMM 205 Interpersonal Communication
- COMM 300 Special Topics in Communication Arts
- ENGL 412 Drama and Theater
- GEOG 301 Culture Geography
- HUMN 300 Special Topics in Humanities
- HUMN 302 Experiencing the Arts
- HUMN 301 The Roots of Power: A History of Political Philosophy
- HUMN 304 American Art and Society
- HUMN 401 World Religion, Myths, and Spiritual Symbols
- SCNC 300 Special Topics in the Natural Sciences
- SOSC 200 Sociology of Work and Career Development
- SOSC 300 Special Topics in the Natural Sciences
- SOSC 309 International Relations

Electives (30 Credit Hours)

BACHELOR OF ARTS IN CHILD DEVELOPMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Major Requirements (39 Credit Hours)

- CHDE 101 Introduction to Early Childhood
- CHDE 102 Growth and Development of Children I
- CHDE 103 Special Needs in Early Childhood
- CHDE 104 Curriculum and Instruction
- CHDE 201 Cognitive Development of Children
- CHDE 202 Infant and Child Health, Safety and Nutrition
- CHDE 203 Child Development Classroom Management
- CHDE 212 Literature for Children
- CHDE 310 Infant-Toddler Development
- CHDE 318 Child Psychology
- CHDE 322 Child Development Laboratory
- CHDE 324 Assessment of Children
- CHDE 425 Internship (6 Credit Hours)

Major Electives (21 Credit Hours)

Select **SEVEN** courses of the fourteen:

- CHDE 204 Multicultural Education
- CHDE 205 Professional Development
- CHDE 214 Introduction to Education Technology
- CHDE 301 Movement and Music for Children
- CHDE 302 School Age Childcare
- CHDE 303 Principles of Pre-School Education
- CHDE 306 Creative Activities
- CHDE 308 Growth and Development II
- CHDE 309 Child Learning Modules
- CHDE 313 Cognitive Activities for Children
- CHDE 315 Equipment and Materials
- CHDE 401 Administration in Childcare
- CHDE 402 Management of Childcare Centers
- CHDE 403 Planning and Scheduling Development: Appropriate Practice in Program for Young Children

UNDERGRADUATE COURSE MATRIX					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
CHILD DEVELOPMENT					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
CHDE 101	Introduction to Early Childhood	✓ / ○	✓ / ○	✓ / ○	✓ / ○
CHDE 102	Growth and Development of Children	✓ / ○	✓ / ○	✓ / ○	✓ / ○
CHDE 103	Special Needs	✓ / ○	✓ / ○	✓ / ○	✓ / ○
CHDE 104	Curriculum and Instruction	✓	○	✓	○
CHDE 201	Cognitive Development and Application	✓ / ○	○	✓ / ○	○
CHDE 202	Child health, Safety and Nutrition	○	✓	○	✓
CHDE 203	Classroom Management	✓	○	✓	○
CHDE 204	Multicultural Education	○	✓	○	✓
CHDE 205	Professional Development	✓	○	✓	○
CHDE 206	Child Development Practicum	✓ / ○	✓	✓ / ○	✓
CHDE 210	Special Topics in Child Development	○	✓	○	✓
CHDE 212	Literature for Children	✓	○	✓	○
CHDE 214	Introduction to Early Education Technology	○	✓	○	✓
CHDE 301	Movement and Music for Children	✓	○	✓	✓
CHDE 302	School Age Child Care	○	✓	○	✓
CHDE 303	Principles of Preschool Education			✓ / ○	
CHDE 306	Creative Activities For Children	✓	○		
CHDE 307	Parent-Teacher Interactions		✓	○	
CHDE 308	Growth and Development of Children II	○	✓	○	✓
CHDE 309	Childhood Learning Models		○	✓	
CHDE 310	Infant and toddler Development	✓		○	
CHDE 312	Activities for Special Individuals	○			✓
CHDE 313	Cognitive Activities for Children	✓	○	✓	○
CHDE 314	Stimulation of Learning		✓	○	
CHDE 315	Equipment and Materials		○	✓	
CHDE 316	Play and the Young Child	○	✓		

UNDERGRADUATE COURSE MATRIX					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
CHILD DEVELOPMENT <i>(continued)</i>					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
CHDE 317	Child and Society			✓	○
CHDE 318	Child Psychology	○	✓	○	✓
CHDE 319	Social Development	✓	○		
CHDE 322	Child Development Lab	✓ / ○	✓ / ○	✓ / ○	✓ / ○
CHDE 323	Curriculum Models	○		✓	
CHDE 324	Assessment of Individual		○	✓	
CHDE 401	Administration in Child Care	○	✓	○	✓
CHDE 402	Management of child Care Centers	✓		○	
CHDE 403	Planning and Scheduling Developmentally Appropriate Practice in Programs for Young Children		✓		○
CHDE 404	Introduction to the exceptional Learner		○	✓	
CHDE 405	Supervision of the Exceptional Child	○			✓
CHDE 406	Observation and Management of Child Behavior	✓		○	
CHDE 407	Principles and Practice of School-Age Programs		○	✓	
CHDE 408	Administration and Supervision of Preschool Centers		✓	○	
CHDE 425	Child Development Internship	✓	✓ / ○	✓	✓ / ○
ENGLISH AS A SECOND LANGUAGE					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ESL 110	Basic Speaking and Listening	✓	✓	✓	✓
ESL 111	Beginning Speaking and Reading	✓	✓	✓	✓
ESL 112	Composition and Grammar	✓	✓	✓	✓
LIBERAL ARTS					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ART 101	Art Appreciation	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ANTH 107	Introduction to Anthropology	✓	○	✓	○

UNDERGRADUATE COURSE MATRIX					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
LIBERAL ARTS <i>(continued)</i>					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
COMM 204	Oral Communications	✓	✓	✓	✓
COMM 205	Interpersonal Communication	✓ / ○	✓ / ○	✓ / ○	✓ / ○
COMM 300	Special Topics in Communication Arts	✓	○	✓	○
COMM 301	Intercultural Communication	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ENGL 001	Basic Reading	✓	✓	✓	✓
ENGL 002	Basic Writing	✓	✓	✓	✓
ENGL 100	English Fundamentals	✓	✓	✓	✓
ENGL 101	English Composition I	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ENGL 102	English Composition II	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ENGL 302	Research Skills	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ENGL 314	Report Writing & Business Communication	✓ / ○	✓ / ○	✓ / ○	✓ / ○
ENGL 412	Drama and Theatre	✓	○	✓	○
GOVT 102	U.S. Government	✓	✓ / ○	✓	✓ / ○
HIST 101	U.S. History	✓ / ○	✓ / ○	✓ / ○	✓ / ○
HUMN 303	Professional Ethics	✓ / ○	✓ / ○	✓ / ○	✓ / ○
HUMN 402	Science Technology & Social in Changing World	○	✓	○	✓
HUMN 405	Comp. Political & Economic Systems	○	✓	○	✓
ORTN 101	Orientation (1 Credit)	✓	✓	✓	✓
PHIL 103	Introduction to Philosophy	✓	✓	✓	✓
PHIL 202	Introduction to Logic	✓ / ○	✓	✓ / ○	✓
PHIL 301	The Roots of Power: A History of Political Philosophy	○	✓	○	✓
PSYC 103	Introduction to Psychology	✓ / ○	✓ / ○	✓ / ○	✓ / ○
SCNC 106	Environmental Science	✓ / ○	✓ / ○	✓ / ○	✓ / ○
SOSC 105	Introduction to Sociology	○	✓	○	✓
SPAN 101	Spanish: I	✓		✓	
SPAN 102	Spanish: II		✓		✓

UNDERGRADUATE

COURSE DESCRIPTIONS

DEPARTMENT OF LIBERAL STUDIES

ANTHROPOLOGY COURSES (ANTH)

Anthropology provides a scientific basis for dealing with the crucial dilemma of the world today: how can people of different appearance, mutually unintelligible languages, and dissimilar ways of life get along peaceably together? Therefore, students are prepared to make objective decisions in basically any career field.

ANTH 107 Introduction to Anthropology

3 Credits

Exploration of a variety of current perspectives in anthropology are discussed in this course with a focus on those questions anthropologists ask in seeking to understand human experience and cultural variation. The course aims to explore mankind in a multicultural ever-changing world.

CHILD DEVELOPMENT COURSES (CHDE)

A major in Child Development exposes you to all the details of a child's growth, from birth to adolescence. You'll learn about children's physical development, including their sensory and motor skills. You'll see how children progress socially. The Child Development program, also, provides students with a comprehensive background in the theoretical and practical approaches to early childhood education within the context of children's diverse cognitive, linguistic, physical, social, emotional, and cultural needs.

CHDE 101 Introduction to Early Childhood

3 Credits

This course provides a conceptual framework for examining roles and services in early childhood education. Includes historical, social, philosophical and ethical influences and emphasizes current trends, issues, and practices. Introduces techniques for observing children and the roles and responsibilities of the childcare worker.

CHDE 102 Growth and Development of Children

3 Credits

This course provides a conceptual framework for examining roles in early childhood education. Includes historical, social, philosophical and ethical influences and emphasizes current trends, issues, and practices in looking at the ages and stages of children and their development.

CHDE 103 Special Needs and Development of Children

3 Credits

This course provides framework for using principles of developmentally appropriate practice to design effective learning programs for young children with special needs. Focus will include children from birth to age 6 and their families. Includes mainstreaming and inclusion strategies, curriculum planning observation, and problem solving and teamwork skills.

CHDE 104 Curriculum and Instruction

3 Credits

This course provides experience in selecting, preparing and presenting learning activities. Includes planning and implementing developmentally appropriate learning activities and a curriculum, which adapts to the needs of the children. To encourage children as active learners and provide an environment for key experiences. This includes positive interaction with adults and family participation.

CHDE 201 Cognitive Development and Application

3 Credits

This is a study of how children develop and learn from conception to middle childhood. Theory and research relating to the physical, social-personal and cognitive development of children and the role of the family are emphasized. Approaches will be provided for observing, recording and interpreting the behavior of children who are developing normally and those with special needs. The learning process is seen as an interaction between the goal-oriented actions of the learner and the environmental realities that affect those actions. Children construct their own models of reality, which develop over time in response to new experiences and exposure to other viewpoints.

CHDE 202 Infant and Child Health, Safety, and Nutrition

3 Credits

This course provides a holistic approach to three topics—nutrition, health, and safety—that are in order to provide the best environment for optimal growth and development of children. Strategies for maintaining a healthy child environment are covered. Indoor and outdoor safety topics are examined. What is necessary to provide nutritional balance and vital exercise is addressed. Throughout the course the interrelationship

of these areas on the well being of children is stressed. Contextual influences of family, day-care, and culture are integrated at appropriate times throughout the course. The course focuses throughout on development stages and sequences.

CHDE 203 Child Development Classroom Management

3 Credits

Introduction of the basic theories, techniques and skills necessary to successfully manage groups of diverse children. The study and application of effective individual and group management techniques based upon behavioral, cognitive, environmental and developmental theories. Special emphasis is placed on developing supportive learning environment to promote self-esteem and self-control. Study will include general operations of classroom to include planning and work assignments.

CHDE 204 Multicultural Education

3 Credits

Designed to introduce the theories and dynamics of the influence of culture on child development. Ethnic, racial, and cultural diversity in education is explored. A global perspective is encouraged and training in cultural skills, sensitivity, and responsiveness to different economic, social, racial, ethnic, and religious backgrounds are promoted.

CHDE 205 Professional Development

3 Credits

This course is designed to help students gain knowledge about effective strategies for professional development within the early childhood, school age and early intervention fields. Specific topics include professional identity and roles, methods of collaboration to achieve individual and organizational change, current child and family policy issues, and leadership skills. Students will demonstrate knowledge of these competency areas and the value of lifelong learning within one's profession through action plans and portfolio development.

CHDE 206 Child Development Practicum

3 Credits

Students are assigned to Day Care, school, and/or Head Start centers that are exemplary and accredited to provide additional real-life, real time experiences. This exposure will enhance their academic studies and observations. Students spend time under supervision, working with preschool or school-age children in school or day care programs.

CHDE 210 Special Topics in Child Development

3 Credits

Series of seminars, the topics will vary and will cover developing concepts, theories and best practices, lab work and portfolio development, guided reading and discussions; observation and direct involvement in a child care, school-age or early childhood educational facility.

CHDE 212 Literature for Children

3 Credits

Acquaints students with various forms of children's literature. Develops ability to select quality books that are age appropriate. Students will learn techniques for reading and telling stories. Covers language development and activities ages 0-8. To include preschool, school-age and after school type programs.

CHDE 214 Introduction to Education Technology

3 Credits

This course introduces the topics of computer and related technology as this technology applies to education. The focus is on modern technology as an important educational tool. The role of the computer in the curriculum and technologies for improving instruction—using technology will be explored.

CHDE 301 Movement and Music for Children

3 Credits

Activities related to the development of young children including gross motor, perceptual motor and creative movement as well as activities that will stimulate rhythm, singing and listening skills. To include following directions and memory development techniques.

CHDE 302 School Age Child Care

3 Credits

This course will focus on the developmental expectations and activities relating to the school age child in before and after school care. Legal issues, community resources, parent involvement, nutrition and health care. Administrative procedures will be a part of the course including lesson planning and curriculum.

CHDE 303 Principles of Preschool Education

3 Credits

Methods and Materials for Infant and Toddler Care—Acquaints prospective teachers or care-givers of infant and toddlers with ways they play and learn at specific development levels; development of appropriate materials and activities for physical motor, social-emotional and cognitive development; emphasis on adult behaviors with enhance development and learning for infants and toddlers.

CHDE 306 Creative Activities for Children

3 Credits

Activity Programming – Recreational and creative activities as factors, which change patterns of behavior in children. Designed to introduce the student to a basic understanding of the benefits of play and recreation for school-age children. Provide students with the basic skills to plan and implement developmentally appropriate activities for school-age children and adolescents.

CHDE 307 Parent-Teacher Interactions

3 Credits

This course will assist preschool and school-age teachers in developing skills that will help them effectively relate to peers. Topics will include parent/child and parent/teacher communication techniques. Additional units will include children's fears, discipline, nutrition, parent meetings, group management, parent involvement, parent education and school and community resources.

CHDE 308 Growth and Development of Children II

3 Credits

This course will focus on the study of the characteristics of growth and development of young children ages three to eight. Guided observations in a child development center as a basis for understanding children and oneself.

Prerequisite: CHDE 102

CHDE 309 Childhood Learning Models

3 Credits

This course provides the theoretical and practical framework of how children. Age appropriate methods of teaching, process education through exposure to appropriate materials and procedures, and child-centered curriculum are emphasized.

CHDE 310 Infant and Toddler Development

3 Credits

Presents an in-depth review of the pattern of movement or change that begins at conception through birth, through infancy (1-12 months), and, finally through toddler hood (13-24 months). The course will identify and describe normative (most typical) stages and sequences of growth and development in the following areas: physical, motor, sensory, perceptual, emotional, personality, cognitive, language, and attachment. What is known about parental and teaching practices that facilitate health growth and development in infants and toddlers will be addressed.

CHDE 312 Activities for Special Individuals

3 Credits

Students will study the development of the Exceptional Child – study of children whose development does not follow normal patterns; problems of identification, diagnosis and potential assessment. In addition, it will cover the background and current status of the field, an overview of the characteristics of normal versus at-risk and special needs population of infants and toddlers, preschool and school-age, and theoretical models and strategies of early intervention, including Individualized Family Service (IFS) planning and team building.

Prerequisite: CHDE 103

CHDE 313 Cognitive Activities for Children

3 Credits

This course is a study of experiences with materials, techniques, and resources for developing the young child's awareness of science and pre-math concepts. Study of young children's thinking in the areas of mathematics and science. Basic information about math and science concepts applying developmentally appropriate practices with young children will also be incorporated into the course.

Prerequisite: CHDE 201

CHDE 314 Stimulation of Learning

3 Credits

A course dealing with the stimulation of observation, and problems solving in the young child. Material geared toward curriculum concerns and curriculum building for pre-school programs.

CHDE 315 Equipment and Materials

3 Credits

A survey course dealing with the elements of the preschool classroom and the outdoor play area fore the preschool child. Includes the relationship between program goals and the choice and arrangement of materials.

CHDE 316 Play and the Young Child

3 Credits

Designed to introduce the student to a basic understanding of the benefits of play and recreation for school-age children. Provide students with the basic skills to plan and implement developmentally appropriate activities for school-age children and adolescents.

CHDE 317 Child and Society

3 Credits

Introduction to sociology of child development emphasizing role of the family, schools, and other social agents in the socialization process. Topics include effects of television, divorce and child abuse. This course will help students to establish and maintain positive and productive working relationships with families within the context of the urban community to benefit the well being of the growing child.

Prerequisite: CHDE 105

CHDE 318 Child Psychology

3 Credits

Presents an overview of this scientific field which traces the growing child's development from the embryonic stage into adolescence. The course describes the many factors that affect children's development, as well as how researchers go about identifying them. The lectures and readings have a major developmental focus, addressing changes in behavior and abilities that occur as development proceeds. The contextual influences of family, school, and culture are integrated into appropriate area throughout the course. The course includes lectures, discussion, class team work and student preparation of topical papers and oral presentations and quizzes.

CHDE 319 Social Development

3 Credits

Student will learn to provide an atmosphere to help children enjoy playing, working and dealing with problems children have in-group situations. This course/module focuses on multicultural issues such as intercultural communication, dual socialization, cultural embeddedness, language proficiency, teaching practices, and the influence of one's culture on behavior.

CHDE 322 Child Develop Laboratory

3 Credits

Students will have observation and experience in an approved child care center. Students will observe, participate, teach, and engage in extra-class activities with 3-5 year-old children or school-age. Peer teaching and classroom field experience in approved site are included.

CHDE 323 Curriculum Models

3 Credits

Focus is on curriculum planning and content, as well as on materials and resources appropriate to the field. Some attention is given to computer applications and to classroom diversity. Students receive instruction in teaching strategies, models and materials. They produce lessons and materials and use them during an extensive field experience in approved site.

CHDE 324 Assessment of Individual

Children 3 Credits

This course introduces child assessment materials and their use. Student observation skills will be developed as well as assessment. To include post assessment and lesson planning using IEP.

CHDE 401 Administration in Child Care

3 Credits

This course is designed to familiarize students with basic values, structure, organization and programming of group care facilities that are required for child care and early childhood programs. The operations of the child care facility including staff relations, budgeting, ordering, planning and evaluation of center operation and record keeping.

Prerequisite: CHDE 203

CHDE 402 Management of Child Care Centers

3 Credits

Emphasis on method of organizing and operating childcare centers will be the major focus of this course. Legal regulations, equipment selection, community relations and resources and employment procedures will be discussed.

CHDE 403 Planning and Scheduling Developmentally Appropriate Practice in Programs for Young Children

3 Credits

Scheduling to meet the needs of children is a major focus in this course. Students will learn how their scheduling

can be tempered by weather, energy levels, emergencies, attention span and other variables.

CHDE 404 Introduction to the Exceptional Learner

3 Credits

This course provides an understanding of the exceptional learner and of the rapidly changing field of special education. Topics include special education categories and terminology, current issues and laws, alternative programs designs for meeting exceptional needs (mainstreaming, integration, and inclusion), the Individualized Education Plan (IEP) and assessment, school responsibilities, parent rights, the role of the regular teacher and the special education, the origin and nature of exceptionalities, and instructional strategies for the exceptional learner. Observation is required in appropriate school settings.

CHDE 405 Supervision of the Exceptional Child

3 Credits

Techniques in handling and communicating with the deaf, blind, developmentally delayed, and physically handicapped child. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Credit or concurrent enrollment in Child Development 205.

CHDE 406 Observation and Management of Child Behavior

3 Credits

Theory and practice of techniques for observing and recording child behavior leading to an understanding of the individual child and developmentally appropriate positive methods of guiding behavior. Writing assignments, as appropriate to the discipline are part of the course.

Prerequisite: Child Development 101 or consent of department chairperson.

CHDE 407 Principles and Practice of School-Age Programs

3 Credits

For students currently employed or preparing to work in child care settings. Designed to introduce the student to the principles of developmentally appropriate practice in a school-age group setting. The student will review the developmental stages of school-age children in the social, emotional, physical and cognitive domains and apply these principles to the design and establishment of the physical environment, program scheduling, health and safety practices and group management. Techniques for parental involvement will be included. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement test and Grade of C or better in Child Development.

CHDE 408 Administration and Supervision of Preschool Centers

3 Credits

For those with experience as teachers or directors of nursery schools or day care centers who wish to improve their skills in administration and supervision. Writing assignments, as appropriate to the discipline, are part of the course.

CHDE 425 Child Development Internship

3 Credits

This course places the student in an institution that matches his or her interest area, such as interning in a teaching or management capacity. Thirty hours of clinical experience is required. Supervised practical experience is the goal of the internship experience. At least four class meetings are a required component of this course. Consent of Program Coordinator required.

COMMUNICATION COURSES (COMM)

Communication studies focus on such performance-based courses as oral interpretation, debate, and advanced interpersonal courses. All concentrations allow students to choose elective courses ranging from presentations to public relations, broadcasting to business communication, and interpersonal to intercultural communication.

COMM 204 Oral Communications

3 Credits

This course develops proficiency and builds confidence for oral participation in social, public, academic and business setting. It teaches public speaking skills, including topic selection, audience analysis, planning, research, organization, reasoned persuasion, effective delivery, and the use of visual aids. Students learn to give prepared speeches - narrative, informative, and persuasive. In addition to practicing prepared speeches, students are given instruction in improving listening, observation, and feedback skills. Summary writing and outlining skills are also emphasized.

COMM 205 Interpersonal Communications

3 Credits

Knowledge of interpersonal communication is an essential ingredient in effecting good relationships. The course focuses on understanding the process of human communication as a dynamic system of interactions, shaped by both relational and social contexts. The course is designed to be experiential, thus, it stresses the importance of applying relevant aspects of human communication theory to case study situations as well as to a variety of didactic and small group situations. It surveys the human elements in communication with a focus on skills in self-assertion, listening, nonverbal communication, social perception, and relationships to self and others.

COMM 300 Special Topics in Communication Arts

3 Credits

Courses vary depending on student interest and faculty availability. Topics may include specialized writing courses and 'great speeches of the world'. Prerequisites listed in the schedule with the title of the course offering. The course may be repeated for credit provided the topic differs.

Prerequisite: Junior status.

ENGLISH COURSES (ENGL)

The English major teaches important skills: reading analytically and creatively, thinking critically, communicating effectively. The study of literature develops an appreciation for language, culture, and values. Many people who major in English also have a degree in education and plan to teach, but an English major is also excellent preparation for careers in Internet publishing, the legal profession, business administration and management, publishing, mass communication, journalism, advertising and public relations.

ENGL 001 Basic Reading and Grammar

This course in Reading Comprehension and Grammar is designed to improve reading for comprehension, to distinguish major and minor ideas, to summarize concepts and text themes, and to build vocabulary. Also, students will review basic grammar, sentence structure and punctuation. Reading skills will be developed through analysis of short essays and novels. (No academic credit)

ENGL 002 Basic Writing

This course in Basic Writing will review basic grammar, sentence structure and punctuation, but emphasis will be placed on paragraph development and the short essay. Reading skills will be developed through analysis of short essays and novels. (No academic credit)

ENGL 100 English Fundamentals

3 Credits

Basic grammar, reading and writing are studied in a(n) holistic approach to understanding and applying the fundamental principles of English. This course will provide the foundation for students who desire some support in the above areas as they pursue College level studies.

It is not uncommon for students to have to take enrichment courses to bring them up to a level where they can successfully complete college level courses. Developmental courses are not college level courses; they usually have course designators below 100. These enrichment courses are designed to help students raise their proficiency level so that they can successfully complete upper level classes.

ENGL 101 Composition I

3 Credits

Students receive extensive practice in planning, writing and editing compositions in a variety of ways (e.g., narration, description, definition, division, comparison, contrast, cause/effect, process). Attention will be given to the characteristics of effective writing, sentence variety, and clear, concise. Course will also review standard English grammar, punctuation, and proper manuscript format. In this course, students will be expected to produce papers on a word processor.

Prerequisite: A passing score on the **Test of English as a Foreign Language (TOEFL)**, the **University Placement Test**, or **ENGL 100**.

ENGL 102 Composition II

3 Credits

This course introduces the principles of inductive and deductive reasoning, argumentation, rhetoric, and literary and linguistic analysis. Students will receive instruction in formulating hypotheses, brainstorming, conducting basic library research (including data searches using various electronic media), analyzing data from multiple sources, constructing an outline, drafting, revising and documenting sources. Students will develop and complete a major research project and will have the opportunity investigate economic, political, social, and cultural issues relevant to their fields of study. Use of a word processor is required.

Prerequisite: **ENGL 101**

ENGL 302 Research Skills

3 Credits

This capstone required course reviews basic writing and research skills, emphasizing standard documentation methods. A student will write a major paper in the student's major field of study, utilizing library. On-line and other resources relevant to the student's field.

Prerequisite: **ENGL 102**

ENGL 314 Report Writing and Business Communication

3 Credits

This course advances writing skills with special attention to those most commonly used in business, industry and government. Further, it reviews standards of managerial correspondence and techniques for preparing reports. Individualized instruction for professional needs in both the United States and abroad will be addressed.

Prerequisite: **ENGL 102**

ENGL 412 Drama and Theatre

3 Credits

Students will gain exposure to celebrated dramatic works. They will study various theatrical conventions and devices. Students will engage in the use of written critiques, class discussion and special projects.

Prerequisites: **ENGL 102**

ENGLISH AS A SECOND LANGUAGE COURSES (ESL)

ESL courses, ranging from intermediate to advanced levels, are offered to help graduate or undergraduate students currently enrolled at SEU acquire the academic English language skills they need in order to operate successfully within the university environment. Course placement is determined by the TOEFL Placement Test.

ESL 110 Basic Speaking and Listening

0 Credits

In this course students will practice and develop listening and speaking skills. In addition, students will have an introduction to American life and culture by reading American publications, listening to American radio and watching American television. This course helps prepare the student for further formal academic training.

ESL 111 Beginning Speaking and Reading

0 Credits

Students will practice pronunciation in American English, strengthen their conversation skills, listening ability and learn techniques of note taking.

ESL 112 Composition and Grammar

0 Credits

Focus on improving composition skills, at the sentence, paragraph and essay levels. Students will study and practice grammatical structures, from the basic to the complex.

GEOGRAPHY COURSES (GEOG)

At its most basic, geography involves a curiosity about our home, the surface of the earth. Anyone who loves to travel or who has an affinity for maps is at heart a geographer. Although in the popular understanding, geography is usually identified with simply facts about places ("Where is Denmark?" "What's the capital of Wyoming?"), yet the serious study of geography involves much more.

GEOG 301 Cultural Geography

3 Credits

This course will study dynamic cultural processes and patterns worldwide, such as the distribution and diffusion of people, their religions, their customs, and their economic means. In addition, cultural geography examines how people relate to one another as well as how people interact with their environment, including agriculture and settlement patterns.

GOVERNMENT COURSES (GOVT)

Courses in government introduce students to the principal fields of inquiry in political science. A Government (political science) degree is an excellent preparation for government service and employment in community agencies and interest groups. Although there is no single appropriate undergraduate preparation for law school, data compiled by the Law School Admissions Council shows that, of those applying to law school, more had earned undergraduate degrees in political science (Government) than in any other major or field.

GOVT 102 US Government

3 Credits

Focus in this course will be on the structure, operation and process of national, state, and local government. The Constitution will be studied. Public policy, political parties and citizen involvement with government will be discussed. The course may include on-site observation of some particular aspect of government.

HISTORY COURSES (HIST)

The study of the past broadens our perspective and allows us to discover the essential elements of human existence. Besides preparing students for careers in government service, law, teaching, business, advertising, and journalism, an education in history can lead to a variety of enriching careers.

HIST 101 US History

3 Credits

The political, economic, intellectual and social developments of the United States will be studied. All course work will be inclusive, focusing on a broad group of those who made lasting contributions to history.

Emphasis will be placed on identifying the linkage between past events and current issues.

HUMANITIES COURSES (HUMN)

The humanities courses are designed to encourage a student to be intellectually courageous, to work both cooperatively and independently, to form new connections and to master the skills of analysis, interpretation, effective communication and imagination - skills that are becoming increasingly crucial for success.

HUMN 101- The Humanities Through the Arts

3 Credits

This is an integrated study of the arts, including painting, sculpture, landscape, cityscape, music, dance, theatre, photography, film and literature. Students are assisted in discovering that the appreciation of art is an expression of the human spirit. It examines works from various epochs, cultures and genres, noting common elements and distinctive characteristics. Audio-visual resources are commonly used, and field trips will be arranged.

HUMN 205 World Civilization I

3 Credits

This course focuses on the study of the diverse cultural history of Western, African, Middle Eastern and Asian civilizations from their beginnings to 1500. Topics include politics, economics, aesthetics, and the history of ideas.

HUMN 206 World Civilization II

3 Credits

A continuation of World Civilizations I. Covers topics from 1500 to the present.

Prerequisite: ENGL 101.



HUMN 208 World Literature I

3 Credits

World Literature I and II are concerned with the study of literary masterpieces of the Western and non-Western world. Through written analyses and discussions, students formulate their own interpretations of these classic texts and ponder issues that arise. The process develops critical thinking skills, historical and multicultural awareness, and aesthetic appreciation.

HUMN 208: Antiquity to the Sixteenth Century.**Prerequisite: ENGL 102****HUMN 209 World Literature II**

3 Credits

The Seventeenth Century to the Present

Prerequisite: HUMN 208**HUMN 210 American Literature**

3 Credits

This course discusses highlights of the American literary heritage, including poems, short stories, plays, essays, speeches and other literary works. Students develop critical thinking skills, historical and multicultural awareness, and aesthetic appreciation. Written critiques and class discussion will be required.

Prerequisite: ENGL 102**HUMN 300 Special Topics in the Humanities**

3 Credits

Courses vary depending on student interest and faculty availability. Possible topics may include courses in various literary genres, courses in various genres of the performing arts and great thinkers of the world.

Prerequisite: ENGL 102**HUMN 302 Experiencing the Arts**

3 Credits

This course involves students in the creative processes by giving them an opportunity to practice an art form. Actual topics will vary. Courses may be offered in various art forms such as drawing and sketching, painting, dance, music, poetry, the short story.

Prerequisite: ART 101**HUMN 304 American Art and Society**

3 Credits

This course is a study of the interrelationship between American Art and Society, providing a comprehensive view of America's rich cultural life from the colonial days to the present.

Prerequisite: ART 101**HUMN 401 World Religions, Myths, and Spiritual Symbols**

3 Credits

This course studies the underlying spiritual meaning and significance encountered in symbols, myths, and religions. Included are a study of such major religions as Hinduism, Buddhism, Taoism, Confucianism, Judaism, Islam, and

Christianity. This humanities course offers an integrative approach to philosophical and religious world views in relation to such questions as the origin of all things, the limits of knowledge, and the role and responsibilities of the individual. It also examines the philosophical and religious views of the great thinkers throughout history.

Prerequisites: ENGL 102, PHIL 202**HUMN 402 Science, Technology and Society in a Changing World**

3 Credits

This study is ultimately an exploration of our humanity. Within a humanistic perspective, this course examines the ways in which our ideas and hence our society and culture change as new discoveries and developments in science and technology become part of our expanding knowledge of the world and universe. From this humanistic approach to studying science and technology, students will understand that the human being, in the continuous quest to understand life, has adapted his or her own character. The course will explore some of the major developments in the history of science and technology, focusing on how they changed our understanding of our world.

Prerequisite: ENGL 102**HUMN 405 Comparative Political and Economic Systems**

3 Credits

This course offers a comparative analysis of political and economic systems. One theme will be the range of differences of formation of states from which the modern states and in the societies developed. Another theme will be the ways in which the changing nature of the international system created modern states and national economies that are similar and different. The student should see that all states, even the most powerful such as the United States, are affected by influences originating outside their borders.

Prerequisite: ENGL 102**MUSIC COURSES (MUSC)**

Courses in music help prepare students for work in communications, performing arts, public relations, sales, education and business.

MUSC 101 Music Appreciation

3 Credits

This course is designed to explore various types, styles, periods and national origins of music. Its aim is to demonstrate the universality of music and to foster standards that lead to an aesthetic appreciation. While there will be very little time to establish a solid foundation of historical periods and styles, the object is to introduce the student to many different kinds of music and to the important artists and the roles played by traditions, politics, and social customs. No previous knowledge of music or performance of music is required.

ORIENTATION COURSES (ORTN)

A one-credit seminar, the course brings students together weekly to interact and adjust to the new expectations they face at SEU. Whether you are worried about getting to know faculty and other students, or just want to know what's happening on campus, ORNT 101 is guaranteed to help all new students be Successful from the Start!

ORTN 101

1 Credit

This course in Orientation focuses on the development of skills that enhance academic success – time planning and management and goal setting. Topics will include study strategies, choosing a major, career planning, and college policies and procedures. Students will build oral communication skills by working in small groups and by making an individual presentation.

PHILOSOPHY COURSES (PHIL)

The study of philosophy serves to develop intellectual abilities important for life as a whole, beyond the knowledge and skills required for any particular profession. Properly pursued, it enhances analytical, critical and interpretive capacities that are applicable to any subject-matter, and in any human context.

PHIL 103 Introduction to Philosophy

3 Credits

Students will engage in the Analysis of the nature and meaning of the human condition. The course includes epistemology (the study of truth and knowledge), metaphysics (the study of existence and reality) and ethics. Students will tackle major philosophical questions, such as the mind-body problem, knowledge vs. skepticism, free will vs. determinism, the existence of God, and the foundations of morality. Explores both Western and Eastern approaches, and incorporates perspectives from religion, anthropology, and the social and natural sciences. Extensive reading, writing and discussion is required. The reading will include a variety of sources ranging from Plato to contemporary philosophers.

Prerequisite: ENGL 102

PHIL 202 Introduction to Logic

3 Credits

This course Introduces students to basic principals and techniques of symbolic logic and categorical reasoning. Strong emphasis will be on practical argumentation in everyday life, including critiques of argumentation and use of argument in speaking and writing. Differences in valid and sound reasoning will be explored.

Prerequisite: ENGL 101

PHIL 301 The Roots of Power: A History of Political Philosophy

3 Credits

Students will survey the principal political thinkers who have influenced antiquity and the modern and post-modern world, including Plato, Aristotle, St. Augustine, St. Thomas Aquinas, Machiavelli, Hobbes, Locke, Burke, Mill, Rousseau, Jefferson, Madison, Marx, Kant,

Nietzsche, Sartre and Fanon. Students will conduct primary research work based on the works of one or more of the philosophers studied. The format may be a conventional research paper or other special project prepared in consultation with the professor.

Prerequisite: PHIL 202.

HUMN 303 Professional Ethics

3 Credits

Ethical problems common to the professional world will be examined. Lectures and assignments provide for the study of the relationship between free enterprise and social justice and the study of the ethics manifested in different issues throughout our society. Topics include the ethics of advertising, and individual and corporate responsibility.

PSYCHOLOGY COURSES (PSYC)

Psychology is the science of behavior. Psychologists seek to provide an understanding of thinking, personality, skill, learning, motivation, perception, and sensation through the study of both individual and group phenomena. As a psychology student you will learn about the fundamentals of development, personality, social psychology, learning, and motivation

PSYC 103 Introduction to Psychology

3 Credits

Personality and the individual form the central core of psychology. The nature and methods of dealing with behavior, perception, learning, emotions, feeling motivation, thinking, human development and deviance will be studied. Theories, concepts, and works by well-known contributors to the field will be discussed. Some examples are Sigmund Freud, William Sheldon, Carl Jung, Abraham Maslow, Carl Rogers, Alfred Adler and B.F. Skinner.

NATURAL SCIENCE COURSES (SCNC)

The natural science courses are offered as an interdisciplinary approach to the study of science. They stress the interrelationship of earth science and geology, as well as mathematics.

SCNC 106 Introduction to Science

3 Credits

This course explores the fundamental characteristics of living matter from the molecular level to the ecological community, with emphasis on general biological principles. Students will explore a series of current issues.

SCNC 107 Introduction to Science (Geology)

3 Credits

An overview of the elements of physical geology, historical geology, mineralogy, meteorology, cartography, climatology, oceanography, and astronomy will be analyzed. Fundamental concepts of physics and chemistry and the underlying scientific laws will be discussed. Emphasis is on providing the non-scientist with comprehensive knowledge of the basics in each of the fields covered.

SCNC 108 Environmental Science

3 Credits

This presents an overview of the elements of ecosystems, conservation of natural resources, human environment (past, present and future), and research and practices to meet threats to the environment. Topics covered will emphasize transnational environmental issues including global warming, ozone, species extinction, human population growth and world food production.

SCNC 300 Special topics in the Natural Sciences

3 Credits

Courses vary depending on student interest and faculty availability.

SOCIOLOGY COURSES (SOSC)

A degree in sociology is an excellent springboard for entering the world of business, industry, and organizations. The sociological perspective is crucial for working in today's multiethnic and multinational business environment. An undergraduate sociology major provides valuable insights into social factors such as race, ethnicity, gender, age, education, and social class that affect work and how organizations operate.

SOSC 105 Introduction to Sociology

3 Credits

This course assists students in understanding concepts of social interaction, cultural institutions, bureaucracies, collective behavior, social change, socialization and the nature of sociological research. Strong emphasis will be placed on 'doing sociology.'

SOSC 200 Sociology of Work and Career Development

3 Credits

Students are assisted in identifying their marketable skills and aptitudes, developing strategies for successful employment searches and analyzing labor market needs. Effective human relations techniques and communication skills are addressed. Specific experience in writing resumes, completing applications and creating appropriate letters of applications will be provided.

SOSC 300 Special Topics in the Social Sciences

3 Credits

This course comprises study in particular topics which vary from year to year. May be repeated if topics vary.

SOSC 309 International Relations

3 Credits

This course focuses on the historical and scientific basis for relationships existing among nations. Students will examine nation states and national interests, multinational corporations, international government and non-government organizations. Select current issues in international relations will be discussed. Guest speakers, experts in the field and other available resources may be utilized to provide a fuller and more diverse perspective on the ever changing nature of international relations.

Prerequisite: ENGL 102

SPANISH COURSES (SPAN)

On looking through this lens, students diversify their perceptions of the world and multiply their opportunities to interact with it.

SPAN 101 Spanish I

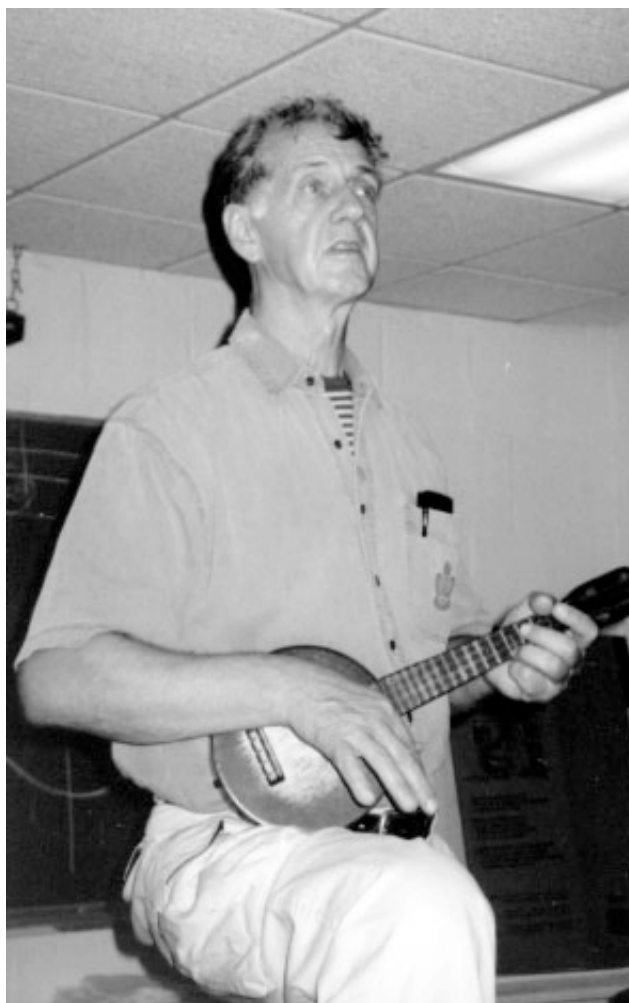
3 Credits

Introduction to the basic elements of Spanish that will enable the student to develop communicative skills and a fundamental knowledge of other people, their language and their culture will be discussed in this course.

SPAN 102 Spanish II

3 Credits

Spanish 102 is a continuation to the basic elements of Spanish that will enable the student to develop communicative language skills and a fundamental knowledge of other people, their language, and their culture.



GRADUATE COURSE MATRIX					
* These courses are offered on an as needed basis. ✓ Courses offered on Campus. ○ Courses offered Online.					
ENGLISH AS A SECOND LANGUAGE					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ESL 550	Advanced Language Workshop	✓	✓	✓	✓
ESL 510	Basic Speaking and Listening	✓	✓	✓	✓
ESL 511	Beginning Speaking and Reading	✓	✓	✓	✓
ESL 512	Composition and Grammar	✓	✓	✓	✓
LIBERAL ARTS					
COURSE NUMBER	COURSE TITLE	FALL	WINTER	SPRING	SUMMER
ENGL 500	Technical Writing & Research Methods	✓ / ○	✓ / ○	✓ / ○	✓ / ○
INDS 502	Research Skills	✓	✓ / ○	✓	✓ / ○
ORNT 500	Graduate Orientation	✓	✓	✓	✓



GRADUATE

COURSE DESCRIPTIONS

DEPARTMENT OF LIBERAL STUDIES

ENGLISH COURSES (ENGL)

The English major teaches important skills: reading analytically and creatively, thinking critically, communicating effectively. The study of literature develops an appreciation for language, culture, and values. Many people who major in English also have a degree in education and plan to teach, but an English major is an also excellent preparation for careers in Internet publishing, the legal profession, business administration and management, publishing, mass communication, journalism, advertising and public relations.

ENGL 500 Technical Writing and Research Methods 3 Credits

This course is a practicum in both oral and written communication skills necessary to perform effectively as managers in either the private or the public sectors. The course emphasizes problem-solving techniques and hands-on writing in such real world genres as business plans, management reports, research reports, work statements, manuals, technical and management proposals, and grants writing as well as computer-mediated communication. The students work both individually and in teams to develop written documents and make oral presentations.

ENGLISH AS A SECOND LANGUAGE COURSES (ESL)

Graduate students with weak language skills take the same ESL classes as the undergraduates at this level. Because their fields are more specialized and they bring more background, the type and number of courses these students can take beyond ESL are determined in consultation with their advisors.

ESL 550 Advanced Language Workshop

0 Credits

The advanced Language Workshop is designed to enhance skills in listening, speaking, reading and writing to better enable students to engage in graduate studies. Students will be encouraged to read and write material in their academic area(s) of interest. Opportunities to increase students understanding of American Culture by reading about and discussing topics such as American

subcultures, movies, television and interesting places in Washington, D.C.

INTERNSHIP COURSES (INTS)

Graduate Internship is intended as a unique new learning experience.

INTS 590, 591 Graduate Internship Program 3 Credits

The student needs his or her Department chair's approval for an internship. Students may register for a 3 credit hour degree-related internship program in any one term after completing 2 terms of college credit work with a GPA of 3.0 or better. Internships must be conducted at sites approved by the University. For more information, contact Career Services. International students must apply for Curricular Practical Training to complete an internship.

ORIENTATION COURSES (ORNT)

Graduate Orientation is designed to introduce students to graduate study, research.

ORNT 500

0 Credit

This course in Orientation focuses on the development of skills that enhance academic success – time planning and management and goal setting. Topics will include study strategies, choosing a major, career planning, and college policies and procedures. Students will build oral communication skills by working in small groups and by making an individual presentation.



CAMPUS

LIFE

STUDENT LIFE

Student life at Southeastern University is as diverse as its student population. The University promotes and encourages interaction among its students both inside and outside of the classroom. Southeastern University hosts several annual events including its Commencement Ceremony, Academic Awards Banquet, Gala, International Festival and several different multi-cultural observances and holiday celebrations. Southeastern University uses the Washington Metropolitan area as its extended campus and arranges outings for students to local tourist attractions, cultural events and recreational facilities. A variety of nationally recognized student organizations have chartered chapters at Southeastern University.

STUDENT ORGANIZATIONS

Through its innovative outreach programs, Southeastern extends its resources to meet the needs of traditional and nontraditional students.

Student Government Association

The Student Government Association (SGA) serves as the student voice in campus affairs. The SGA works with the Office of Student Services to promote student involvement in the University and to sponsor a program of campus-wide activities. Other student organizations function with the approval of the SGA and share responsibility for campus activities. The Office of Student Services maintains a list of currently active student organizations. Students elected or appointed to office in the SGA must maintain a 2.5 GPA and may not be on university probation for disciplinary reasons. With the exception of student employees, University employees may not hold SGA offices.



SEU's Student Government Association is an organization made up of every student currently enrolled at SEU. The SGA's primary mission is to represent student ideas, hopes and concerns to SEU's administration. It also endeavors to increase student participation in all aspects of campus life. The President of the SGA represents the student body on SEU's Board of Trustees.

Contact Your SGA Officers

Student Government Association
Southeastern University
501 I Street, SW
Washington, DC 20024
U.S.A.
Telephone: (202) 478-8200, ext. 406
Fax: (202) 488-8093
Email: sga@southeastern.edu

The Mentoring Program

The mentoring program expands upon the first semester colloquium experience in which first-year students get a feeling for the issues and questions surrounding the complex life of a college student. This program serves the individual needs and personal interests of each student. For more information, contact O.D. Alexander 202-478-8200 ext 272

A.S.P.A.

American Society of Public Administrators. For more information, contact: Tahira Rashid 202-478-8200 ext 331

FRATERNITIES AND SORORITIES

Zeta Phi Beta, Inc.

Zeta Phi Beta received their Official Chapter Charter at SEU from Zeta Phi Beta Sorority, Inc. on Saturday, January 24, 2004. They are now the Delta Sigma Chapter of Zeta Phi Beta Sorority, Inc.

Delta Sigma Theta

Xi Zeta (Inactive)

Phi Beta Sigma

Omega Psi Phi Fraternity Inc.

Delta Theta Chapter (Inactive)

HONORS ORGANIZATIONS

Phi Alpha Alpha

Public Administration Honors Society

For more information, contact:

Tahira Rashid 202-478-8200 ext 331

CAMPUS ACTIVITIES

Biz Talks

Prominent leaders in business and government present roundtable discussions and symposia. Presentations give students the opportunity to discuss entrepreneurship. Sessions usually last an hour and are offered once a month. Absolutely ANYONE who hopes to be successful in any career should take advantage of these opportunities to view presentations from people who have already achieved success.

Past presenters include: Rodney Slater, Partner, Patton Boggs LLP; Edmund B. Cronin, Jr., President-Washington Real Estate Investment Trust; Jim Kimsey, founder of the Kimsey Foundation and past founder of AOL; Joseph E. Robert, Jr., Chairman & CEO- J.E. Robert Companies.

Library Salon

Performances are done by composers, musicians, poets, lecturers and students. The venue is the Library on Thursdays at preset dates. For more information, contact Information from O.D. Alexander 202-478-8200 ext 272

Welcome Back Events

Activities are planned for students to provide them with information about campus life, including student organizations, activities and most importantly support. Contact Student Services 202-478-8200 ext 227 for more information.

Convocation

Freshmen are encouraged to attend convocation for the traditional pinning ceremony.

Career Fairs

Career fairs occur two times a year, in the Fall (AM) and in the Spring (PM). Usually 20-35 Employers from Private, Government and Non-Profit industries. Throughout the year there are free workshops, testing, and personality inventories to support students who are conducting job searches and seeking internships. Your career is within your control. Contact: sprice@admin.seu.edu.

Business Workshops

Seminars generally last three hours and provide a basic primer on a topic. Business Clinics offer attendees the opportunity to get assistance filling out their documents. Short courses offer a more comprehensive understanding of key topics, and Certificate Level courses provide the attendee with intensive training in a topic area.

The 2005 Calendar of Events include; How to Write a business Plan Seminar, How to Finance Your Business Seminar, how to Market on the Web Seminar, How to Complete the Forms for Nonprofit Recognition, How to Prepare a Grant Format for Nonprofit Funding, How to Prepare a Loan Package.

For more information, contact the Center for Entrepreneurship, at 202-478-8321, tbrooks@admin.seu.edu

International Festival

The international festival celebrates the diversity of SEU's Students, faculty and staff. Contact: hanad@admin.seu.edu.

Open House

Open House sessions are great opportunities to talk to graduate and undergraduate program chairpersons, representatives from admissions, financial aid, SEUOnline, and current students to learn about the new and exciting programs at SEU. To register or to get more information please call us at 202-COLLEGE (265-5343). All applicants who attend the Open House will have the \$45.00 application fee waived. Contact: admissions@admin.seu.edu.

Religious Observances and Holiday Celebrations

Thanksgiving Celebration- Dinner with our SEU Family, Ramadan Observance and Celebration Kwanzaa Celebration, Chinese New Year- Celebration (occurs Sunday the weekend of Chinese New Year)

History Celebrations

Celebrations are held giving notoriety to various achievements of figures in our multicultural environment. During the nationally celebrated months, these events help to educate all about the diversity of the United States. Black History, Hispanic History, Women's History

Anniversary Gala

Support of the Gala from benefactors strengthens our ability to provide scholarships, to expand the SEU Center for Entrepreneurship and the E-Learning Program among others. Additional support helps to launch other exciting initiatives, increase scholarships, and meet the critical needs of the university.

UNIVERSITY PUBLICATIONS AND COMMUNICATIONS

Southeastern Times

The *Southeastern University Times* is published quarterly by the Southeastern University Office of Marketing and Public Relations. SEU and the design team of Design Central won the 2004 International Communicator Award for the University's publication. The Award of Distinction was won in the category of Magazine/Educational Institution.

For inquiries, please contact the, Marketing Department 202-478-8200. For submissions, of articles or notices to be published, send an email to timeseditor@admin.seu.edu.

Liberal Studies Newsletter

Gives updated information about the Liberal Studies program.

THE SEU MENTOR

The SEU Mentor is a quarterly newsletter of activities from the Mentoring Program at SEU. It solicits materials from students, faculty and staff, as well as guest articles from community members concerning mentoring.

SEU Happenings

Informational Email Newsletter for All SEU Students, Faculty, and Staff., serves as a reminder of upcoming university events and areas of interests.

Alumni Connections

Alumni Connections is published quarterly by the Office of Development & Alumni Relations. Articles are written by SEU alumni, staff, and friends. To submit articles, artwork, or creative writing, contact the Office of Development & Alumni Relations at (202) 478-8273, or send an email to sfrancis@admin.seu.edu.

Southeastern University Factbook

Standardized demographic data about the university. Institutional Research Office (202) 478-8285

Library Newsletter

Quarterly publication about the library, donated books, and book reviews. For more information, contact Information from SEU Library 202-478-8200 ext 272 or odalesander@admin.seu.edu.

STUDENT LIVING

Health and Accident Insurance

The University recommends that all students be covered by health and accident insurance. More information about policies recommended by the University may be obtained through the Office of Student Services.

Housing

SEU is a non-residential institution. It maintains no dormitory or housing facilities. However, several apartment buildings are located within walking distance of the University.

Lost and Found

Students may inquire about lost items at the front desk of the library. Southeastern University is not responsible for the personal property students bring to campus.

Public Space

The Student Lounge, located in the lower level of the main building, provides a place for having refreshments,

studying together, and becoming better acquainted. The Lounge is also the center of many social and cultural activities. The Multi-purpose Room, located on the second floor of the main building, is the location of most large University events.

Public Transportation and Parking

SEU is easily accessible by bus and subway. The nearest subway stops are the Southeastern University (SEU) / Waterfront and L'Enfant Plaza (served by orange, blue, green and yellow line trains). These stops are only a few blocks from campus. Parking in the University parking lot is restricted to faculty and staff. Limited street parking is available along which streets and parking at nearby commercial parking facilities are available.

SECURITY AND SAFETY

Campus Crime and Security Act

The safety and security of all members of the University community is a priority. SEU complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report annually on September 30. The report includes campus safety information as well as crime statistics for the community. It provides suggestions about crime prevention strategies as well as important policy information on emergency procedures. It reports crimes and support services for victims of sexual assault. Also, the report contains information about SEU's policy on alcohol and other drugs. A full-text copy of the policy may be requested from the Office of Student Services.

Student ID Cards

Student ID cards can be obtained from the Business Office and Identification Cards from the Communications Center.

Emergencies

Students who witness or become victims of a crime or another type of emergency should immediately report the incident to campus security. Campus Security will notify the appropriate law enforcement agency and also assist the student in documenting the occurrence on an "Incident Report Form."

Weather-Related Closings

Weather-related closings will be announced on the Washington affiliate television stations of ABC, CBS, FOX, NBC and News Channel 8. Also, the closing announcements will be made on many radio stations including WKYS 93.9, WPGC 95.5, WHUR 96.3, WASH 97.1, WMZQ 98.7, WAVA 105.1, WRQX 107.3, WAMU 88.5, WETA 90.9, WWDC 101.1, WPFW 89.3 and WGMS 103.5.

UNIVERSITY

COMMUNITY

THE UNIVERSITY COMMUNITY

BOARD OF TRUSTEES

Mr. James Garrett,
Interim Chair
SENTEL Corporation, former President

Mr. Douglas Wheeler, Vice Chair & Former President
Washington Performing Arts Society

Mrs. Barbara Davis Blum, Treasurer
BDB Investment Partnership

Mr. Richard S. "Dickie" Carter
Urban Services Corporation

Mr. Paul J. Cohn
Capital Restaurants Concepts, Ltd.

Dr. Faye E. Coleman
Westover Consultants, Inc.

Mrs. Terri Easter
Crowell & Moring

Mr. Kendall D. Hunter, C.O.O.
Kaiser Foundation Health Plan of
Mid-Atlantic States

Dr. Charlene Drew Jarvis, President
Southeastern University

Mrs. Barbara Lang, President
DC Chamber of Commerce

Mrs. Linda Lee
Hong Heung Corporation

Dr. Gugu Moche, President
Faculty Assembly
Southeastern University

Ms. Karyn Molnar
KPMG

Dr. Ephraim Okoro, Secretary
Southeastern University

Mr. Abdi Parvizian
Parvizian Masterpieces

Mr. Allen Thomas, Jr.
Deloitte and Touche

Mr. Curtis T. White
Allied Communications, Inc.

FACULTY AND STAFF

Business Management (Accounting, Economics, Finance, Management, Marketing)

Peter F. Smith -FT *
Department Chair
Ph.D., University of Pennsylvania
M.S., B.S., Rutgers University

Daniel Akunwafor
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M.S.L.S., Catholic University
M.U.R.P., B.A., University of the District of Columbia

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B.A., Hope College

Ronald Burleson
Assistant Professor
M.A., University of Missouri
B.S., University of South Carolina

George Crawford
Assistant Professor
J.D., Texas Southern University
B.A., Morehouse College

* FT – Full-time

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B.S., Strayer University

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Assistant Professor
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M.S., University of Illinois

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Accounting Program Coordinator
Assistant Professor - FT
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M.S.A., Southeastern University

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B.B.A., University of Memphis

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Ph.D., M.A., Northeastern University
M.A., University of Manitoba
B.S., Jahangirnagar University

Jerry Johnson
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M.S., B.S., Jackson State University

Eugene Keazor
Assistant Professor
Ph.D., Howard University
M.S., Coppin State University

Jorge Lamas
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Ph.D., M.S., M.A., B.A., George Washington University

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B.B.A., Howard University

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Assistant Professor
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B.A., Institute of Banking Sciences, Tehran

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B.A., Punjab University

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B.S., Gannon University

John W. Milton
Assistant Professor
J.D., Rutgers University, School of Law
M.B.A., Jones International University
B.S., New York Institute of Technology

Ettyce Moore
Associate Professor
Ph.D., The American University
M.A., George Washington University
B.S., Howard University

Rev. Jerry A. Moore, Jr.
Associate Professor
M.A., B.D., Howard University
B.A., Morehouse College

Nikhil Nayak
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Ph.D., Walden University
M.S., Florida Institute of Technology
B.S., Maryland University

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B.S., State University of New York at Oneonta

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Southeastern University

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M.A., Howard University

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B.A., University of Nebraska

Patricia Plummer
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B.S., York College of Pennsylvania

Willie-Lloyd Reeves
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B.A., Howard University

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M.A., University of Maryland

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B.S., University of Maryland

Aloys Uwimana
Associate Professor
M.A., Ohio University
B.S., Ohio University

John Varghese
Associate Professor
Ph.D., Argasy University
M.S., Central Michigan University

Clarence Wallace
Assistant Professor
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M.Sc., Ramnarain Ruia College
B.Sc., Elphinstine College

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B.S., Tehran University

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A.S., Commercial Business College

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Credit and Collections Officer

Nicorya Dorsey
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Tishea Franklin
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M.B.A., Howard University

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Campus Security
Vernon Webb
Supervisor

Tyrone West
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Interim Registrar

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Dun Li
Webmaster
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Robert Lyons
Assistant Network Services Administrator

APPENDICES

ACADEMIC CALENDAR 2005-2007

Financial Aid Application Deadline
Early Registration Period
Registration Period
TOEFL Exam
International Student Orientation
Graduate Orientation (ORTN 500)
Classes Begin
Late Registration and Add/Drop Period
Orientation for Online Courses
*Martin Luther King, Jr. Birthday
Mid-term Week
*President's Day
Mid-term Grades Due
Last Day to Withdraw from Classes
Spring, 2005 Early Registration Period
Final Exam Week
Last Day of Winter Classes
Final Grades Due
Spring, 2005 Registration Period
* *Holiday (University Closed)*

Financial Aid Application Deadline
Early Registration Period
Registration Period
TOEFL Exam
International Student Orientation
Orientation for Online Courses
Graduate Orientation (ORTN 500)
Classes Begin
Late Registration and Add/Drop Period
Mid-term Exam Week
Mid-term Grades Due
Last Day to Withdraw from Classes
*Memorial Day
Final Exam Week
Summer, 2005 Early Registration Period
Last Day of Spring Classes
Summer Registration Period
Final Grades Due (Graduating Students)
(Remaining Students)
2005 Commencement Ceremony
* *Holiday (University Closed)*

Financial Aid Application Deadline
Early Registration Period
Registration Period
TOEFL Exam
International Student Orientation
Orientation for Online Courses
Graduate Orientation (ORTN 500)

WINTER, 2005 DAYS

Wednesday, December 1, 2004
Monday, November 29 – Saturday, December 4, 2004
Monday, December 6 – Saturday, December 18, 2004
Tuesday, December 14, 2004
Wednesday, December 15 – Friday, December 17, 2004
Saturday, December 18, 2004
Monday, January 3, 2005
Monday, January 3, 2005 – Saturday, January 8, 2005
Thursday, January 6 – Saturday, January 8, 2005
Monday, January 17, 2005
Monday, February 7, 2005 – Sunday, February 13, 2005
Monday, February 21, 2005
Wednesday, February 16, 2005
Friday, February 18, 2005
Monday, March 7 – Saturday, March 12, 2005
Monday, March 14 – Sunday, March 20, 2005
Sunday, March 20, 2005
Tuesday, March 22, 2005
Monday, March 14 – Saturday, March 26, 2005

SPRING, 2005 DAYS

Tuesday, March 1, 2005
Monday, March 7 – Saturday, March 12, 2005
Monday, March 14 – Saturday, March 26, 2005
Tuesday, March 22, 2005
Wednesday, March 23 – Friday, March 25, 2005
Thursday, March 24 – Saturday, March 26, 2005
Saturday, March 26, 2005
Monday, March 28, 2005
Monday, March 28 – Saturday, April 2, 2005
Tuesday, May 3, 2005 – Monday, May 9, 2005
Thursday, May 12, 2005
Monday, May 16, 2005
Monday, May 30, 2005
Monday, June 13, 2005 – Sunday, June 19, 2005
Monday, June 6 – Saturday, June 11, 2005
Sunday, June 19, 2005
Monday, June 13 – Saturday, June 25, 2005
Tuesday, June 21, 2005
Thursday, June 23, 2005
Sunday, June 26, 2005

SUMMER, 2005 DAYS

Wednesday, June 1, 2005
Monday, June 6 – Saturday, June 11, 2005
Monday, June 13 – Saturday, June 25, 2005
Tuesday, June 21, 2005
Wednesday, June 22 – Friday, June 24, 2005
Thursday, June 23 – Saturday, June 25, 2005
Saturday, June 25, 2005

Classes Begin	Monday, June 27, 2005	
* Independence Day	Monday, July 4, 2005	
Late Registration and Add/Drop Period	Monday, June 27	– Saturday, July 2, 2005
Mid-term Exam Week	Monday, August 1, 2005	– Sunday, August 7, 2005
Mid-term Grades Due	Wednesday, August 10, 2005	
Last Day to Withdraw from Classes	Friday, August 12, 2005	
Fall, 2005 Early Registration Period	Monday, August 15	– Saturday, August 27, 2005
Fall, 2005 Registration Period	Monday, September 12	– Saturday, September 24, 2005
*Labor Day	Monday, September 5, 2005	
Final Exam Week	Monday, September 12, 2005	– Sunday, Sept. 18, 2005
Last Day of Summer Classes	Sunday, September 18, 2005	
Final Grades Due	Tuesday, September 20, 2005	
* <i>Holiday (University Closed)</i>		

FALL, 2005 DAYS

Financial Aid Application Deadline	Thursday, September 1, 2005	
Early Registration Period	Monday, August 15	– Saturday, August 27, 2005
Registration Period	Monday, September 12	– Saturday, September 24, 2005
TOEFL Exam	Tuesday, September 20, 2005	
International Student Orientation	Wednesday, September 21	– Friday, September 23, 2005
Orientation for Online Courses	Thursday, September 22	– Saturday, September 24, 2005
Graduate Orientation (ORTN 500)	Saturday, September 24, 2005	
Late Registration and Add/Drop Period	Monday, Sept. 26	– October 1, 2005
Classes Begin	Monday, September 26, 2005	
*Columbus Day	Monday, October 10, 2005	
Mid-term Exam Week	Monday, October 31, 2005	– Sunday, November 6, 2005
Mid-term Grades Due	Wednesday, November 9, 2005	
*Veterans Day	Friday, November 11, 2005 (Celebrated)	
Last Day to Withdraw from Classes	Thursday, November 17, 2005	
*Thanksgiving Day	Thursday, November 24, 2005	
Winter, 2006 Early Registration Period	Monday, December 5	– Saturday, December 10, 2005
Winter, 2006 Registration Period	Monday, December 12	– Thursday, December 22, 2005
Final Exam Week	Wednesday, December 14, 2005	– Tuesday, December 20, 2005
Last Day of Fall Classes	Tuesday, December 20, 2005	
Final Grades Due	Friday, December 23, 2005	
*Christmas Day	Sunday, December 25, 2005	
*New Year's Day	Sunday, January 1, 2006	
* <i>Holiday (University Closed)</i>		

WINTER, 2006 DAYS

Financial Aid Application Deadline	Thursday, December 1, 2005	
Early Registration Period	Monday, December 5	– Saturday, December 10, 2005
Registration Period	Monday, December 12	– Thursday, December 22, 2005
TOEFL Exam	Tuesday, December 13, 2005	
International Student Orientation	Wednesday, December 14	– Friday, December 16, 2005
Graduate Orientation (ORTN 500)	Saturday, December 17, 2005	
Classes Begin	Monday, January 2, 2006	
Late Registration and Add/Drop Period	Monday, January 2, 2006	– Saturday, January 7, 2006
Orientation for Online Courses	Thursday, January 5	– Saturday, January 7, 2006
*Martin Luther King, Jr. Birthday	Monday, January 16, 2006	
Mid-term Week	Monday, February 6, 2006	– Sunday, February 12, 2006
Mid-term Grades Due	Wednesday, February 15, 2006	
Last Day to Withdraw from Classes	Friday, February 17, 2006	
* President's Day	Monday, February 20, 2006	
Spring, 2006 Early Registration Period	Monday, March 6	– Saturday, March 11, 2006
Final Exam Week	Monday, March 13	– Sunday, March 19, 2006
Last Day of Winter Classes	Sunday, March 19, 2006	
Spring, 2006 Registration Period	Monday, March 13	– Saturday, March 25, 2006
Final Grades Due	Wednesday, March 22, 2006	
* <i>Holiday (University Closed)</i>		

Financial Aid Application Deadline
 Early Registration Period
 Registration Period
 TOEFL Exam
 International Student Orientation
 Orientation for Online Courses
 Graduate Orientation (ORTN 500)
 Classes Begin
 Late Registration and Add/Drop Period
 Mid-term Exam Week
 Mid-term Grades Due
 Last Day to Withdraw from Classes
 *Memorial Day
 Final Exam Week
 Last Day of Spring Classes
 Summer, 2006 Early Registration Period
 Summer, 2006 Registration Period
 Final Grades Due (Graduating Students)
 (Continuing Students)
 2006 Commencement Ceremony
 * *Holiday (University Closed)*

Financial Aid Application Deadline
 Early Registration Period
 Registration Period
 TOEFL Exam
 International Student Orientation
 Orientation for Online Courses
 Graduate Orientation (ORTN 500)
 Classes Begin
 Late Registration and Add/Drop Period
 * Independence Day
 Mid-term Exam Week
 Fall, 2006 Early Registration Period
 Mid-term Grades Due
 Last Day to Withdraw from Classes
 *Labor Day
 Fall, 2006 Registration Period
 Final Exam Week
 Last Day of Summer Classes
 Final Grades Due
 * *Holiday (University Closed)*

Financial Aid Application Deadline
 Early Registration Period
 Registration Period Monday,
 TOEFL Exam
 International Student Orientation
 Orientation for Online Courses
 Graduate Orientation (ORTN 500)
 Late Registration and Add/Drop Period
 Classes Begin
 *Columbus Day
 Mid-term Exam Week
 Mid-term Grades Due
 *Veterans Day
 Last Day to Withdraw from Classes
 *Thanksgiving Day
 Winter, 2007 Early Registration Period
 Winter, 2007 Registration Period
 Final Exam Week
 Last Day of Fall Classes

SPRING, 2006 DAYS

Wednesday, March 1, 2006
 Monday, March 6 – Saturday, March 11, 2006
 Monday, March 13 – Saturday, March 25, 2006
 Tuesday, March 21, 2006
 Wednesday, March 22 – Friday, March 24, 2006
 Thursday, March 23 – Saturday, March 25, 2006
 Saturday, March 25, 2006
 Monday, March 27, 2006
 Monday, March 27 – Saturday, April 1, 2006
 Monday, May 8 – Sunday, May 14, 2006
 Tuesday, May 16, 2006
 Friday, May 19, 2006
 Monday, May 29, 2006
 Monday, June 12 – Sunday, June 18, 2006
 Sunday, June 18, 2006
 Monday, June 5 – Saturday, June 10, 2006
 Monday, June 12 – Saturday, June 24, 2006
 Tuesday, June 20, 2006
 Thursday, June 22, 2006
 Sunday, June 25, 2006

SUMMER, 2006 DAYS

Thursday, June 1, 2006
 Monday, June 5 – Saturday, June 10, 2006
 Monday, June 12 – Saturday, June 24, 2006
 Tuesday, June 20, 2006
 Wednesday, June 21 – Friday, June 23, 2006
 Thursday, June 22 – Saturday, June 24, 2006
 Saturday, June 24, 2006
 Monday, June 26, 2006
 Monday, June 26 – Saturday, July 1, 2006
 Tuesday, July 4, 2006
 Monday, August 7, 2006 – Sunday, August 13, 2006
 Monday, August 14 – Saturday, August 26, 2006
 Wednesday, August 16, 2006
 Friday, August 18, 2006
 Monday, September 4, 2006
 Monday, September 11 – Saturday, September 23, 2006
 Monday, September 11, 2006 – Sunday, September 17, 2006
 Sunday, September 17, 2006
 Tuesday, Sept. 19, 2006

FALL, 2006 DAYS

Friday, September 1, 2006
 Monday, August 14 – Saturday, August 26, 2006
 September 11 – Saturday, September 23, 2006
 Tuesday, September 19, 2006
 Wednesday, September 20 – Friday, September 22, 2006
 Thursday, September 21 – Saturday, September 23, 2006
 Saturday, September 23, 2006
 Monday, September 25 – Saturday, September 30, 2006
 Monday, September 25, 2006
 Monday, October 9, 2006
 Wednesday, November 1 – Tuesday, November 7, 2006
 Saturday, November 11, 2006
 Friday, November 10, 2006
 Thursday, November 16, 2006
 Thursday, November 23, 2006
 Monday, December 4 – Saturday, December 9, 2006
 Monday, December 11 – Friday, December 22, 2006
 Wednesday, December 13, 2006 – Tuesday, December 19, 2006
 Tuesday, December 19, 2006

Final Grades Due
 *Christmas Day
 *New Year's Day
 * *Holiday (University Closed)*

Friday, December 22, 2006
 Monday, December 25, 2006
 Monday, January 1, 2007

WINTER, 2007 DAYS

Financial Aid Application Deadline
 Early Registration Period
 Registration Period
 TOEFL Exam
 International Student Orientation
 Graduate Orientation (ORTN 500)
 Classes Begin
 Late Registration and Add/Drop Period
 Orientation for Online Courses
 *Martin Luther King, Jr. Birthday
 * President's Day
 Mid-term Exam Week
 Mid-term Grades Due
 Last Day to Withdraw from Classes
 Spring, 2007 Early Registration Period
 Spring, 2007 Registration Period
 Final Exam Week
 Last Day of Winter Classes
 Final Grades Due
 * *Holiday (University Closed)*

Friday, December 1, 2006
 Monday, December 4
 Monday, December 11
 Tuesday, December 19, 2006
 Wednesday, December 20
 Saturday, December 23, 2006
 Tuesday, January 2, 2007
 Tuesday, January 2, 2007
 Thursday, January 4
 Monday, January 15, 2007
 Monday, February 19, 2007
 Monday, February 5, 2007
 Wednesday, February 14, 2007
 Friday, February 16, 2007
 Monday, March 5
 Monday, March 12
 Monday, March 12
 Sunday, March 18, 2007
 Wednesday, March 21, 2007

– Saturday, December 9, 2006
 – Friday, December 22, 2006
 – Friday, December 22, 2006
 – Saturday, January 6, 2007
 – Saturday, January 6, 2007
 – Sunday, February 11, 2007
 – Saturday, March 10, 2007
 – Saturday, March 24, 2007
 – Sunday, March 18, 2007

SPRING 2007 DAYS

Financial Aid Application Deadline
 Early Registration Period
 Registration Period
 TOEFL Exam
 International Student Orientation
 Orientation for Online Courses
 Graduate Orientation (ORTN 500)
 Classes Begin
 Late Registration and Add/Drop Period
 Mid-term Exam Week
 Mid-term Grades Due
 Last Day to Withdraw from Classes
 *Memorial Day
 Final Exam Week
 Last Day of Spring Classes
 Summer, 2007 Early Registration Period
 Summer, 2007 Registration Period
 Final Grades Due (Graduating Students)
 (Continuing Students)
 2007 Commencement Ceremony
 * *Holiday (University Closed)*

Thursday, March 1, 2007
 Monday, March 5
 Monday, March 12
 Tuesday, March 20, 2007
 Wednesday, March 21
 Thursday, March 22
 Saturday, March 24, 2007
 Monday, March 26, 2007
 Monday, March 26
 Tuesday, May 1, 2007
 Thursday, May 10, 2007
 Tuesday, May 15, 2007
 Monday, May 28, 2007
 Monday, June 11, 2007
 Sunday, June 17, 2007
 Monday, June 4
 Monday, June 11
 Tuesday, June 19, 2007
 Thursday, June 21, 2007
 Sunday, June 24, 2007

– Saturday, March 10, 2007
 – Saturday, March 24, 2007
 – Friday, March 23, 2007
 – Saturday, March 24, 2007
 – Saturday, March 31, 2007
 – Monday, May 7, 2007
 – Sunday, June 17, 2007
 – Saturday, June 9, 2007
 – Saturday, June 23, 2007

SUMMER, 2007 DAYS

Financial Aid Application Deadline
 Early Registration Period
 Registration Period
 TOEFL Exam
 International Student Orientation
 Orientation for Online Courses
 Graduate Orientation (ORTN 500)
 Classes Begin
 Late Registration and Add/Drop Period
 * Independence Day
 Mid-term Exam Week
 Mid-term Grades Due
 Last Day to Withdraw from Classes
 Fall, 2007 Early Registration Period
 *Labor Day

Friday, June 1, 2007
 Monday, June 4
 Monday, June 11
 Tuesday, June 19, 2007
 Wednesday, June 20
 Thursday, June 21
 Saturday, June 23, 2007
 Monday, June 25, 2007
 Monday, June 25
 Wednesday, July 4, 2007
 Thursday, August 2
 Saturday, August 11, 2007
 Monday, August 13, 2007
 Monday, August 13
 Monday, September 3, 2007

– Saturday, June 9, 2007
 – Saturday, June 23, 2007
 – Friday, June 22, 2007
 – Saturday, June 23, 2007
 – Saturday, June 30, 2007
 – Wednesday, August 8, 2007
 – Saturday, August 25, 2007

Final Exam Week
Fall, 2007 Registration Period
Last Day of Summer Classes
Final Grades Due
** Holiday (University Closed)*

Monday, September 10, 2007 – Sunday, September 16, 2007
Monday, September 10 – Saturday, September 22, 2007
Sunday, September 16, 2007
Tuesday, Sept. 18, 2007

FALL, 2007 DAYS

Financial Aid Application Deadline
Early Registration Period
Registration Period
TOEFL Exam
International Student Orientation
Orientation for Online Courses
Graduate Orientation (ORTN 500)
Late Registration and Add/Drop Period
Classes Begin
**Columbus Day*
Mid-term Exam Week
**Veteran's Day*
Mid-term Grades Due
Last Day to Withdraw from Classes
**Thanksgiving Day*
Winter, 2008 Early Registration Period
Winter, 2008 Registration Period
Final Exam Week
Last Day of Fall Classes
Final Grades Due
**Christmas Day*
**New Year's Day*
** Holiday (University Closed)*

Saturday, September 1, 2007
Monday, August 13 – Saturday, September 25, 2007
Monday, September 10 – Saturday, September 22, 2007
Tuesday, September 18, 2007
Wednesday, September 19 – Friday, September 21, 2007
Thursday, September 20 – Saturday, September 22, 2007
Saturday, September 22, 2007.
Monday, September 24 – September 29, 2007
Monday, September 24, 2007
Monday, October 8, 2007
Friday, November 2, 2007 – Thursday, November 8, 2007
Monday, November 12, 2007 (Celebrated)
Tuesday, November 13, 2007
Thursday, November 15, 2007
Thursday, November 22, 2007
Monday, December 3 – Saturday, December 8, 2007
Monday, December 10 – Saturday, December 22, 2007
Monday, December 10, 2007 – Sunday, December 16, 2007
Sunday, December 16, 2007
Wednesday, December 19, 2007
Tuesday, December 25, 2007
Tuesday, January 1, 2008

WINTER, 2008 DAYS

Financial Aid Application Deadline
Early Registration Period
Registration Period
TOEFL Exam
International Student Orientation
Graduate Orientation (ORTN 500)
** Christmas Day*
** New Year's Day*
Orientation for Online Courses
Classes Begin
Late Registration and Add/Drop Period
**Martin Luther King, Jr.*
Mid-term Exam Week
** President's Day*
Mid-term Grades Due
Last Day to Withdraw from Classes
Spring, 2008 Early Registration Period
Spring, 2008 Registration Period
Final Exam Week
Last Day of Winter Classes
Final Grades Due
** Holiday (University Closed)*

Saturday, December 1, 2007
Monday, December 3 – Saturday, December 8, 2007
Monday, December 10 – Saturday, December 22, 2007
Tuesday, December 18, 2007

Tuesday, December 25, 2007
Tuesday January 1, 2008

Wednesday, January 2, 2008
Wednesday, January 2, 2008 – Saturday, January 12, 2008
Monday, January 21, 2008
Wednesday, February 6, 2008 – Wednesday, February 13, 2008
Monday, February 18, 2008
Saturday, February 16, 2008
Friday, February 15, 2008
Monday, March 10 – Saturday, March 15, 2008
Monday, March 17 – Saturday, March 29, 2008
Friday, March 14 – Thursday, March 20, 2008
Thursday, March 20, 2008
Monday, March 24, 2008

SPRING, 2008 DAYS

Financial Aid Application Deadline
Early Registration Period
Registration Period
TOEFL Exam
International Student Orientation
Orientation for Online Courses
Graduate Orientation (ORTN 500)
Classes Begin

Saturday, March 1, 2008
Monday, March 10 – Saturday, March 15, 2008
Monday, March 17 – Saturday, March 29, 2008
Tuesday, March 25, 2008

Monday, March 31, 2008

Late Registration and Add/Drop Period	Monday, March 31	– Saturday, April 5, 2008
Mid-term Exam Week	Monday, May 5, 2008	– Sunday, May 10, 2008
Mid-term Grades Due	Wednesday, May 14, 2008	
*Memorial Day	Monday, May 26, 2008	
Last Day to Withdraw from Classes	Friday, May 16, 2008	
Final Exam Week	Monday, June 9, 2008	– Sunday, June 14, 2008
Summer, 2008 Early Registration Period	Monday, June 2	– Saturday, June 7, 2008
Last Day of Spring Classes	Sunday, June 14, 2008	
Summer, 2008 Registration Period	Monday, June 9	– Saturday, June 21, 2008
Final Grades Due (Graduating Students)	Tuesday, June 17, 2008	
(Continuing Students)	Thursday, June 19, 2008	
2008 Commencement Ceremony	Sunday, June 22, 2008	
* <i>Holiday (University Closed)</i>		

SUMMER, 2008 DAYS

Financial Aid Application Deadline	Sunday, June 1, 2008	
Early Registration Period	Monday, June 2	– Saturday, June 8, 2008
Registration Period	Monday, June 9	– Saturday, June 21, 2008
TOEFL Exam	Tuesday, June 17, 2008	
International Student Orientation		
Orientation for Online Courses		
Graduate Orientation (ORTN 500)		
Classes Begin	Monday, June 23, 2008	
* Independence Day	Friday, July 4, 2008	
Late Registration and Add/Drop Period	Monday, June 23	– Saturday, June 28, 2008
Mid-term Exam Week	Monday, August 4, 2008	– Sunday, August 10, 2008
Mid-term Grades Due	Wednesday, August 13, 2008	
Last Day to Withdraw from Classes	Friday, August 15, 2008	
Fall, 2008 Early Registration Period	Monday, August 11	– Saturday, August 23, 2008
Fall, 2008 Registration Period	Monday, September 8	– Saturday, September 20, 2008
*Labor Day	Monday, September 1, 2008	
Final Exam Week	Monday, September 8, 2008	– Sunday, September 14, 2008
Last Day of Summer Classes	Sunday, September 14, 2008	
Final Grades Due	Wednesday, September 17, 2008	
* <i>Holiday (University Closed)</i>		

FALL, 2008 DAYS

Financial Aid Application Deadline	Monday, September 1, 2008	
Early Registration Period	Monday, August 11	– Saturday, August 23, 2008
Registration Period	Monday, September 8	– Saturday, September 20, 2008
TOEFL Exam	Tuesday, September 16, 2008	
International Student Orientation		
Orientation for Online Courses		
Graduate Orientation (ORTN 500)		
Late Registration and Add/Drop Period	Monday, September 22	– Saturday, September 27, 2008
Classes Begin	Monday, September 22, 2008	
*Columbus Day	Monday, October 13, 2008	
Mid-term Exam Week	Monday, November 3, 2008	– Sunday, November 9, 2008
Mid-term Grades Due	Wednesday, November 12, 2008	
*Veterans Day	Tuesday, November 11, 2008	
Last Day to Withdraw from Classes	Friday, November 14, 2008	
*Thanksgiving Day	Thursday, November 27, 2008	
Winter, 2009 Early Registration Period	Monday, December 1	– Saturday, December 6, 2008
Winter, 2009 Registration Period	Monday, December 8	– Saturday, December 20, 2008
Final Exam Week	Monday, December 8, 2008	– Sunday, December 14, 2008
Last Day of Fall Classes	Sunday, December 14, 2008	
Final Grades Due	Wednesday, December 17, 2008	
*Christmas Day	Thursday, December 25, 2008	
*New Year's Day	Thursday, January 1, 2009	
* <i>Holiday (University Closed)</i>		

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