

Navy College PACE Guide and Catalog

**FOR
NAVY COLLEGE OFFICES
AND
EDUCATION SERVICES OFFICER
(ESO) USE**

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Effective for classes beginning

October 1, 2012

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Navy College Program for Afloat College Education (NCPACE)

OVERVIEW

The Navy College Program for Afloat College Education (NCPACE) is a part of the Navy College Program. The Navy College Program integrates all components of Voluntary Education, providing a seamless opportunity for educational advancement whether ashore or at sea. NCPACE gives Sailors the opportunity to experience challenging education while on sea duty assignments preparing them for personal and professional growth. NCPACE college courses are provided by regionally accredited colleges and universities.

The Navy has contracted with Central Texas College (CTC) to administer NCPACE by both classroom (instructor delivered) and distance learning (technology delivered). Classroom-delivered courses are provided by CTC at the lower level and by Columbia College, Saint Leo University, and Texas A&M University Central Texas at the upper level. Instructor-delivered courses include associate-level, bachelor-level, and graduate-level degree options. Technology-delivered courses are offered by a consortium of ten institutions: Central Texas College, Coastline Community College, Dallas County Community College District (DCCCD/Dallas TeleCollege Online), ECPI University, Governors State University, Old Dominion University, Saint Leo University, Thomas Edison State College, the University of Oklahoma, and Vincennes University -- with Coastline Community College (CCC) acting as the academic integrator of the consortium through a sub-contract with the prime contractor, CTC. Technology-delivered course include associate-level, bachelor-level, and graduate-level options, with degree opportunities available at all three levels. Delivery methods include CD-ROM, PDA, and MP4.

All undergraduate courses are from institutions with Servicemembers Opportunity Colleges - Navy (SOCNAV) affiliation, ensuring Sailors the opportunity to transfer credits and complete degrees more readily. All tuition costs are covered by the Navy while the Sailor pays for textbooks and other course materials. The Naval Education and Training Professional Development Technology Center (NETPDTC), located in Pensacola, Florida, is responsible for the implementation of the NCPACE program.

**INFORMATION CONTAINED IN THIS PROGRAM GUIDE
ARE EXTRACTS OF
INFORMATION FOUND IN THE**

**CENTRAL TEXAS COLLEGE
CONTINENTAL & INTERNATIONAL CATALOG**

**COLUMBIA COLLEGE
DIVISION OF ADULT HIGHER EDUCATION
DEGREE COMPLETION CATALOG**

**SAINT LEO UNIVERSITY
GRADUATE ACADEMIC CATALOG**

**TEXAS A&M UNIVERSITY CENTRAL TEXAS
CATALOG**

ACCREDITATION INFORMATION

Central Texas College (CTC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion.

Columbia College is accredited by the Higher Learning Commission of the North Central Association of College and Schools to award associates, bachelors, and master's degrees.

Saint Leo University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associates, bachelors, masters, and specialist's degrees.

Texas A&M University-Central Texas is accredited by the Southern Association of Colleges and Schools to award bachelors and master's degrees.

All participating colleges and universities are committed to their policies on equal educational opportunity and administration of its educational programs, activities, and employment without regard to color, race, religion, national origin, disability, age, or sex as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Rehabilitation Act of 1974; the Vietnam Era Veteran's Assistance Act of 1974; the Americans with Disabilities Act of 1990; and Executive Orders 11246, as amended, and 11375.

NCPACE Instructor-Led Common Application

All NCPACE students enrolling in instructor-led classes must complete this application. If students are taking classes from more than one college/university, they must complete one for each college/university. The check box in the upper left corner must be marked to indicate the institution offering the class/classes. These applications will be provided by the onboard instructors.

Some upper division colleges/universities also require students to complete an application specific to their institution. Students should always contact the individual school to determine the required documentation needed to complete the application/admission process.

- Please select one:**
- Central Texas College
 - Columbia College
 - Saint Leo University
 - Texas A&M University

Central Texas College Navy Campus Application for Admission/Credit Registration

SSN

First

Last ID#

ID#

1. Legal Name: _____
(Last) (First) (Middle Initial) (Suffix)

2. Local/Mailing Address: _____ Since: ____ / ____
mm yy

City: _____ State: _____ Zip: _____ County: _____ Country: _____

3. Permanent Address (state of residence): _____

City: _____ State: _____ Zip: _____ County: _____ Country: _____

4. Daytime Phone: (____) _____ 5. Evening Phone: (____) _____

6. Social Security Number: _____ - _____ - _____ 7. Date of Birth: mm: _____ dd: _____ yy: _____

8. Please provide the following race/ethnic data. This information is requested on a voluntary basis by the U.S. Department of Education.

(check all that apply): (This information will not affect your admission to the college.)

Ethnicity: Hispanic/Latino Race: American Indian or Alaska Native Asian Black or African American
 Non-Hispanic/Latino Native Hawaiian or Other Pacific Islander White

9. Gender: Male Female 10. Primary Email: _____

11. Previous Last Name(s): _____

12. Educational Goal (choose one):

- Earn Associate Degree
- Earn Bachelor's Degree
- Earn Certificate
- New/Improve Job Skills
- Earn Transfer Credit
- Personal Enrichment
- Earn Master's Degree

13. High School Education: Received Diploma Passed GED Graduation Date: _____

14. List **ALL** colleges or universities you have attended or are attending. Attach additional information if necessary.

Full Name of Institution State Dates of Attendance Hours/Degree Earned

15. (a) Military Affiliation: Active Duty Active Reserve Retired Family Member

(b) Military Branch: _____ (c) Military Pay Grade/Rate: _____

(d) Unit Address/Installation: _____

16. COURSE SELECTION:

College Course Code (6501 or 00134)	Course Prefix/Number (ENGL 1301)	Course Title (Composition I)	Course Section Number	Class Start / End Date (mm/dd/yy - mm/dd/yy)	Instructor

17. READ BELOW AND SIGN: (APPLICATION IS NOT VALID UNTIL SIGNED BY STUDENT)

I certify that the information on this application is complete and correct, and understand that submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. By signing below, I hereby authorize the release of my educational records to the U.S. Department of Defense or other Navy College designee for the period of time I am participating in this program. Under the provisions of the Family Educational Rights and Privacy Act of 1974, release of directory information to other third parties may be made without my consent unless I provide the college registrar written notification by the third class day.

I understand that upon registering for the courses above, I assume full responsibility for completing each course(s) in which I have enrolled. If a course withdrawal is necessary, I understand that it is my responsibility to officially withdraw by notifying my command ESO and instructor no later than the designated drop period (for NCPACE the third class day).

STUDENT SIGNATURE: _____ DATE: _____

For Office Use Only

ASSET Test Scores: WS _____ RS _____ NS _____ EA _____ IA _____ Term/Year: _____ / _____

Subtotals	Charges	Payment Received from Student	Amount due from:	
			Government	Other
Tuition				
Books				
Fees				
Total				

- Full Pay
- Tuition Assistance _____ %
- VA-GI Bill
- Other: _____

I certify receipt of student's payment: _____ Date: _____

Columbia College Application for Admission

The \$35 application fee is waived for all NCPACE students.

Students should request official transcripts for all schools attended and have them sent to Columbia College as soon as possible.

The Application for Admission and the official transcripts should be mailed to:

Mike Randerson, VP
Adult Higher Education
Columbia College
1001 Rogers Street
Columbia, MO 65216



Submitted Date: _____

Datatel ID: _____

AY ID: _____

Connect ID: _____

Application For Undergraduate Admission

Undergraduate

Personal Information

Applicant Name

Full Name:*

Prefix First Name Middle Name Last Name Suffix

Preferred Name or Nickname: _____ Maiden Name: _____

Other Names Used

Former Last Name: _____ First Name: _____

Former Last Name: _____ First Name: _____

Former Last Name: _____ First Name: _____

Mailing Address

Address Line 1:*

Address Line 2: _____

City:*

State/Province: _____

Zip: _____

County:*

International Address: _____

Permanent Address

Address Line 1: _____

Address Line 2: _____

City: _____

State/Province: _____

Zip: _____

County: _____

International Address: _____

Additional Contact Information

Primary Phone:*\ Business Phone: _____ Cell Phone: _____

International Phone: _____ E-mail:*

Additional Information

Date of Birth:*\ Gender: Male Female SSN: _____

Ethnic Origin: Hispanic Non-Hispanic

Race: _____

Citizenship/Status:*

Religious Affiliation

Member Disciples of Christ: Yes No

Religious affiliation or denomination: _____

Other affiliation or denomination: _____

Enrollment Plans

Campus Location:*\ Start Term:*\ Application Status:*

Application Code: _____ Degree Program:*

Application Plans: _____

Additional Information

Financial Aid Information

Applying for federal/state financial aid: Yes* No Applying for institutional scholarship:* Yes No

Employment Information

Current Employer: _____ Location: _____

Employer offers educational benefits: Yes No

Conviction Information

Convicted of a felony or misdemeanor:* Yes No

Details of conviction: _____

Court of jurisdiction: _____

Referral Information

Heard of Columbia College via:* _____

Family and Alumni Information

Family members current students or alumni of Columbia College: Yes No

Family Member 1

First Name: _____

Middle Name: ^{Prefix} _____

Last Name: _____

Former Name(s): ^{Suffix} _____

Relationship: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State/Province: _____

Zip: _____

Country: _____

Family Member 2

First Name: _____

Middle Name: ^{Prefix} _____

Last Name: _____

Former Name(s): ^{Suffix} _____

Relationship: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State/Province: _____

Zip: _____

Country: _____

High School Information

High School Completion Document: _____

High School Name:* _____ High School Code:* _____

High School City: _____

High School State: _____ High School Zip: _____ High School Country: _____

Date of Graduation: _____ High School GPA: _____ Class Rank: _____ of _____

Secondary School Credential (International Students): _____

Additional Information

Participated in the following: _____

Test Scores

ACT Composite Score: _____ SAT Composite: _____ GED Score: _____

TOEFL Test: _____ TOEFL Score: _____ IELTS Score: _____

Previous College/University Attendance

College Course Credit

CLEP: Yes No DANTES: Yes No Military Service Papers/Transcripts: Yes No Other: _____

Dual Enrollment

Participation in college dual enrollment program: Yes No

Dates of Attendance: _____ to _____

College Code: _____ College Name: _____

College City: _____

College State: _____ College Zip: _____ College Country: _____

College/University 1

Dates of Attendance: _____ to _____

College Code: _____ College Name: _____

College City: _____

College State: _____ College Country: _____

Majors: _____ Degree(s) Earned: _____ College GPA: _____

College/University 2

Dates of Attendance: _____ to _____

College Code: _____ College Name: _____

College City: _____

College State: _____ College Country: _____

Majors: _____ Degree(s) Earned: _____ College GPA: _____

College/University 3

Dates of Attendance: _____ to _____

College Code: _____ College Name: _____

College City: _____

College State: _____ College Country: _____

Majors: _____ Degree(s) Earned: _____ College GPA: _____

College/University 4

Dates of Attendance: _____ to _____

College Code: _____ College Name: _____

College City: _____

College State: _____ College Country: _____

Majors: _____ Degree(s) Earned: _____ College GPA: _____

College/University 5

Dates of Attendance: _____ to _____

College Code: _____ College Name: _____

College City: _____

College State: _____ College Country: _____

Majors: _____ Degree(s) Earned: _____ College GPA: _____

Additional schools previously attended: _____

International Supplemental Form

Citizenship/Status

Country of Citizenship:* _____ Other: _____

Country of Birth:* _____ Other: _____

International student planning to study outside the U.S. with the Columbia College Online Campus: Yes No

Visa Type: _____ Other: _____

Day Campus Supplemental Form

Residence Status

Criteria for selecting off campus: _____

Institutional Aid

Member of Phi Theta Kappa: Yes No

Extracurricular Interests

Interested in the following clubs and organizations: _____

Interested in the following sports activity: _____

Father/Male Guardian

Relationship: _____

First Name: _____

Last Name: ^{Prefix} _____ _{Suffix}

Address Line 1: _____

Address Line 2: _____

City: _____

State/Province: _____

Zip: _____

Country: _____

Primary Phone: _____

International Phone: _____

E-mail: _____

Employer: _____

Occupational Title: _____

Highest Degree Earned: _____

Mother/Female Guardian

Relationship: _____

First Name: _____

Last Name: ^{Prefix} _____ _{Suffix}

Address Line 1: _____

Address Line 2: _____

City: _____

State/Province: _____

Zip: _____

Country: _____

Primary Phone: _____

International Phone: _____

E-mail: _____

Employer: _____

Occupational Title: _____

Highest Degree Earned: _____

U.S. Military & Veteran Supplemental Form

Active Military Service Members

Military Status: _____ Military Branch: _____ Current Rank: _____

Military Installation: _____ Current Rate/Rating: _____ Years of Service: _____

Spouse of Active Military Service Member

In which branch does your spouse serve? _____

(Non-spouse) Family Member of Active Military Service Member

In which branch does your family member serve? _____

Veteran of the U.S. Military

From which branch are you a veteran? _____

Rank at time of discharge: _____

Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities. Please note that Columbia College reserves the right to use photographs of its students in publications that promote the college.
Office of Admissions - www.ccis.edu

For Saint Leo MBA Students seeking admission into the program please supply the below items with the registration form:

Initial enrollment into MBA courses thru NCPACE requires the student to:

1. Submit a completed application form.

*Students are allowed to take a **maximum** of 2 courses prior to full admissions into the MBA program.*

Full Admissions into MBA program requires:

1. Completed application form
2. Current resume
3. Two professional recommendations from work associates completed on the forms provided in the application package. Work associates include current and former supervisors and co-workers.
4. Applicants must provide a statement of professional goals outlining how your educational and career goals match Saint Leo University's program (250 words or more).
5. Official transcripts from all post-secondary institutions previously attend sent directly from the former institution to the Office of Graduate Admission.

Mail: Graduate Admissions
Saint Leo University
32223 Michigan Avenue
San Antonio, FL 33576

A United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts if they have previously submitted them and are on file at the University.

6. Official Graduate Management Admissions Test (GMAT) scores are required for applicants with less than a 3.0 G.P.A. in the last 60 hours of their bachelor's degree and less than five (5) or more years of progressively responsible professional work experience. An applicant who does not meet this standard must submit an official GMAT scores. In some instances, an applicant meeting the five year standard, may be required to submit official GMAT scores and/or demonstrate his or her command of basic quantitative (i.e., mathematical) and verbal skills by the faculty admissions committee. Official score on the Graduate Management Admissions Test are to be sent directly from the Educational Testing Service to the Director of Graduate Admissions. Test scores more than five years old are not accepted.
7. Application fee is waived for NCPACE students.



Graduate Program Application

Application Requirements:

- Complete and sign your application
- Request official transcript from postsecondary institutions where last 60 credit hours were completed.
- Must have a Bachelor's degree conferred from regionally Accredited College or University.
- Request two letters of recommendation and a Statement of professional goals 250 words or more.

Master of Business Administration - NCPACE Program

Please complete application in full. Incomplete applications may result in processing delays.

Name: _____
Last First Middle

Maiden name or other name that may appear on documents

Mailing Address: _____
Street Apartment # City

State Zip Non U.S. State/Province/Country

Home Telephone Work Telephone E-mail address

Permanent Address (if different than above) _____
Street Apartment #

City State Zip Non U.S. State/Province/Country

Social Security Number: ___ - ___ - ___ Date of Birth: ___/___/___ Gender: Male Female
Month Day Year

Citizenship:
 Yes, I am a citizen of the United States No, I presently have a U.S. Visa. If no, Country of Citizenship: _____ Visa Type: _____

Military Information

U. S. NAVY: _____ Officer: _____ Enlisted: _____

Education: List all postsecondary institutions attended, with most recent listed first

Institution Name	Major	Dates Attended	Degree

Test Taken:

Graduate Management Admission Test (GMAT) Date Taken: _____

I certify that the information given on this application is complete and correct to the best of my knowledge, and that I have attended no postsecondary institutions other than those listed.

Signature: _____ Date: _____

Please mail/fax to: Saint Leo University
Dr. John Cain
Distance Learning MC2070
PO Box 6665
Saint Leo, FL 33574

UPS shipping to: Saint Leo University
Dr. John Cain
Distance Learning
12203 Wichers Road
Saint Leo, FL 33574

Toll free: (866)758-3571 Direct: (352) 588-7580 Fax (352) 588-8196



Professional Recommendation Form

Programs of Study

Master of Business Administration - NCPACE Program

To be Completed by Applicant: I do ___ do not ___ waive my right to read this confidential recommendation

Name of Applicant: Last First Middle

Signature Date

Last four digits of Social Security Number# XXX - XX - _ _ _ _

To be Completed by Recommender: Professional Capacity in which you know this applicant: _____

How long have you known this applicant? _____

Please rate the applicant in each of the following characteristics by circling the appropriate point on the scale shown.

Table with 12 rows of characteristics and 5 columns of rating points (0-5). Characteristics include Motivation for graduate work, Intellectual ability, Creativity, Breadth of knowledge, Oral communication, Written Communication, Initiative, Resourcefulness, Emotional maturity, Cooperation, Promise as a manager/leader, and Overall Recommendation.

Additional Comments: _____

Name of Recommender Signature of Recommender Date

Address of Recommender Phone

Please mail/fax to: Saint Leo University
Dr. John Cain
Distance Learning MC2070
PO Box 6665
Saint Leo, FL 33574

UPS shipping to: Saint Leo University
Dr. John Cain
Distance Learning
12203 Wichers Road
Saint Leo, FL 33574

Toll free: (866)758-3571 Direct: (352) 588-7580 Fax (352) 588-8196

CENTRAL TEXAS COLLEGE

(800) 792-3348, ext. 1356
navy.campus@ctcd.edu
www.ctcd.edu

Central Texas College opened its doors in the fall of 1967 serving the western section of Bell County; Burnett, Coryell, Hamilton, Lampasas, Llano, Mason, Mills, and San Saba counties; portions of McCulloch and Williamson counties; as well as Fort Hood and the state correctional facilities in Gatesville.

Today CTC consists of administrative units referred to as campuses: the Central Campus, the Continental Campus, the Europe Campus, the Fort Hood and Service Area Campus, the Navy Campus, and the Pacific Far East Campus. Of these, the Central, Fort Hood, and Service Area Campuses operate within the state of Texas. While other campuses, like the Navy Campus, offer programs only for military personnel; others enroll military, civilians, and incarcerated students.

SERVICEMEMBERS OPPORTUNITY COLLEGE NAVY (SOCNAV)

Central Texas College is a member of the Servicemembers Opportunity Colleges Consortium (SOC) and the SOC Degree Network System. To enhance service members' access to undergraduate educational programs, Central Texas College provides flexibility of programs and procedures for the recognition of non-traditional learning experiences, credit transfer, and residency requirements.

Non-Traditional Education: The following educational activities and experiences are evaluated for the award of credit in all cases where such credit is appropriate:

- DANTES courses and Subject Standardized Tests.
- College Level Examination Program (CLEP) tests, American College Testing Program (ACT), College Board Admission Testing Program and institutional challenge examinations.
- Military schools, Navy A and C schools as recommended by the American Council on Education (ACE) and recognized by Central Texas College.
- Military service basic training.
- Navy rating training as recommended by ACE and recognized by Central Texas College.
- Correspondence Extension Courses offered by regionally accredited institutions which are members of the National University Extension Association.
- Other, to include certain types of civilian training, specialized testing, and work experience.

To request a Central Texas College SOCNAV Evaluation, the student needs to complete the form on pages 10 and 11 and mail the form with all supporting documents to the address indicated. This form may also be downloaded from the CTC website at this link: http://www.ctcd.edu/forms/ctc_flw.htm. The student may also email questions to student.services@ctcd.edu.

CENTRAL TEXAS COLLEGE Evaluation Request

In order to receive a military evaluation, you must have at least six semester-hours with CTC with a 2.0 GPA.

Name: _____
Last First M.I.

Previous Last Name: _____

Address: _____
No. and Street/Apt No.

_____ City State or County ZIP Code

Rank: _____

Military Installation: _____

Student ID/Last 4 SSN: _____

Phone Number: _____

Email Address: _____ @ _____

Please Check One	
<input type="checkbox"/> Army Active Duty	<input type="checkbox"/> Army Family Member
<input type="checkbox"/> Army Retired	<input type="checkbox"/> Retired Army Family Member
Army Reserve: <input type="checkbox"/> Active Duty <input type="checkbox"/> Non-Active Duty	
Army National Guard: <input type="checkbox"/> Active Duty <input type="checkbox"/> Non Active Duty	
<input type="checkbox"/> Marine Active Duty	<input type="checkbox"/> Marine Family Member
<input type="checkbox"/> Marine Retired	<input type="checkbox"/> Retired Marine Family Member
Marine Reserve: <input type="checkbox"/> Active Duty <input type="checkbox"/> Non-Active Duty	
<input type="checkbox"/> Navy Active Duty	<input type="checkbox"/> Navy Family Member
<input type="checkbox"/> Navy Retired	<input type="checkbox"/> Retired Navy Family Member
Navy Reserve: <input type="checkbox"/> Active Duty <input type="checkbox"/> Non-Active Duty	
<input type="checkbox"/> Air Force Active Duty	<input type="checkbox"/> Air Force Family Member
<input type="checkbox"/> Air Force Retired	<input type="checkbox"/> Retired Air Force Family Member
Air Force Reserve: <input type="checkbox"/> Active Duty <input type="checkbox"/> Non-Active Duty	
<input type="checkbox"/> Coast Guard Civilian	<input type="checkbox"/> Coast Guard Family Member

Official SOC Student Agreement Requested: _____
 (Only one student agreement may be issued unless you later change your program of study)

Institutional Degree Plan Requested: _____
 (Secondary degree program may be issued as an institutional degree plan only)

Other Regionally Accredited Colleges or Universities Attended:

Request to have official transcripts mailed from the issuing institution to:

Central Texas College
 ATTN: Incoming Transcripts
 P.O. Box 1800
 Killeen, TX 76540-1800

Students are advised to have official transcripts from other colleges and universities sent during their initial six semester hours of coursework to avoid delay in the evaluation process. **This requirement of colleges and universities official transcripts on file with CTC cannot be eliminated or modified.**

Previously enrolled at CTC? ___ Yes ___ No

If yes, list location(s) and year(s) attended: _____

Military Schools and Training	
Branch of Service	Documentation
Army	Select One:
	Official AARTS transcript requested from Ft. Leavenworth, sent directly to CTC
	Certified True Copy of Enlisted Records Brief (ERB) from PAC
	E-5 and above must also submit one of the following:
	Certified True Copy of your most recent NCOER
	Signed commander's Certification stating that you are proficient in the MOS at The current level you hold
	Warrant Officers must also submit the following documents:
	Certified True Copy of Officer Record Brief
	Certified True Copy of Officer Evaluation Report
	Military Service School completed but not listed on AARTS must also submit the following documents:
Certified True Copy of 1059 or certificate	
Navy & Marines:	Official smart transcript requested from Naval Education and Training Professional Development and Technical Center
Air Force:	Official Community College of the Air Force transcript, sent directly to CTC
Prior Service:	DD Form 214
	Copies of NCOERs (for Army only)
	Certificates of Service School completions not listed on DD 214
Civilian Work Experience	
Submit the following documentation:	
<ul style="list-style-type: none"> * Using a <i>CTC Catalog</i>, determine courses for which you feel you are eligible and should receive credit. * Write a paragraph for each course indicating why you feel this course credit may be awarded. * Provide a complete resume of your work experience. * Submit written verification on company letterhead from present and past employers that information contained is correct and true. * Supply notarized or "True Copy" certificates and licenses. 	
Special Tests: To have results of tests considered, have the testing agency submit official tests results directly to the Evaluations Department at CTC.	
* CLEP *DANTES *ASE *APP *OTHER	
_____ Signature of Student	_____ Date
I understand that by requesting a SOC Agreement, I authorize CTC to provide copies of the Agreement and provide academic progress reports to the appropriate U.S. military voluntary education offices and the Servicemembers Opportunity Colleges (SOC).	
Send this request with attachments to:	
Central Texas College ATTN: Evaluations Department P.O. Box 1800 Killeen, TX 76540-1800	
CTC Form 1w (August 13, 2009)	
Pg 2 of 2	

CREDIT TRANSFER

Central Texas College is accredited by the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at Central Texas College are transferable to other institutions in accordance with policies of the receiving institution. Students are advised to consult with officials of the receiving school for degree requirements and transfer policy.

INDIVIDUALIZED CAREER EVALUATION PROCESS (ICEP)

ICEP is the formalized method through which the college evaluates all traditional and non-traditional learning experiences and awards appropriate credit in all cases where such credit is appropriate. To obtain credit, the student must pass the exam (placement, DANTES, CLEP, etc.), apply for credit, and have completed a minimum of six semester hours of course work at Central Texas College with a minimum 2.0 GPA or six semester hours of “C” or higher.

Tests completed in excess of seven years prior to the students’ completion of six semester hours in residency with CTC will not be eligible for credit consideration. Credit will not be awarded for courses in which student was previously enrolled. Evaluated credit, which includes credit awarded based on Navy ratings (as detailed in the ACE Guide) will be awarded only when it applies to the student’s degree requirements. When the student returns from deployment, he/she should contact one of the offices below for more information on evaluated credit:

Central Texas College
Attn: Michael Webster, Assoc. Dean
1329 Bellinger Blvd., Suite 100
Norfolk, Virginia 23511-2330
1-800-457-2619
1-757-440-5301

OR

Central Texas College
Attn: Mary Stone, Assoc. Dean
4025 Camino del Rio South #105
San Diego, California 92108
1-800-784-5470
1-619-226-6626

TRANSCRIPT ORDERING

Transcripts may be requested by mail, Fax, or email. Transcripts are issued free of charge. Fees may apply if the transcript is to be sent to the recipient by means other than regular mail. These fees are detailed on the Transcript Request Forms that are available at <http://www.ctcd.edu/transcripts/index.htm>.

If transcripts are requested by Fax, the student will need to fax the completed transcript request form to (254) 526-1111. Requests for faxed transcripts are limited to locations in the United States; requests for faxed transcripts overseas are limited to a CTC site office or military education center.

If transcripts are requested by mail, the student will need to complete the CTC Transcript Request Form or submit a letter that includes his/her full name (with any previous names), CTC Student ID Number or Social Security Number, date of birth, the dates and locations of attendance, the complete address to which the transcript is to be sent, and the original signature of the student.

Mail transcript requests to: Central Texas College
 Attn: Transcript Department
 P.O. Box 1800
 Killeen, Texas 76540-1800

Only transcripts being mailed to another academic institution can be requested by email. The student must complete the email request form found on the CTC transcript web page (<http://www.ctcd.edu/transcripts/index.htm>).

DEGREE REQUIREMENTS

Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there.

Central Texas College will offer the following degree plans:

- Associate of Applied Science in Applied Management
- Associate of Applied Science in Applied Technology
- Associate of Applied Science in Business Management
- Associate of Applied Science in Criminal Justice (University Parallel)
- Associate of Applied Science in Criminal Justice (Occupational)
- Associate of Arts in General Studies
- Certificate of Completion in Homeland Security
- Associate of Applied Science in Homeland Security (Occupational)

Associate of Applied Science Degrees

Students must complete the specific degree requirements in the degree plan for their major field as shown in the program of study. The associate of applied science general education component must constitute a minimum of 15 semester credit hours drawn from and include at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral Sciences; and Natural Science/ Mathematics.

The degrees consist of a minimum of 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- ENGL 1301 and three semester hours of speech selection.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH, as required by specific program.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction or successful competency challenge exam.
- A minimum of 50 percent of semester credit hours of technical courses in the major or a closely related field.
- A minimum of 25 percent of semester credit hours earned within the Central Texas College System.
- All required courses in the major as listed in this Catalog.
- Satisfy:
 - A minimum overall grade point average 2.0 (“C” average).
 - A minimum “C” on each course in the major.
 - A minimum grade point average of 2.0 (“C” average) with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.

Students may be required to repeat major courses in their field of study if graduation is not accomplished within five years after courses are completed.

Associate of Arts in General Studies Degree

Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. The minimum required hours for an Associate in General Studies degree is 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- ENGL 1301 and three semester hours of speech selection.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1332, MATH 1342 or higher level math.
- HIST 1301 and 1302.
- GOVT 2301 and 2302.
- Three semester hours of computer instruction.
- Two semester hours of physical education (KINE) from activity courses.
- A minimum of 25 percent of semester hour credits earned within the Central Texas College System.
- A minimum overall grade point of 2.0 (“C” average), to include a minimum 2.0 (“C” average) on all courses taken with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.

Approved Electives

Approved electives are courses which, although not specifically related to the major, are designed to broaden the student’s exposure to various disciplines considered supportive of the program’s objectives.

Special Electives

Many programs of study have Humanities/Fine Arts and Social/Behavioral Science elective courses what can be used to satisfy elective requirements. Some courses can be used as either a Humanities/Fine Arts or Social/Behavioral Science elective as stated below. The special electives are listed below. Those electives designated by the asterisk (*) are not available through the CTC NCPACE Instructor program. Some of the courses designated by the asterisk may be available through the NCPACE Distance Learning program or through the CTC Online program.

Humanities/Fine Arts Electives

ANTH 2351	Cultural Anthropology
*ARTS	Art courses
*DRAM	Drama courses
Foreign Language courses	
*GEOG 1302	Cultural Geography
*GEOG 1303	World Regional Geography
HIST 2311 and 2312	Western Civilization I and II
HIST 2381	African-American History
*HUMA 1315	Fine Arts Appreciation
ENGL	Literature courses only
*MUSI	Music courses

Humanities/Fine Arts Electives (cont.)

PHIL Philosophy courses to include Religion
*SPCH 2341 Oral Interpretation

Social/Behavioral Sciences Electives

*AGRI 2317 Introduction to Agriculture Economics
ANTH 2301 Physical Anthropology
ANTH 2351 Cultural Anthropology
*ECON 2301 Principles of Macroeconomics
*ECON 2302 Principles of Microeconomics
*CRIJ 1307 Crime in America
GEOG Geography courses (except GEOG 1302 and 1303)
GOVT Government courses
HIST History courses
PSYC Psychology courses
SOCI Sociology courses

Computer Science Electives

*Computer Science courses
*AGRI 1309 Computers in Agriculture
*BCIS 1405 Business Computer Applications
*CPMT 1403 Introduction to Computer Technology
*CPMT 1449 Computer Networking Technology
*DFTG 1409 Basic Computer-Aided Drafting
*HAMG 1319 Computers in Hospitality

NOTE: Courses taken at another college or university to satisfy special elective requirements must be freshman/sophomore level unless the course equates to a CTC course in the SOC DNS course category table.

Other courses may satisfy the special electives. The students should check with the CTC Student Services Office to determine whether the course will satisfy the electives requirement.

SOCNAV Degree Map

COLLEGE AND DEGREE Central Texas College Associate in Applied Science in Applied Technology 2007/2008 Last Reviewed 01/10/08
DEGREE OBJECTIVE — Occupational. Not intended as the first two years of a bachelor's degree. RESIDENCY — 16 SEMESTER HOURS TAKEN THROUGH CTC
POINT OF CONTACT Ms. Denise Hazlett, Director of Evaluations, PO Box 1800, Killeen, Texas 76540-1800 1-800-792-3348, ext. 1394 or 1-254-526-1394, Fax 1-254-526-1481 ctc.socnav@ctcd.edu or http://www.ctcd.edu

DEGREE REQUIREMENTS SUMMARY

Navy Ratings: MULTIPLE

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
ENGL 1301 Composition I	3	EN024A			X	X
Speech Selection	3	CM001A CM002A CM003A			X	X
Computer Technology/Skills Selection	3	Multiple			X	
Humanities/Fine Arts Selection	3	Multiple			X	X
MATH Selection (Select one):	3					
MATH 1314 College Algebra		MH048A			X	X
MATH 1324 Math for Business & Social Sciences I		MH065A				X
MATH 1332 Contemporary Mathematics I		MH051A				X
MATH 1342 Elementary Statistical Methods		MH053A			X	X
KINE Kinesiology/Physical Education	2	None		X		
Social/Behavioral Science Selection	3	Multiple			X	X
Approved Major Area Electives All courses must be within major area of rating. May include related management, business, and accounting courses.	44 -47	Multiple	X	X	X	X
TOTAL	64 - 67					

*Courses not marked with an "X" may be taken through CTC distance learning or one of the NCPACE DL providers.

SOCNAV Degree Map

COLLEGE AND DEGREE Central Texas College Associate in Applied Science in Applied Management 2007/2008 Last Reviewed 01/10/08
DEGREE OBJECTIVE — Occupational. Not intended as the first two years of a bachelor's degree. RESIDENCY — 16 SEMESTER HOURS TAKEN THROUGH CTC
POINT OF CONTACT Ms. Denise Hazlett, Director of Evaluations, PO Box 1800, Killeen, Texas 76540-1800 1-800-792-3348, ext. 1394 or 1-254-526-1394, Fax 1-254-526-1481 ctc.socnav@ctcd.edu or http://www.ctcd.edu

DEGREE REQUIREMENTS SUMMARY

Navy Ratings: Multiple

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
ACCT 2301 Principles of Financial Accounting	3	AC021A			X	
BMGT 1301 Supervision	3	MG013A	X	X	X	X
BMGT 1327 Principles of Management	3	MG001A	X		X	X
BUSI 2301 Business Law or BUSG 2305 Business Law/Contracts	3	None			X	X
BUSI 1301 Business Principles	3	BU001A			X	X
BUSG 1372 Financial Management of Personal Accounts	3	BU018A			X	X
BMGT/BUSG/HRPO Electives	6	Multiple	X	X	X	X
BMGT/BUSG/ITSW/ITSC/ITSE Elective	3	Multiple	X	X	X	X
BMGT/BUSG/HRPO Elective or Approved Selection	3	Multiple	X		X	X
HRPO 1311 Human Relations	3	BU064A	X		X	X
HRPO 2301 Human Resource Management	3	MG002A	X		X	X
MRKG 1311 Principles of Marketing	3	BU005A	X	X	X	X
ENGL 1301 Composition I	3 a	EN024A			X	X
ENGL 1302 Composition II	3 a	EN025A			X	X
ENGL 2311 Technical and Business Writing	3 a	EN032A			X	
MATH 1314 College Algebra	3 b	MH048A			X	X

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
MATH 1324 Math for Business & Social Sciences I	3 b	MH065A				X
MATH 1332 Contemporary Mathematics I	3b	MH051A				X
MATH 1342 Elementary Statistical Methods	3 b	MH053A			X	X
SPCH 1315 Public Speaking	3 c	CM001A			X	X
SPCH 1321 Business/Professional Speaking	3 c	CM002A				X
ITSC 1409 Integrated Software Applications I	4	OF033A	X	X		
Humanities/Fine Arts Selection	3	Multiple			X	X
KINE Kinesiology/Physical Education	4	None		X		
Social/Behavioral Science Selection	3	Multiple	X	X	X	X
Take two courses from (a)						
Take one course from (b)						
Take one course from (c)						
TOTAL	65					

*Courses not marked with an "X" may be taken through CTC distant learning or one of the NCPACE DL providers.

SOCNAV Degree Map

COLLEGE AND DEGREE Central Texas College Associate in Applied Science in Business Management 2007/2008 Last Reviewed 01/10/08
DEGREE OBJECTIVE — Occupational. Not intended as the first two years of a bachelor's degree. RESIDENCY — 17 SEMESTER HOURS TAKEN THROUGH CTC
POINT OF CONTACT Ms. Denise Hazlett, Director of Evaluations, PO Box 1800, Killeen, Texas 76540-1800 1-800-792-3348, ext. 1394 or 1-254-526-1394, Fax 1-254-526-1481 ctc.socnav@ctcd.edu or http://www.ctcd.edu

DEGREE REQUIREMENTS SUMMARY

Navy Ratings: CTA, CT1, DK, NC, PN, QM, SH, SK, YN

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
ACCT 2301 Principles of Financial Accounting	3	AC021A			X	
ACCT 2302 Principles of Managerial Accounting	3	AC025A			X	
BMGT 1301 Supervision	3	MG013A	X	X	X	X
BMGT 1327 Principles of Management	3	MG001A	X		X	X
BMGT 1325 Office Management	3	OF002A	X	X		X
BMGT 2370 Management Applications I	3 a	MG006A		X		
BMGT 2488 Internship-Business Administration & Management, General	4 a	MG006A				
BMGT 2371 Management Applications II	3 c	MG006A				
BMGT 2489 Internship-Business Administration & Management, General	4 c	MG006A				
BUSG 2305 Business Law/Contracts	3 d	None			X	X
BUSI 2301 Business Law	3 d	None				
BUSG 2309 Small Business Management	3	MG011A	X		X	X
BUSI 1301 Business Principles	3	BU001A			X	X
ECON 2301 Principles of Macroeconomics	3 b	EC002A			X	
ECON 2302 Principles of Microeconomics	3 b	EC002A			X	
HRPO 1311 Human Relations	3	BU064A	X		X	X
HRPO 2301 Human Resources Management	3	MG002A	X		X	X

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
BCIS 1405 Business Computer Applications or ITSC 1409 Integrated Software Applications I	4	OF033A	X	X		
MRKG 1311 Principles of Marketing	3	BU005A				X
BMGT/BUSG/BUSI//ITSC/RELE/ITSC IMED/MRKG Elective	3-4	Multiple	X	X	X	X
BUSG/BUSI/BMGT/MRKG/RELE Elective	3	Multiple	X	X	X	X
Elective Open	3	Multiple	X	X	X	X
ENGL 1301 Composition I	3	EN024A			X	X
MATH 1324 Math for Business and Social Sciences I	3 e	MH065A				X
MATH 1332 Contemporary Mathematics I	3e	MH051A				X
MATH 1342 Elementary Statistical Methods	3 e	MH053A			X	X
SPCH 1315 Public Speaking	3 f	CM001A			X	X
SPCH 1321 Business/Professional Speaking	3 f	CM002A				X
Humanities/Fine Arts Selection	3	Multiple			X	X
KINE Kinesiology/Physical Education	2	None		X		
Take two courses from (a) Take one course from (b) Take one course from (c) Take one course from (d) Take one course from (e) Take one course from (f)						
TOTAL	69-72					

*Courses not marked with an "X" may be taken through CTC distance learning or one of the NCPACE DL providers.

SOCNAV Degree Map

COLLEGE AND DEGREE Central Texas College Associate in Applied Science in Criminal Justice 2007/2008 Last Reviewed 01/10/08
DEGREE OBJECTIVE — University Parallel (Courses may be transferable to a bachelor's degree depending upon the receiving institution's guidelines.) RESIDENCY — 17 SEMESTER HOURS TAKEN THROUGH CTC
POINT OF CONTACT Ms. Denise Hazlett, Director of Evaluations, PO Box 1800, Killeen, Texas 76540-1800 1-800-792-3348, ext. 1394 or 1-254-526-1394, Fax 1-254-526-1481 ctc.socnav@ctcd.edu or http://www.ctcd.edu

DEGREE REQUIREMENTS SUMMARY

Navy Ratings: MA

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE**
CJLE 1211 * Basic Firearms	2	CJ207A	X	X		
CRIJ 1307 Crime in America	3	None				
CRIJ 1306 Court Systems & Practices	3	LW013A				
CRIJ 1313 Juvenile Justice System	3	CJ112A				
CRIJ 1301 Intro. to Criminal Justice	3	CJ101A			X	
CRIJ 1310 Fundamentals of Criminal Law	3	LW002A				
CRIJ 2314 Criminal Investigation	3	CJ210A	X	X		
CJSA 1348 Ethics in Criminal Justice	3	None				
CJSA 1351 * Use of Force	3	CJ205A	X	X		
CRIJ 2328 Police Systems & Practices	3	CJ202A	X			
CRIJ 2323 Legal Aspects Law Enforcement	3	None				
CJSA 2331 Child Abuse/Prevention/ Investigation	3	None				
ENGL 1301 Composition I	3	EN024A			X	X
ENGL 1302 Composition II	3 a	EN025A			X	X
ENGL 2311 Technical and Business Writing	3 a	EN032A	X		X	
GOVT 2301 American Government I	3 b				X	X
GOVT 2302 American Government II	3 b	PO078A			X	X

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE**
MATH 1314 College Algebra	3 c	MH048A			X	X
MATH 1324 Math for Business and Social Sciences I	3 c	MH065A			X	X
SOCI 1301 Introduction to Sociology	3	SO001A			X	X
SPCH 1315 Public Speaking	3 d	CM001A			X	X
SPCH 1321 Business & Professional Speaking	3 d	CM002A				X
Criminal Justice Electives	6	Multiple	X	X	X	X
Computer Technology/Skills Selection	3	Multiple			X	
Humanities/Fine Arts Selection	3	Multiple			X	X
KINE 1125 Physical Conditioning I	1	None		X		
KINE Kinesiology/Physical Education	1	None		X		
Take one course from (a) Take one course from (b) Take one course from (c) Take one course from (d)						
TOTAL	67					

*CJLE 1345 Intermediate Crime Scene Investigation may be substituted for CJLE 1211; and CJLE 1333 Traffic Law and Investigation may be substituted for CJSA 1351.

**Courses not marked with an "X" may be taken through CTC distance learning or one of the NCPACE DL providers.

SOCNAV Degree Map

COLLEGE AND DEGREE Central Texas College Associate in Applied Science in Criminal Justice 2007/2008 Last Reviewed 01/10/08
DEGREE OBJECTIVE — Occupational. Terminal degree leading to entry-level job opportunities in the criminal justice field. Not intended as the first two years of a bachelor's degree.
RESIDENCY — 17 SEMESTER HOURS TAKEN THROUGH CTC
POINT OF CONTACT Ms. Denise Hazlett, Director of Evaluations, PO Box 1800, Killeen, Texas 76540-1800 1-800-792-3348, ext. 1394 or 1-254-526-1394, Fax 1-254-526-1481 ctc.socnav@ctcd.edu or http://www.ctcd.edu

DEGREE REQUIREMENTS SUMMARY

Navy Ratings: MA

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE**
CJLE 1211 * Basic Firearms	2	CJ207A	X	X		
CJSA 1312 Crime in America	3	None				X
CJSA 1313 Court Systems & Practices	3	LW013A				X
CJSA 1317 Juvenile Justice System	3	CJ112A				
CJSA 1322 Intro to Criminal Justice	3	CJ101A			X	X
CJSA 1327 Fundamentals of Criminal Law	3	LW002A				X
CJSA 1342 Criminal Investigation	3	CJ210A	X	X		X
CJSA 1348 Ethics in Criminal Justice	3	None				
CJSA 1351 * Use of Force	3	CJ205A	X	X		
CJSA 1359 Police Systems & Practices	3	CJ202A	X			X
CJSA 2300 Legal Aspects Law Enforcement	3	None				X
CJSA 2331 Child Abuse/Prevention/ Investigation	3	None				
ENGL 1301 Composition I	3	EN024A			X	X
ENGL 1302 Composition II	3 a	EN025A			X	X
ENGL 2311 Technical and Business Writing	3 a	EN032A	X		X	
GOVT 2301 American Government I	3				X	X
MATH 1314 College Algebra	3 c	MH048A			X	X

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE**
MATH 1324 Math for Business and Social Sciences I	3 c	MH065A				X
MATH 1332 Contemporary Mathematics I	3c	MH051A				X
MATH 1342 Elementary Statistical Methods	3 c	MH053A			X	X
SOCI 1301 Introduction to Sociology	3	SO001A			X	X
SPCH 1315 Public Speaking	3 d	CM001A			X	X
SPCH 1321 Business & Professional Speaking	3 d	CM002A				X
Criminal Justice Electives	6	Multiple	X	X	X	X
Computer Technology/Skills Selection	3	Multiple			X	
Humanities/Fine Arts Selection	3	Multiple			X	X
KINE 1125 Physical Conditioning I	1	None		X		
KINE Kinesiology/Physical Education	1	None		X		
Take one course from (a) Take one course from (c) Take one course from (d)						
TOTAL	67					

*CJLE 1345 Intermediate Crime Scene Investigation may be substituted for CJLE 1211; and CJLE 1333 Traffic Law and Investigation may be substituted for CJSA 1351.

**Courses not marked with an "X" may be taken through CTC distance learning or one of the NCPACE DL providers.

SOCNAV Degree Map

COLLEGE AND DEGREE Central Texas College Associate of Arts in General Studies 2007/2008 Last Reviewed 01/10/08
DEGREE OBJECTIVE — Occupational. Not intended as the first two years of a bachelor's degree. RESIDENCY — 16 SEMESTER HOURS TAKEN THROUGH CTC
POINT OF CONTACT Ms. Denise Hazlett, Director of Evaluations, PO Box 1800, Killeen, Texas 76540-1800 1-800-792-3348, ext. 1394 or 1-254-526-1394, Fax 1-254-526-1481 ctc.socnav@ctcd.edu or http://www.ctcd.edu

DEGREE REQUIREMENTS SUMMARY

Navy Ratings: MULTIPLE

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOLS	TESTS	NCPACE*
ENGL 1301 Composition I	3	EN024A			X	X
GOVT 2301 American Government I	3				X	X
GOVT 2302 American Government II	3	PO078A			X	X
HIST 1301 United States History I	3	HI001A			X	X
HIST 1302 United States History II	3	HI001A			X	X
Computer Technology/Skills Selection	3	Multiple	X	X	X	
Humanities/Fine Arts Selection	3	Multiple	X	X	X	X
Math Selection (1342, 1324, 1332, 1314 or higher)	3	MH053A MH065A MH051A MH048A MH065A			X	X
Speech Selection	3	CM001A CM002A CM003A	X	X	X	X
KINE Kinesiology/Physical Education	2	None		X		
Electives Open	35	Multiple	X	X	X	X
TOTAL	64					

*Course not marked with an "X" may be taken through CTC distance learning or one of the NCPACE DL providers.

SOCNAV Degree Map

COLLEGE AND DEGREE Central Texas College Certificate of Completion - Homeland Security/Emergency Management
DEGREE OBJECTIVE — Occupational RESIDENCY — 8 SEMESTER HOURS TAKEN THROUGH CTC
POINT OF CONTACT Ms. Denise Hazlett, Director of Evaluations, PO Box 1800, Killeen, Texas 76540-1800 1-800-792-3348, ext. 1394 or 1-254-526-1394, Fax 1-254-526-1481 ctc.socnav@ctcd.edu or http://www.ctcd.edu

DEGREE REQUIREMENTS SUMMARY

Navy Ratings: **MULTIPLE**

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOLS	TESTS	NCPACE*
EMAP 1400 Principles of Basic Emergency Mgmt.	4					
EMAP 2300 Developing Volunteer Resources and Decision Making	3					
EMAP 2301 Leadership and Effective Communication	3					
EMAP 2355 Disaster Recovery OR HMSY 1339 Homeland Security Emergency Contingency Planning	3					X
HMSY 1337 Introduction to Homeland Security	3					X
HMSY 1338 Homeland Security Emergency Communications Management	3					X
HMSY 1342 Understanding and Combating Terrorism	3					X
HMSY 2337 Managing a Unified Incident Command	3					X
HMSY 1470 Final Project in Homeland Security and Emergency Management OR HMSY 2476 Internship-Homeland Security and Emergency Management	4					X
LGLA 1304 Military and National Security Legal Issues	3					X
TOTAL	32					

*Course not marked with an “X” may be taken through CTC distance learning or one of the NCPACE DL providers.

SOCNAV Degree Map

COLLEGE AND DEGREE Central Texas College Associate of Applied Science - Homeland Security/Emergency Management
DEGREE OBJECTIVE — Occupational. Not intended as the first two years of a bachelor's degree. RESIDENCY — 16 SEMESTER HOURS TAKEN THROUGH CTC
POINT OF CONTACT Ms. Denise Hazlett, Director of Evaluations, PO Box 1800, Killeen, Texas 76540-1800 1-800-792-3348, ext. 1394 or 1-254-526-1394, Fax 1-254-526-1481 ctc.socnav@ctcd.edu or http://www.ctcd.edu

DEGREE REQUIREMENTS SUMMARY

Navy Ratings: MULTIPLE

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOLS	TESTS	NCPACE*
EMAP 1400 Principles of Basic Emergency Mgmt.	4					
EMAP 2300 Developing Volunteer Resources and Decision Making	3					
EMAP 2301 Leadership and Effective Communication	3					
EMAP 2302 Managing Mass Casualty and Fatality Incidents	3					
EMAP 2355 Disaster Recovery OR BMGT 1327 Principle of Management	3	MG001A	X		X	X
ENGL 1301 Composition I	3	EN024A			X	X
GOVT 2301 American Government I	3				X	X
Humanities/Fine Arts Selection	3	Multiple			X	X
Social/Behavioral Science Selection	3	Multiple	X	X	X	X
ITSC 1409 Integrated Software Applications I	4	OF033A				
Math Selection 1332, 1342 or higher level	3	Multiple			X	X
KINE Kinesiology/Physical Education	2	None		X		
HMSY 1337 Introduction to Homeland Security	3					X
HMSY 1338 Homeland Security Emergency Communications Management	3					X
HMSY 1339 Homeland Security Emergency Contingency Planning	3					X
HMSY 1340 Homeland Security Intelligence Operations	3					X
HMSY 1341 Critical Infrastructure Protection	3					X
HMSY 1342 Understanding and Combating Terrorism	3					X

REQUIRED COURSES	SH	SOC ID	NAVY RATING	NAVY SCHOOLS	TESTS	NCPACE*
HMSY 2337 Managing a Unified Incident Command	3					X
HMSY Elective	3					
HMSY 1470 Final Project in Homeland Security and Emergency Management OR HMSY 2476 Internship-Homeland Security and Emergency Management	4					X
LGLA 1304 Military and National Security Legal Issues	3					X
TOTAL	68					

*Course not marked with an "X" may be taken through CTC distance learning or one of the NCPACE DL providers.

GRADING POLICY

Reporting

- Grades are assigned by faculty members based on attendance, class performance, test scores, and other academic requirements.
- Grades are available by three methods:
 1. Grade Reports are provided by faculty members at the end of each course. This method permits students to judge his/her performance.
 2. Transcripts are provided by the Records Office and are the official report of completed courses, grades, and credit awarded by Central Texas College.
 3. Grades are available on the student's Web Advisor account accessed through the CTC website at <http://www.ctcd.edu>.

Grading System

The grading system at Central Texas College is as follows:

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
IP	Incomplete	0
W	Withdrawal	0

Developmental Courses

- Students are assigned the same letter grades as listed above. This allows the student to judge his/her performance in the class.
- Students do not receive college credit or CTC residency credit for Developmental Courses.

Academic Skills Courses

- Academic Skills course status shall be indicated with “E” (Exit) for Completion or “NC” for Non-completion. These classes are not transcribed. Students should retain their certificates for proof of completion.

Grade Designations

- “D”** Students receiving a “D” in prerequisite courses are advised not to enroll in succeeding courses until they complete prerequisite course work with at least a “C” grade. A grade of “D” will not be acceptable toward graduation for any course in the major in the Associate of Arts, Science, or Applied Science degree programs.

- “F”** Failure or “F” may be assigned for lack of academic progress. An “F” grade may not be overridden with “W” or “IP” grades. Students who elect to repeat a course for which they have received a grade of “F” must re-register and repeat the entire course.
- “IP”** A grade of “IP” may be given when a student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, is unable to complete all of the requirements of the course. The instructor may require notice of absence with supporting documentation. The instructor makes the final decision to grant a grade of “IP.” If the instructor assigns the grade of “IP,” he/she must set a deadline for completing the remaining course requirements. A grade of “IP” changes to an “F” after 110 days if course work and a grade change are not submitted. Use of an Incomplete is discouraged due to the logistical difficulties of the student making up the work and submitting it to an instructor who has debarked the ship.
- “W”** Students who withdraw (or are withdrawn) will receive a grade of “W.” If a student does not complete a Withdrawal Form, the instructor or the command may complete the form. Students who never show up or drop by the conclusion of the third class period do not go on the Final Class Roster, do not need a Withdrawal Form, and are not given a grade.

NOTE: Courses under this contract may require the service member to reimburse the Navy for the tuition cost when he/she receives a final grade of “F” or voluntarily withdraws from the course without command endorsement after the “add/drop” period.

Repeating a Course

The total hours earned toward a certificate/degree are not increased if a student repeats a course in which a passing grade has already been earned. When repeating a course, both grades remain on the transcript, but only the **last** grade earned is used in computing the CTC grade point average. Other colleges may compute the GPA in a manner different from Central Texas College. Repeating a course with a C or lower does not clear a student to graduate with honors. Honors designation at graduation considers all grades of courses repeated.

Change of Grades

Students who believe that a computational error occurred in grading should immediately contact the instructor of the course in question or the Navy Campus Director (navy.campus@ctcd.edu). Students should bring this matter to the attention of the instructor and/or the Director no later than 180 days after the end of the course for a grade change to be considered.

ASSET Test Placement into CTC Instructor Classes

(Revised 09/2010)

TEST	SCORES	ENROLL IN
Writing Skills	0-37	Academic Skills Writing
	38-42	DSWR 0304
	43 and higher	ENGL 1301
Numerical Skills	0-38	Academic Skills Math
	39 and higher	DSMA 0306
Elementary Algebra	0-29	Academic Skills Math
	30-40	DSMA 0306
	41 and higher	DSMA 0307
Intermediate Algebra	23-30	DSMA 0306
	31-39	DSMA 0307
	40 and higher	MATH 1314, 1316, 1324, 1332 or 1342

ACADEMIC SKILLS COURSE DESCRIPTIONS

Minimum enrollment is 10 students per course. The maximum enrollment is 15 students per course. Course materials and textbooks will be provided to the students. Academic Skills courses require 45 contact hours.

Academic Skills Math

This course provides basic preparatory skills. Extensive practice is available to help the student master computations with whole numbers, fractions, decimals, percentages, ratios, proportions, graphs, measurements (including metric), geometry, and basic through intermediate algebra.

Academic Skills Reading

This course provides help to students to develop or refresh their basic reading skills. The course emphasizes the skills needed to organize and summarize the information that is read and explains main ideas, concepts, and essential details.

Academic Skills Writing

This course prepares the student for developing competent writing skills. The eight parts of speech coupled with relevant punctuation rules. Common errors in usage and punctuation are also addressed. Emphasis is not simply on the identification of the parts of speech and their functions; rather, students must utilize such knowledge by recognizing and correctly using parts of speech and punctuation in sentences. The structure and function of sentences are covered; then the course progresses to sentence components and their use in building logical, clear sentences. The course addresses common sentence errors and offers information about the writing tools) dictionaries, thesauruses, and electronic tools). Students then learn about the writing process: consideration of purpose, audience, and tone; pre-writing techniques; and paragraph development. A module on essay writing takes students through components of an essay, development of a thesis statement, patterns of development, and formatting essays. The concluding module deals with job and college applications, resumes, and business communication.

DEVELOPMENTAL AND COLLEGE-LEVEL COURSE DESCRIPTIONS

Minimum enrollment is 10 students for all classes. Maximum enrollment is 15 students for English composition and College Algebra courses; 25 students for all other courses. The cost of textbooks for the students is not included in the tuition.

Credit received from courses beginning with “DS” are not transferable and cannot be applied towards degree completion. These courses cannot be used to meet CTC residency.

All courses, unless indicated otherwise in the course description, require 48 contact hours.

ANTH 2301 Physical Anthropology

3.0 credits

Principles of physical anthropology, human evolution, race, heredity, the organic basis of culture, and cultural history through the Paleolithic stage.

ANTH 2346 General Anthropology

3.0 credits

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology.

ANTH 2351 Cultural Anthropology

3.0 credits

Study of human behavior (nations and societies) the world over, comparing and describing their cultural patterns. An introduction to the various theories and anthropologists is reviewed as well as the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).

BMGT 1301 Supervision

3.0 credits

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1325 Office Management

3.0 credits

Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

BMGT 1327 Principles of Management

3.0 credits

Concepts, terminology, principles, theory, and issues that are in the field of management.

BUSG 1372 Financial Management of Personal Accounts

3.0 credits

Personal and family accounts, budgets, budgetary controls, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting, home ownership, wills, and trust plans.

BUSG 2305 Business Law/Contracts

3.0 credits

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

BUSG 2309 Small Business Management**3.0 credits**

A course on starting and operating a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSI 1301 Business Principles**3.0 credits**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

CJCR 1304 Probation and Parole**3.0 credits**

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. Prerequisite: CRIJ1301 or CJSA1322.

CJCR 1307 Correctional Systems and Practices**3.0 credits**

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Prerequisite: CRIJ1301 or CJSA1322.

CJCR 2324 Community Resources in Corrections**3.0 credits**

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Prerequisite: CRIJ1301 or CJSA1322.

CJCR 2325 Legal Aspects of Corrections**3.0 credits**

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. Prerequisite: CRIJ1301 or CJSA1322.

CJSA 1312 Crime in America**3.0 credits**

The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention. Prerequisite: CRIJ1301 or CJSA1322.

CJSA 1313 Court Systems and Practices**3.0 credits**

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. Prerequisite: CRIJ1301 or CJSA1322.

CJSA 1322 Introduction to Criminal Justice**3.0 credits**

The study of the history and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement, court system; prosecution and defense; trial process; corrections.

CJSA 1327 Fundamentals of Criminal Law**3.0 credits**

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. Prerequisite: CRIJ1301 or CJSA1322.

CJSA 1342 Criminal Investigation**3.0 credits**

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, case and trial preparation. Prerequisite: CRIJ1301 or CJSA1322.

CJSA 1348 Ethics in Criminal Justice**3.0 credits**

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies. Prerequisite: CRIJ1301 or CJSA1322.

CJSA 1359 Police Systems and Practices**3.0 credits**

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. Prerequisite: CRIJ1301 or CJSA1322.

CJSA 2300 Legal Aspects of Law Enforcement**3.0 credits**

Exploration of police authority. Topics include responsibilities and constitutional constraints, law of arrest, search and seizure, and police liability. Prerequisite: CRIJ1301 or CJSA1322.

DSMA 0306 Introductory Algebra**3.0 credits**

Introductory Algebra is designed to provide instruction and practice in performing fundamental algebraic operations involving real numbers, linear equations and inequalities, system of linear equations, polynomials, factoring, graphing, and selected application problems. The prerequisite for this course is an appropriate placement test score.

DSMA 0307 Intermediate Algebra**3.0 credits**

Intermediate Algebra requires an understanding of the topics taught in DSMA 0306. This course teaches such topics as rational expressions, rational exponents and radicals, exponential and logarithmic equations, complex numbers, nonlinear inequalities, systems of nonlinear equations, quadratic equations, and functions and their graphs. This course will assist the student in developing the critical-thinking and problem-solving skills necessary for college-level mathematics courses. The prerequisite for this course is DSMA 0306 with a grade of "C" or above or an appropriate placement test score.

DSWR 0304 Fundamentals of Writing II**3.0 credits**

Fundamentals of Writing II is a fundamental English course designed to aid the student in acquiring the basic skills needed for college-level writing. Primary emphasis is placed on essay development; with attention given to problems in grammar and usage as these problems occur in the essays. This is a required course for students who have scored between 38 and 42 on the ASSET.

ENGL 1301 Composition I**3.0 credits**

A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose. Prerequisite: DSWR 0304 with a grade of "C" or above or appropriate test scores (43 or higher on the ASSET test).

ENGL 1302 Composition II**3.0 credits**

A continuation of ENGL 1301, emphasizing in more depth the principles and techniques of written compositions. Focus of compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisite: ENGL 1301 or equivalent, with a grade of "C" or above.

ENGL 2307 Creative Writing I**3.0 credits**

This course provides practical experience in the techniques of imaginative writing. It is designed to engage students in practical criticism and contemporary trends while emphasizing the development of creative skills. Students will receive guidance and instruction in the skills and craft necessary to construct successful fiction (short stories) and poetry. Prerequisites: ENGL 1301 or equivalent, with a grade of "C" or above.

ENGL 2322 British Literature I**3.0 credits**

A survey of English literature from Beowulf to the major writers of the 18th Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2323 British Literature II**3.0 credits**

A survey of English literature from the early Romantic writers to the Twentieth Century. Although careful attention is given to historical, social, and intellectual developments that gave rise to literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2327 American Literature I**3.0 credits**

A survey of American literature from selected Pre-Colonial and Colonial literature to selected major writers of the American Renaissance period. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2328 American Literature II**3.0 credits**

Survey of American literature beginning with Walt Whitman and ending with selected major writers from the present. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2332 World Literature I**3.0 credits**

A survey of the major works of world writers from ancient epics to Renaissance poetry. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected reading. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

ENGL 2333 World Literature II**3.0 credits**

A survey of the major works of world writers from the Enlightenment to the Twenty-first Century. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in an analysis of a wide variety of selected readings. Prerequisites: ENGL 1301 and 1302, or equivalent, with a grade of "C" or above.

GOVT 2301 American Government I**3.0 credits**

An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, national elections (state and local), civil liberties, interest groups, and political parties. **Note: This course will change to GOVT2305 beginning with the Fall 2013 term.**

GOVT 2302 American Government II**3.0 credits**

An introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of national and Texas governments including the executive, legislative, and judicial branches; the bureaucracy; and the public policy including defense and foreign relations. Prerequisite: GOVT2301. **Note: This course will change to GOVT2306 beginning with the Fall 2013 term.**

GOVT 2304 Introduction to Political Science**3.0 credits**

This course is designed to introduce the student to the general area of political science and to provide knowledge and understanding of political fundamentals, public law, political dynamics, public policy, theory and organization of the modern state, and international relations.

HIST 1301 United States History I**3.0 credits**

English colonization, the Revolution, adoption of the Constitution, growth of nationalism, cotton and the slavery problem, civil war, and reconstruction.

HIST 1302 United States History II**3.0 credits**

New social and industrial problems, rise of the progressive movement, United States' emergence as a world power, World War I, reaction and the New Deal, World War II, and contemporary America.

HIST 2311 Western Civilization I**3.0 credits**

A survey course examining social, political, economic, and technological developments of early European civilizations through the seventeenth century. Topics include an examination of the Greek and Roman civilizations, the European Medieval Period, the High and Late Middle Ages, the European Renaissance and Reformation, and early nation-state building.

HIST 2312 Western Civilization II**3.0 credits**

A survey course examining social, political, economic, and technological developments of Europe from the eighteenth through twentieth century. Topics include absolutism, the scientific and industrial revolutions, political upheavals in Europe and the New World, the clash of ideologies, imperialism, and nationalism, the world wars, the Cold War, and its aftermath.

HIST 2381 African-American History**3.0 credits**

The purpose of this course is to familiarize students with the general study of African-American history from the early days of West Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950's and 1960's.

HMSY 1337 Introduction to Homeland Security**3.0 credits**

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1338 Homeland Security Emergency Communications Mgmt.**3.0 credits**

A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

HMSY 1339 Homeland Security Emergency Contingency Planning**3.0 credits**

Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry response, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

HMSY 1340 Homeland Security Intelligence Operations**3.0 credits**

A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development will be conducted.

HMSY 1341 Critical Infrastructure Protection**3.0 credits**

Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

HMSY 1342 Understanding and Combating Terrorism**3.0 credits**

Study of terrorism and reasons why America is a terrorist target. Includes methods combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

HMSY 1343 Weapons of Mass Destruction**3.0 credits**

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction.

HMSY 2337 Managing a Unified Incident Command**3.0 credits**

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

HMSY 2476 Internship-Homeland Security and Emergency Mgmt.**4.0 credits**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. **Note:** This course requires 64 contact hours of instruction.

HRPO 1311 Human Relations**3.0 credits**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resources Management**3.0 credits**

Behavioral and legal approaches to the management of human resources in organizations.

JAPN 1311 Beginning Japanese I**3.0 credits**

Introduction to Japanese with emphasis on conversation, grammar, and the written forms. There will be readings of simple texts dealing with Japanese life and culture.

JAPN 1312 Beginning Japanese II**3.0 credits**

Continuation of Japanese conversation, grammar, and the written forms. Emphasis is on reading texts dealing with Japanese life and culture. Prerequisite: JAPN 1311, with a grade of "C" or above.

LGLA 1304 Military and National Security Legal Issues**3.0 credits**

The course presents the fundamentals of the United States military legal system, including an introduction to the Uniform Code of Military Justice, military regulations, and court decisions involved in military law with emphasis on emerging issues of national security laws including terrorism and national security crimes, national security detentions and trials, military tribunals, and clandestine operations.

MATH 1314 College Algebra**3.0 credits**

A study of relations and functions, polynomial functions and equations of a degree higher than two, exponential and logarithmic functions and equations, matrices, and determinants, sequences and series, binomial theorem, and mathematical induction. This course meets the college core requirement and is recommended for students planning to transfer to bachelor's degree programs. Prerequisite: DSMA 0307 or equivalent with grade of "C" or higher or acceptable placement test scores (40 or higher on the Intermediate Algebra ASSET test).

MATH 1316 Plane Trigonometry**3.0 credits**

Topics include trigonometric functions, radian and degree measure, circular functions, solving right and oblique triangle problems; deriving and verifying trigonometric identities, inverse trigonometric functions; and solving conditional equations. Prerequisite: DSMA 0307 or equivalent with a grade of “C” or higher or acceptable placement scores (40 or higher on the Intermediate Algebra ASSET test).

MATH 1324 Mathematics for Business and Social Sciences I (Finite Mathematics)**3.0 credits**

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: A score on the CTC approved assessment that is equivalent to a 270 on the THEA (40 or higher on the Intermediate Algebra ASSET test) or DSMA 0307 or equivalent with a grade of “C” or above.

MATH 1332 Contemporary Mathematics I**3.0 credits**

Topics include sets, logic, number theory, geometric concepts, consumer finance, and an introduction to probability and statistics. This course is for non-mathematics, non-science, and non-business students. Prerequisite: Intermediate Algebra ASSET score of 40 or higher.

MATH 1342 Elementary Statistical Methods**3.0 credits**

Topics include the collecting, organizing, and displaying of data; measures of central tendency, measures of variation, histograms, probability; probability distributions, binomial distributions, normal distributions, linear regression and their applications. Prerequisite: Acceptable score on the CTC approved assessments (40 or higher on the Intermediate Algebra ASSET test), or DSMA 0307 or equivalent with a grade of “C” or higher, or MATH 1332.

MRKG 1302 Principles of Retailing**3.0 credits**

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 1311 Principles of Marketing**3.0 credits**

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 2333 Principles of Selling**3.0 credits**

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

PHIL 1301 Introduction to Philosophy**3.0 credits**

A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and a study of the nature of philosophy, including its relation to religion, science, and art.

PHIL 1304 Introduction to World Religions **3.0 credits**
A survey course dealing with the origins, tenets, and development of the major world religions. Deductive method used to understand religion as a phenomenon in man's life. Discussion of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

PHIL 1316 History of Religions I **3.0 credits**
In an historical survey of major religions this course focuses on the history and literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.

PHIL 1317 History of Religions II **3.0 credits**
In an historical survey of major religions this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and expansion of religious institutions and ideas.

PHIL 2306 Introduction to Ethics **3.0 credits**
Study of basic principles of the normal life, with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom.

PHIL 2307 Introduction to Social and Political Philosophy **3.0 credits**
Critical examination of the major philosophical theories concerning the organization of societies and the role and scope of government.

PSYC 2301 General Psychology **3.0 credits**
Basic principles of human experience and behavior involving biological, environmental and socio-cultural studies. An overview course including an introduction to the major studies of psychology.

PSYC 2308 Child Psychology **3.0 credits**
The purpose of this course is to develop an understanding of children and to engender a real interest in them. Consideration is given to the human organism as it develops physically, mentally, emotionally, and socially from birth through adolescence.

PSYC 2314 Life Span Growth and Development **3.0 credits**
This course will study the relationship of the physical, emotional, social and mental factors of growth and development of children and adults through the life span.

PSYC 2315 Psychology of Adjustment **3.0 credits**
A study of psychological concepts and principles related to healthy personality and social adjustments.

PSYC 2316 Psychology of Personality **3.0 credits**
The study of various approaches to determinants, development, and assessment of personality. Prerequisite: PSYC 2301.

SOCI 1301 Introduction to Sociology **3.0 credits**
The study of human society, human behavior and personality as a product of group life, community organization, social change and current social problems.

SOCI 1306 Social Problems

3.0 credits

A study of identification and analysis of contemporary social problems and development of criteria for evaluating these issues for social betterment.

SOCI 2301 Marriage and the Family

3.0 credits

A study of problems in courtship, marriage, and family living as they relate to the social structure of American society.

SPCH 1315 Public Speaking

3.0 credits

Course encompasses both theory and practice of communicating with others and includes: research, composition, organization, and delivery of speeches for various purposes and occasions.

SPCH 1318 Interpersonal Communication

3.0 credits

Theory, examples, and participation in exercises to improve effective one-to-one and small group communication.

SPCH 1321 Business & Professional Communication

3.0 credits

Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.



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1-800-325-2986, ext. 7658
or
(573) 875-7658

Founded in 1851, Columbia College is a private, coeducational institution offering associate, baccalaureate, and master's degrees. Students are enrolled in the Day and Evening programs at the main campus in Columbia, Missouri or at one of 34 nationwide campuses. Students are also enrolled in web-based online education classes worldwide, with 19 degrees available.

Columbia College, in a consortium agreement with Central Texas College, offers upper-division instructor-led courses (junior and senior level) in the NCPACE program. Students may enroll for any Columbia College course for which prerequisites have been met. Columbia College resident credit will be awarded for all Columbia College courses successfully completed.

Columbia College has been serving the needs of the military students for over 35 years. The College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)

The Servicemembers Opportunity College (SOC) network is designed to permit active duty military service students to pursue college-level programs without penalty for unusual situations and transfer over which they have no control. Since Columbia College is a charter member of SOC (NAV/MAR), military personnel, through a SOC contract with the college, qualify for degree completion after achieving 24 residency hours. They may then complete the remaining course work required to meet their degree requirements at another accredited college or university and transfer this credit back to Columbia College.

AWARD OF ACADEMIC CREDIT

Academic credit from all sources must be validated by the Columbia College Evaluations Office before such credit is considered official. Students are responsible for requesting original transcripts from all colleges attended and having them mailed to:

Columbia College
Evaluations Office
1001 Rogers Street
Columbia, MO 65216

The following educational activities and experiences are evaluated for the award of credit in all cases where such credit is appropriate:

- Credit courses taken at colleges/universities
- College Level Examination Program (CLEP), Proficiency Examination Program (PEP), Excelsior College Examinations (ECE), Defense Activity for Non-Traditional Educational Support (DANTES), Advanced Placement (AP) exams
- Military Service: both basic training and other military training as recommended by the American Council on Education (ACE) and recognized by Columbia College
- United States Armed Forces Institute (USAFI)
- Partners in Law Enforcement and Partners in Corrections Programs
- Credit for Prior (Experiential) Learning
- Credit for professional licensure – EMT, RN, Realtor, etc.

RESIDENCY REQUIREMENTS

Prior to graduation, students must meet certain residency requirements. For baccalaureate degree candidates the requirement is 24 credit hours of coursework earned through formal study at Columbia College. Columbia College NCPACE coursework counts as residency credit, as well as courses taken online or at any nationwide campus.

CREDIT TRANSFER

Credits earned at Columbia College are transferable to other institutions in accordance with policies of the receiving institution. Students are advised to consult with officials of the receiving institution for degree requirements and transfer policy.

ACADEMIC ADVISEMENT

Academic advisement is available to NCPACE students through Columbia College's Online Campus Advisement Center. The center operates Monday through Friday, 8:00 a.m. to 8:00 p.m. and Saturday, 8:00 a.m. to 5:00 p.m. Central Standard Time. Advisors may be reached at 1-800-231-2391, ext. 7246 or via email at onlineadvisor@ccis.edu.

TRANSCRIPT ORDERING

A \$7.50 fee will be charged for each transcript requested. A complimentary transcript is provided upon completion of degree. To obtain an official copy of your transcript or to have one forwarded to another institution, a written request with your signature is required along with the appropriate fee. Include your full name, mailing address, telephone number with area code, last date attended, birth date, Social Security Number, number of copies, and complete mailing address of the transcript recipient. Please allow at least 3-5 business days to process your request.

Send transcript requests to: Columbia College
Transcript Department
1001 Rogers Street
Columbia, MO 65216

DEGREE REQUIREMENTS

Bachelor of General Studies

This degree is developed for students who need to complete their baccalaureate degree and have no specific need for a major other than Liberal Arts. Coursework, including minors, may be earned from any academic discipline. The following requirements must be met:

- | | |
|----------------------------------|--------------------|
| • General Education Requirements | * 38-41 hours |
| • Multicultural Requirement: | 3 hours |
| • Electives: | <u>79-82 hours</u> |
| <u>Total Semester Hours</u> | ** 120 hours |

* Students may fulfill this requirement with an approved associates degree accepted in transfer.

** At least 24 hours must be taken through formal coursework with Columbia College. A minimum of 39 hours must be upper-level.

Undergraduate Admission/Graduation Requirements

For regular admission at the upper division level an applicant must:

- Have a high school diploma or successful completion of GED or evidence of satisfactory completion of college work.
- Complete a Columbia College admissions form. These forms may be obtained online at <http://www.ccis.edu/apply>.
- Have complete, official transcripts forwarded to the Evaluations Office from each previously attended college or university.

The student seeking a baccalaureate degree must meet the following requirements:

- A minimum of 120 semester hours with a GPA of 2.00 (C) or better.
- A minimum of 38 semester hours of general education courses.
- Complete at least 39 semester hours in upper-level course work.
- At least 60 semester hours of the degree program must be traditional academic credit (coursework taken with Columbia College and other approved, accredited institutions).
- At least 24 credit hours must be completed with Columbia College. No semester hours with grades below C will be accepted in transfer.
- Complete a 3 semester hour course which meets the multicultural requirement.
- Complete a 3 semester hour course which meets the ethics requirement as part of the general education requirements.

All students who transfer shall have their credits evaluated on an individual basis by the home campus Evaluations Department as soon as the College receives all required military documentation and college transcripts.

SOCNAV Degree Map



Columbia College Bachelor of General Studies

DEGREE OBJECTIVE

This degree is developed by the student and advisor and is designed for students who seek a broad array of coursework or desire to maximize use of transfer hours to attain a bachelor's degree. Coursework, including minors, may be earned from any academic discipline.

RESIDENCY – 24 semester hours taken through Columbia College

POINT OF CONTACT

Jennifer Boyt, Assistant Director-Military Services, 1001 Rogers St, Columbia, MO 65216
1-800-231-2391, ext 7658 or 1-573-875-7658, Fax 1-573-875-7391
jrboyt1@ccis.edu

DEGREE REQUIREMENTS SUMMARY

Required Courses	SH	SOC ID	Navy Rating	Navy Schools	Tests	NCPACE*
ENGL 111 - English Composition I	3	EN024			X	
ENGL 112 - English Composition II	3	EN025				
CISS 170 - Intro to Computer Info Systems	3	CS101	X	X	X	
COMM 110 - Intro to Speech	3	CM001	X	X	X	
MATH 150 - College Algebra	3	MH048			X	
History - 6 hrs in at least 2 courses - At least 1 course must be HIST 101 or 102	6					
HIST 101 - Western Civilization I		HI002			X	
HIST 102 - Western Civilization II		HI002			X	
HIST 121 - American History to 1877		HI001			X	
HIST 122 - American History Since 1877		HI001			X	
Arts & Humanities - 6 hrs in at least 2 approved areas	6	Multiple	X	X	X	X
Social & Behavioral Sciences - 6 hrs in at least 2 approved areas	6	Multiple	X	X	X	X
Natural Science & Math - 5 hrs in approved courses	5	Multiple			X	
PHIL 330 - Ethics	3	PL081			X	
Multicultural Requirement	3	Multiple				
Upper-level Electives	39	Multiple	X	X	X	X
Open Electives	37	Multiple	X	X	X	X
TOTAL	120					

* Courses not marked with an "X" may be taken through other NCPACE Instructor-Led or Distance Learning providers.

COURSE DESCRIPTIONS

Minimum enrollment is 10 students for all classes. Maximum enrollment is 25 students for all courses. The cost of textbooks for the students is not included in the tuition.

COMM 393 Organizational Communication

3.0 credits

Examination of communication processes with emphasis on systems theories, leadership, and interpersonal and group interaction in formal and informal organizational settings. Prerequisite: COMM 110.

ENGL 350A Major Literary Figures: Mark Twain

3.0 credits

Study of the works of Mark Twain. Prerequisites: ENGL 112 and a previous 200-level or higher English course.

ENGL 350B Major Literary Figures: Ernest Hemingway

3.0 credits

Study of the works of Ernest Hemingway. Prerequisites: ENGL 112 and a previous 200-level or higher English course.

ENGL 360 Readings in Fiction

3.0 credits

Study of the genre from a special perspective or literary period (e.g., American novel and short story, contemporary novel and short story, the comic novel and short story). Prerequisites: ENGL 112 and a previous 200-level or higher English course.

ENGL 397 Science Fiction and Fantasy

3.0 credits

Readings from a broad spectrum of science fiction and fantasy literature. Prerequisites: ENGL 112 and a previous 200-level or higher English course.

HIST 312 Twentieth Century American Diplomatic History

3.0 credits

Diplomacy since the 1890's and emergence of the nation as a world power. Prerequisite: HIST 122.

HIST 321 History of the Modern U.S.

3.0 credits

Analysis of the reformation of the United States during the era of Franklin D. Roosevelt. The course explores the story of how Americans endured the Great Depression and eventually prevailed in their struggle against totalitarianism. In particular, it highlights the anxieties of the new era, the stock market crash of 1929, the New Deal policies of FDR, and the military campaigns of World War II. Significant themes of gender, class, power and warfare are traced from the twilight of the roaring twenties to the dawn of the atomic age. Prerequisite: HIST 122.

HIST 336 Twentieth Century Europe**3.0 credits**

Exploration of patterns of difference and commonality across the countries of Europe. From World War I through the Russian Revolution, the rise of fascism and totalitarianism and through the Cold War, an often ferocious ideological battle between liberal democracy, communism and fascism dominated European life. As the Cold War came to an end and the ideal of a united European community emerged, the relations between countries and peoples changed dramatically. Moreover, in almost all of the aspects of European relations, the workings of nationality, race, and ethnicity played important roles. In addition to confronting the profound ethical dilemmas which accompanied one of the darkest centuries of Europe's history, students complete this class with a factual and conceptual understanding of the dynamic political, economic, social and cultural factors which affected Europe between 1914 and the twenty-first century. Prerequisite: HIST 102 or HIST 112.

HIST 342 American Civil War**3.0 credits**

Analysis of the American Civil War during the nineteenth century. The course considers the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces, and the plans for postwar reconstruction. Furthermore, significant themes of politics, gender, warfare, and labor are considered. Prerequisite: HIST 121.

HIST 350 American Revolution**3.0 credits**

Analysis of the American Revolution during the eighteenth century. The course considers the causes and the consequences of the colonial rebellion against the British Empire in North America. Furthermore, it assesses the preconditions, constraints, and outcomes of the struggle for independence. Particular attention will be given to the clash of values, interests, and ambitions transforming the thirteen colonies into the United States. Moreover, significant themes of cultural, economic, military and constitutional developments are explored. Prerequisite: HIST 121.

HIST 362 History of the American West**3.0 credits**

Analysis of Western America from colonization to the present. This course traces the imperial, commercial, intellectual and social relationships constituting the trans-Mississippi region. In particular, it appraises the interactions of natives and strangers in a frontier borderland over the course of several generations. Furthermore, significant attention is given to territorial acquisition, population mobility, economic development and popular culture. Prerequisite: Junior standing.

MGMT 311 Public Administration and Policy**3.0 credits**

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Prerequisite: POSC 111. Cross-listed as POSC 311.

MGMT 360 Organizational Theory**3.0 credits**

Examination of the foundations, theories, models and literature for designing effective organizations. Extensive library research and case work required. Prerequisite: MGMT 330.

MGMT 362 Organizational Behavior**3.0 credits**

Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. Prerequisite: MGMT 330 or PSYC 101.

MGMT 368 Business Ethics

3.0 credits

Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration and Computer Information Systems majors. Prerequisite: MGMT 330.

POSC 311 Public Administration and Policy

3.0 credits

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Prerequisite: POSC 111. Cross-listed as MGMT 311.

PSYC 381 History and Systems of Psychology

3.0 credits

Overview of the historical antecedents and major theoretical and historical systems within psychology. **Students majoring in Psychology must earn a grade of C or higher.** Prerequisites: PSYC 101 and sophomore standing.



Saint Leo University Distance Learning
Toll Free Access 1-866-SLUDLP1

For more information email
john.cain@saintleo.edu

Saint Leo University
Distance Learning Program MC2070
P.O. Box 6665
Saint Leo, FL 33574-6665

Saint Leo University is a Catholic, coeducational liberal arts university offering programs leading to associate, baccalaureate and graduate degrees. Chartered on June 4, 1889, Saint Leo originated when the Florida legislature authorized the Order of St. Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this State."

In 1973, the College responded to requests from the armed services to offer degree programs on military bases. Now, Saint Leo University is a leading provider of higher education to military-related personnel in the United States. Saint Leo is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

Getting started is easy. Admission requirements for students who wish to qualify as a fully matriculated, degree-seeking student at one of Saint Leo University's Centers must be at least 23 years of age or an active duty member of the military or of the National Guard, and show official evidence of either high school graduation or a GED. Official evidence means either original copies of diplomas or certificates, notarized copies or verification on other official documents such as a DD214.

Servicemembers Opportunity College

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo University supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students.

Master's in Business Administration

Raise your profile with Saint Leo University! We offer what you need for where you're going with our Master of Business Administration degree. Saint Leo University honors the person that you already are and supports the person you want to become. Claim your future today!

Saint Leo University's MBA program encourages you to expand your professional competencies within and beyond the classroom. We emphasize managerial skills in addition to technical know-how.

As a Saint Leo MBA student, you will gain a deeper understanding of the key functional areas of business. Courses focus on managing the complex interactions between these functions when defining and solving real-world business challenges. In addition to learning analytical tools, emphasis is placed on leadership, communications, teamwork, ethics, and the skills for managing diversity.

SAINT LEO DEGREE MAP MASTER OF BUSINESS ADMINISTRATION

DEGREE OBJECTIVE — Occupational						
ACADEMIC RESIDENCY – 30sh in Saint Leo University Classes are required.						
POINT OF CONTACT JOHN CAIN, AVP OF CONTINUING EDUCATION FOR DISTANCE LEARNING						
352-397-5829 or 1-866-SLUDLP1 john.cain@saintleo.edu						
Degree Requirements Summary						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE DL
MBA-525 Professional Development	3					X
MBA-530 Organizational Behavior	3					X
MBA-533 Human Resource for Managers	3					X
MBA-535 Legal Environment of Business	3					X
MBA-540 Managerial Economics	3					X
MBA-550 Decision Support Systems	3					X
MBA-560 Financial & Managerial Accounting	3					X
MBA-565 Marketing	3					X
MBA-570 Corporate Finance	3					X
MBA-575 Global Business Management	3					X
MBA-557 Entrepreneurship or MBA-595 Current Issues in Leadership	3					X
MBA-599 Strategic Management	3					X
TOTAL HOURS	36					

MBA 565, MBA 595 & MBA 599 require independent research using the resources of the Saint Leo University Library. If you do not have access to the library, please email john.cain@saintleo.edu for access to the library. Since these courses require internet access to use the library, do not register for these courses if you will not have internet access during the course period.

Initial enrollment into MBA courses thru NCPACE requires the student to:

1. Submit a completed application form.
*Students are allowed to take a **maximum** of 2 courses prior to full admissions into the MBA program.*

Full Admissions into MBA program requires:

1. Completed application form
2. Current resume
3. Two professional recommendations from work associates completed on the forms provided in the application package. Work associates include current and former supervisors and co-workers.
4. Applicants must provide a statement of professional goals outlining how your educational and career goals match Saint Leo University's program (250 words or more).

5. Official transcripts from all post-secondary institutions previously attend sent directly from the former institution to the Office of Graduate Admission.

Mail: Graduate Admissions
Saint Leo University
32223 Michigan Avenue
San Antonio, FL 33576

A United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts if they have previously submitted them and are on file at the University.

6. Official Graduate Management Admissions Test (GMAT) scores are required for applicants with less than a 3.0 G.P.A. in the last 60 hours of their bachelor's degree and less than five (5) or more years of progressively responsible professional work experience. An applicant who does not meet this standard must submit an official GMAT scores. In some instances, an applicant meeting the five year standard, may be required to submit official GMAT scores and/or demonstrate his or her command of basic quantitative (i.e., mathematical) and verbal skills by the faculty admissions committee. Official score on the Graduate Management Admissions Test are to be sent directly from the Educational Testing Service to the Director of Graduate Admissions. Test scores more than five years old are not accepted.
7. Application fee is waived for NCPACE students.

COURSE DESCRIPTIONS

Minimum enrollment is 10 students for all classes. Maximum enrollment is 25 students for all courses. The cost of textbooks for the students is not included in the tuition.

MBA 525 Professional Development 3.0 credits

This course is designed to give MBA students a tangible head start in acquiring and honing numerous core skills essential for success in the MBA program and the business world. The emphasis will be on the development of professional skills and perspectives, such as business writing, coaching and counseling, conflict resolution, effective business protocol, interviewing, intercultural awareness and sensitivity, negotiating agreement, and public speaking.

MBA 530 Organizational Behavior 3.0 credits

This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. Included are the topics of perception, motivation, leadership, job satisfaction, group dynamics, stress, organizational climate, and communication processes. Organization theory and design concepts are also incorporated to give the student a more complex framework for managerial decision making.

MBA 533 Human Resource Management 3.0 credits

This course is designed to focus on an in-depth analysis of the major functions of a manager dealing with human resource issues. Issues to be covered include, but are not specifically limited to, staffing, employee training and development, compensation and benefits, legal issues, union versus non-union issues, safety and health issues, cross cultural and expatriate issues.

Suggested Prerequisites: MBA 525 and MBA 530

MBA 535 The Legal Environment of Business 3.0 credits

This course is a comprehensive study of commercial law as it affects day-to-day business management. Emphasis is placed on development of a manager's ability to recognize the circumstances under which a legal professional should be contacted for advice and/or assistance.

MBA 540 Managerial Economics 3.0 credits

This course explores the concepts of economic optimization, the estimation of demand, and cost and pricing analysis. An introduction to economic forecasting and decision making under conditions of risk and uncertainty is also included.

Suggested Prerequisite: MBA 525 plus undergraduate course in economics strongly recommended

MBA 550 Decision Support Systems 3.0 credits

This course considers the study of decision science and its application in the business environment through the use of computers. This course is designed to provide the student with the theoretical knowledge and practical skills necessary to understand and use computerized decision support methodology in support of business requirements. The student will use commercial software packages in the laboratory to develop and use graphical and numerical outputs in business presentations for enhanced decision making.

Suggested Prerequisite: Basic literacy regarding Windows and Microsoft Office

MBA 557 Entrepreneurship**3.0 credits**

Entrepreneurship and the entrepreneurial process are now, and will continue to be, the major economic force driving the national economies around the world. At the heart of this movement are men and women who demonstrate the courage to undertake the creation and management of new business ventures. Across the globe millions of new businesses are formed each year. Those individuals who possess the spirit of entrepreneurial leadership will lead the economic revolution that has proven to repeatedly raise the standard of living for people everywhere. In this class, students will be introduced to the essential components of entrepreneurship and the critical knowledge needed to start and manage a new business venture.

Suggested Prerequisites: MBA 525, MBA 530, and MBA 533

MBA 560 Financial and Managerial Accounting**3.0 credits**

This course focuses on the study of accounting concepts and standards applicable to presentation of financial information to interested users, structure, uses and limitations of financial statements and measurement systems related to income determination and asset valuation. The course also considers the discussion of internal and external influences on accounting decisions.

Suggested Prerequisite: Undergraduate course in financial accounting and managerial accounting

MBA 565 Marketing**3.0 credits**

This course considers the operational and strategic planning issues confronting managers in marketing. Topics include buyer behavior, market segmentation, product selection and development, pricing, distribution, promotion, market research, international and multicultural marketing.

This course requires internet access for independent research using the resources of the Saint Leo University Library. If you do not have access to the library, please email john.cain@saintleo.edu for access. If you will not have internet access during the course period, do not sign up for the course.

Suggested Prerequisites: MBA 525 and MBA 530.

MBA 570 Corporate Finance**3.0 credits**

This course considers the financial management decision-making role within the organization. Subjects include valuation concepts, including financial ratio analysis; short-term financial management, including the management of current assets and liabilities; management of long-term investments, including capital budgeting techniques; a discussion of leverage and its relationship to the capital structure; and an introduction to financial markets and financial institutions.

Suggested Prerequisites: MBA 540 and MBA 560

MBA 575 Global Business Management**3.0 credits**

The student will develop an understanding of international/multinational management by examining the challenges and opportunities of operating globally. Emphasis will be on developing an understanding of the complexities of dealing with diverse social, cultural, economic, and legal systems. The role of business in this dynamic world environment will be analyzed.

Suggested Prerequisite: MBA 525, MBA 530, and MBA 533

MBA 595 Current Issues in Leadership

3.0 credits

This course is an advanced overview of more traditional approaches to understanding the leadership process and an in-depth look at recently developed perspectives on leadership of the future. Ethical issues pertaining to leadership are also incorporated.

This course requires internet access for independent research using the resources of the Saint Leo University Library. If you do not have access to the library, please email john.cain@saintleo.edu for access. If you will not have internet access during the course period, do not sign up for the course.

Suggested Prerequisites: MBA 525, MBA 530, and MBA 533

MBA 599 Strategic Management

3.0 credits

This capstone course integrates knowledge gained in previous graduate business courses. It centers on the theme that organizations achieve sustained success when their managers have astute, timely strategic game plans and they implement these plans with proficiency. Strategic management theory is used in the analysis of case studies of companies operating in the domestic and global marketplace.

This course requires internet access for independent research using the resources of the Saint Leo University Library. If you do not have access to the library, please email john.cain@saintleo.edu for access. If you will not have internet access during the course period, do not sign up for the course.

Prerequisites: MBA 525, MBA 530, MBA 533, MBA 540, MBA 560, MBA 565, and MBA 570

TEXAS A&M UNIVERSITY

CENTRAL TEXAS

www.TAMUCTNavy.org

Dr. Steve Vitucci
**Professor/Director of Military Programs
& Relations**

vitucci@ct.tamus.edu

1.254.519.5494

Mr. Robert Wells
Military Academic Advisor/Coordinator

r.wells@ct.tamus.edu

1.254.519.5785

Mr. John Carroll
Fort Hood Coordinator

j.carroll@ct.tamus.edu

1.254.532.9066

Texas A&M University-Central Texas (TAMU-CT) in Killeen is a unique University, offering upper-level undergraduate and graduate courses toward bachelor's and master's degrees. Established as a stand-alone university on May 27, 2009, the University currently serves nearly 2,800 students and provides a wide range of flexible course schedules, including online, night and weekend classes. Students include community college graduates and transfer students, working adults, active military service members, and returning students who are pursuing degrees, fulfilling career educational requirements, or attending classes for personal enrichment.

Texas A&M University-Central Texas has a consortium agreement with Central Texas College. TAMUCT offers upper-division instructor-led courses (junior and senior level) in the NCPACE program. Students may enroll for any Texas A&M University Central Texas course for which prerequisites have been met. Texas A&M University Central Texas resident credit will be awarded for all Texas A&M University Central Texas courses successfully completed.

SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)

Texas A&M University Central Texas has been selected as a Servicemembers Opportunity College. To enhance service members' access to undergraduate and graduate educational programs, Texas A&M University Central Texas provides flexibility of programs and procedures for the recognition of non-traditional learning experiences, credit transfer, and residency requirements.

AWARD OF ACADEMIC CREDIT/ADVISING

Non-Traditional Education: The following educational activities and experiences are evaluated for the award of credit in all cases where such credit is appropriate:

- College Level Examination Program (CLEP) tests.
- DANTES courses and Subject Standardized Tests
- Military schools, Navy A and C schools as recommended by the American Council on Education (ACE) and recognized by Texas A&M University Central Texas.
- Military work experience and training from SMART/AARTS transcripts.
- Navy rating training as recommended by ACE and recognized by TAMUCT.
- Correspondence Extension Courses offered by regionally accredited institutions which are members of the National University Extension Association.
- Certain types of civilian training, specialized testing, and work experience.

RESIDENCY REQUIREMENTS

Residence is satisfied only by official enrollment in and completion of course work applied toward the degree requirements. A minimum of 68 semester hours of academic credit will be accepted for degree credit from a two-year institution.

CREDIT TRANSFER

Texas A&M University Central Texas is accredited by the Southern Association of Colleges and Schools toward bachelor and master degrees. Credits earned at Texas A&M University Central Texas are transferable to other participating SOCNAV schools. Students who complete all core curriculum requirements as approved by the Texas Higher Education Coordinating Board at another school and who then transfer to TAMUCT will generally be considered to have met core curriculum requirements as outlined toward a degree at TAMUCT. However, requirements for the degree must be met and this could require students to take one or more courses that are part of the core curriculum at TAMUCT.

Credits earned at another regional accredited institution are accepted as recorded on the official transcript. However, because of differences in institutional degree requirements and course content, some credits transferred may not apply toward satisfying degree requirements at TAMUCT.

All grades including F's, for all academic credit courses will be articulated to the TAMUCT transcript. Remedial/developmental courses will not be entered and will not be used in the admissions decision. When a course has been repeated at the same institution only the best effort will be transcribed. Only those transferred hours that have been transcribed will be used to determine admissions eligibility.

Courses that are vocational or technical in nature are not automatically accepted by TAMUCT. These courses must be approved by the appropriate academic committees. Students with a significant number of hours in a technical field and who wish to use those hours toward a TAMUCT degree should consider the Bachelor of Applied Arts and Sciences, Bachelor of Science Applied Science, and Bachelor of Business Administration Interdisciplinary Business degree programs.

The current admissions rules (See Transfer Student Qualifications above) will be applied to all work completed. Texas A&M University Central Texas students may earn course credit by demonstrated achievement on standardized tests. Students should check with the Office of Undergraduate Admissions for subject areas in which Texas A&M University Central Texas awards credit. Transfer students must provide official score reports to the Office of Undergraduate Admissions. Scores cannot be taken from other transcripts. Students may receive credit for courses and scores in effect at the time they enter Texas A&M University Central Texas. A superior student may earn credit by examination in the following ways:

1. A minimum score of 3 on the College Entrance Examination Board (CEEB) Advanced Placement Examination.
2. Depending on subject, scores ranging from a minimum 48 to 52 for the Subject Examination of the College Level Examination Program (CLEP). Credit is not available for the General Examinations.

3. If CLEP tests are not available in a desired testing area, local departmentally prepared examinations may be petitioned. To be eligible for local testing, a student must have (1) a minimum score of 1000 on the SAT or 21 on the ACT and (2) completed at least two units with no grade below a B in the area of testing during high school.
4. Depending on subject, scores ranging from a minimum 494 to 678 for the CEEB Achievement Test.
5. Depending on subject, scores ranging from a minimum 45 to 52 for the DANTES courses and Subject Standardized Tests (DSST) exams.

Students taking departmental local examinations are charged a \$5.00 per credit hour examination and recording fee for the credit to become part of their academic records. Advanced placement in a subject area may be granted by the department head concerned. Permitting advanced placement does not necessarily mean approval for credit by examination. All acceptable credit earned by examination will be posted to the student's permanent record if the student is enrolled at Texas A&M University Central Texas through the official census date. Students should consult the Office of Undergraduate Admissions for specific information. The credit will be recorded with a grade of P (Pass) and the hours awarded. There will be no grade points assigned for this credit, and it will not be used in the computation for any grade point ratio.

TRANSCRIPT ORDERING

The request **MUST** be signed by the person whose name is on the transcript. Please allow 1-2 working days for processing transcripts. All information is considered confidential. Request transcript using form on next page. Mail or fax request to:

Texas A&M University Central Texas
Attn: Admissions/Navy NCPACE
Founder's Hall
1001 Leadership Place
Killeen, TX 76549
Telephone: 254.519.5736
FAX 254-519-5486



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

1001 Leadership Way
Killeen, TX 76549

Phone: (254) 519-5736

Fax: (254) 519-5486

REQUEST FOR OFFICIAL TRANSCRIPT

Last Name, First Name MI

Date

Social Security Number

Number of Copies

Student Copy

Officially Sealed Envelope

Undergraduate

Graduate

Mail Now

Pick Up

Hold for Grades

Hold for Degree Posting

Mail Transcript to: _____

Transcripts are not issued until all holds with the University are cleared.

Signature

Address

Phone Number

Approved by Academic Council 11/11

Texas A&M University Central Texas

Evaluation Request

Name: _____ **Rank:** _____
Last First M.I.

Address: _____
No. and Street/Apt No.

City County State ZIP Code

Military Installation: _____

Student ID: _____ - _____ - _____ **Phone Number:** _____

Previous Name: _____
Last First M.I.

Email Address: _____ @ _____

Official SOC Student Agreement Requested: _____
(Only one student agreement may be issued unless you later change your program of study.)

Other Regionally Accredited Colleges or Universities Attended:

Request to have official transcripts mailed from the issuing institution to:

Texas A&M University Central Texas
Attn: Admissions/Navy NCPACE
Founder's Hall
1001 Leadership Place
Killeen, TX 76549

Students are advised to have official transcripts from other regionally accredited colleges and universities previously attended sent to TAMUCT during their initial six semester hours of coursework to avoid delays. Students can also submit transcripts electronically to TAMUCT. **The requirement to have official transcripts from prior colleges and universities attended cannot be eliminated or modified.**

Previously enrolled at TAMUCT (TSU-CT or UCT) ____ Yes ____ No

If yes, year(s) attended:

Military Schools and Training

Documentation

ARMY: Official AARTS transcript requested from Ft. Leavenworth, sent directly to TAMUCT

Certified True Copy of Enlisted Record Brief (ERB) from PAC

E-5 and above must also submit one of the following:

Certified True Copy of your most recent NCOER

Signed commander's Certification stating that you are proficient in the MOS at the current level you hold

Warrant Officers must also submit the following documents:

Certified True Copy of Officer Record Brief

Certified True Copy of Officer Evaluation Report

Military Service School completed but not listed on SMART, the following document must be submitted:

Certified True Copy of 1059 or certificate

NAVY & MARINES: Original SMART transcript requested from Naval Education and Training Professional Development and Technical Center

AIR FORCE: Official Community College of the Air Force transcript, sent directly to TAMUCT

PRIOR SERVICE: DD Form 214

Copies of NCOERs (for Army)

Certificates of Service School completions not listed on DD 214

Civilian Work Experience

Submit the following documentation:

- * Using a *TAMUCT Catalog*, determine courses for which you feel you are eligible and should receive credit.
- * Write a paragraph for each course indicating why you feel this course credit may be awarded.
- * Provide a complete resume of your work experience.
- * Submit written verification on company letterhead from present and past employers that information contained is correct and true.
- * Supply notarized or "True Copy" certificates and licenses.

Special Tests: To have results of tests considered, have the testing agency submit official tests results directly to the Admissions Department at TAMUCT.

* CLEP * ASE * APP * OTHER

Signature of Student

Date

I understand that by requesting a SOC Agreement, I authorize TAMUCT to provide copies of the Agreement and provide academic progress reports to the appropriate U.S. military voluntary education offices and the Servicemembers Opportunity Colleges (SOC).

Send this request with attachments to:

Texas A&M University Central Texas
Attn: Admissions/Navy NCPACE
Founder's Hall
1001 Leadership Place
Killeen, TX 76549

DEGREE REQUIREMENTS

Undergraduate Admissions Requirements

- Prospective students must have completed **30 transferable academic** credit hours
 - Transferable hours **do not** include developmental courses or courses taken at a non-accredited institution
 - Students are required to have ENGL 111 and MATH 107 College Algebra or higher.
- Prospective students wishing to transfer military experience or credit must submit an official military transcript.
- Prospective students must have maintained a cumulative GPA of 2.0 or higher.
- Prospective students must be in good standing/eligible to return to previous institution(s) attended.

Graduate Admissions Requirements

- Provide official transcripts from **all** previous colleges and universities (**MUST BE IN SEALED ENVELOPES**).
- Provide GRE or GMAT scores.
- Submit a 200-300-word essay addressing professional and career goals.

Texas A&M University Central Texas College of Graduate Studies

Admission as a Non-Degree Student

Applicants who designate that they do not choose to seek a graduate degree but who hold a baccalaureate degree may be enrolled for course work in the College of Graduate Studies as Special non-degree-seeking graduate students. Students in this category waive the right to count more than 6 hours toward an advanced degree at Texas A&M University Central Texas. In order to have any graduate course work count toward a master's degree, students must meet admission criteria to the College of Graduate Studies at the time application is made.

SOCNAV DEGREE MAP
Bachelor of Applied Arts & Science-Business Occupations

Texas A&M University Central Texas						
Bachelor of Science-Business Occupations						
BS/BUOC						
DEGREE OBJECTIVE — Occupational						
ACADEMIC RESIDENCY — 30 semester hours of credit at Texas A&M University Central Texas.						
POINT OF CONTACT(S):						
Professor/Director of Military Programs Dr. Steve Vitucci 254-519-5494 vitucci@ct.tamus.edu			Military Academic Advisor/Coordinator Mr. Robert Wells 254-519-5785 r.wells@ct.tamus.edu			
Founder's Hall, 1001 Leadership Place, Killeen, Texas 76549 (www.ct.tamus.edu)						
Degree Requirements Summary						
Rating: Multiple						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
ENGL 111 Intro to College Composition	3	EN024B			X	
ENGL 112 College Comp & Research	3	EN025B			X	
COMS 101/102 or 301	3	Multiple			X	
MATH 107 College Algebra	3	MH048B				
CHEM/BIO/GEO (Science with Lab)	7	Multiple				
FA/MUSI/DRAM Selection	3	Multiple				
HUMN / ENGL - English Literature	3	Multiple			X	
HIST 201 US History through 1877	3	HI279B			X	
HIST 202 US History Since Reconstruction	3	HI279B			X	
POLS 201 American National Government	3	PO077B			X	
POLS 202 Texas or State Government	3	PO077B			X	
Physical Education Selection	2	Multiple	X			
ACC 203 Introduction to Financial Accounting	3	AC025B				
ACC 204 Introduction to Managerial Accounting	3	AC024B				
ECO 201 Macroeconomics	3	EC102B			X	
ECO 202 Microeconomics	3	EC102B			X	
MGTK 301 Principles of Management	3	MG101B	X			X
MKTK 314 Principles of Marketing	3	BU301B				X
G BK 312 Business Correspondence or ENGK 309 Technical Writing	3	CM007B				X
G BK 432 Business Law I	3	BU122B				X
G BK 433 Business Law II or MGTK 450 Management Info Systems	3	BU122B				X
G BK 311 Business Statistics	3	MH073B				X
G BK 444 International Business	3	BU107B				X
ACCK 301 or CISK 301 Business Analysis Using Spreadsheets	3	Multiple				X
FINK 301 Principles of Finance	3	BU201B				X
G BK 459 Business Strategy	3					X
Advance Electives from Rating	6	Multiple	X			
Occupational Specialization	33	Multiple	X			
Total Semester Hours		120				

* Courses not marked with an "X" may be taken through other NCPACE Instructor-Led or Distance Learning providers.

Other columns with courses marked with an “X” indicate that the University may grant credit for this requirement from the source. Contact the institution for details on credit award.

30 of the 36 Advanced Hours required for the BAAS degree must be completed from Texas A&M University Central Texas.

OCCUPATIONAL SPECIALIZATION INFORMATION

All work and/or training must be approved by the BAAS Committee to be included for Occupational Specialization credit.

WORK

- Must be related to subject matter taught in the College of Business Administration (COBA). (i.e. Management, Marketing, Finance, etc.)
- Must be consistent in nature (i.e. multiple employers are fine, but must be in the same type of job)
- Must have made the individual a specialist in the field.
- Must be documented (employer statements, resumes, etc.)
- Experience can count for UP TO 21 semester hour equivalents (requires 5 years, 3 months qualifying work)

TRAINING

- Must be related to subject matter taught in the COBA.
- Must be related to the work if it is submitted for credit.
- Must be documented (transcripts, certificate of completion, employer training records, etc.)
- Must equate to 12 to 33 semester hour equivalents...depending on amount of work approved by the Committee.

The total Occupational Specialization hours must equate to a minimum of 33 semester hour equivalents in order to be eligible for the BAAS degree. All 33 hours may come from technical training (non-transferable coursework, continuing education, military school, etc.) OR the Occupational Specialization may come from a combination of technical training and military work experience (maximum of 21 hours allowable for work experience).

SOCNAV DEGREE MAP

Bachelor of Science-Applied Science

Texas A&M University Central Texas						
Bachelor of Science-Applied Science						
BS/APSC						
Degree Objective — Business Emphasis						
ACADEMIC RESIDENCY – 30 semester hours of credit at Texas A&M University Central Texas.						
POINT OF CONTACT(S):						
Professor/Director of Military Programs Dr. Steve Vitucci 254-519-5494 vitucci@ct.tamus.edu			Military Academic Advisor/Coordinator Mr. Robert Wells 254-519-5785 r.wells@ct.tamus.edu			
Founder's Hall, 1001 Leadership Place, Killeen, Texas 76549 (www.ct.tamus.edu)						
Degree Requirements Summary						
Rating: Multiple						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
ENGL 111 Intro to College Composition	3	EN024B			X	
ENGL 112 College Comp & Research	3	EN025B			X	
COMS 101/102 or 301	3	Multiple			X	
MATH 107 College Algebra	3	MH048B				
CHEM/BIO/GEO (Science with Lab)	7	Multiple				
FA/MUSI/DRAM Selection	3	Multiple				
HUMN or ENGL - English Literature	3	Multiple			X	
HIST 201 US History through 1877	3	HI279B			X	
HIST 202 US History Since Reconstruction	3	HI279B			X	
POLS 201 American National Government	3	PO077B			X	
POLS 202 Texas or State Government	3	PO077B			X	
Social Behavior Science Selection	3	Multiple			X	
Physical Education Selection	2	Multiple	X			
Approved CISK Elective	3	Multiple				X
Any Elective	3	Multiple				X
Occupational Specialization	36	Multiple	X			
Advanced Business Electives (24)	36	Multiple				X
Advanced Electives (12)						
Total Semester Hours	120					

* Courses not marked with an “X” may be taken through other NCPACE Instructor-Led or Distance Learning providers.

Other columns with courses marked with an “X” indicate that the University may grant credit for this requirement from the source. Contact the institution for details on credit award.

Advanced Business Electives (300 and 400 level courses) must be courses offered in the Texas A&M University section of the NCPACE Guide. Courses must be from ACCK, CISK, ECOK, FINK, G BK, MGTK, and MKTK.

NOTE: This is a tentative guide to be used for advisement of students. It is not considered an official degree plan.

OCCUPATIONAL SPECIALIZATION INFORMATION

ALL TRAINING MUST BE APPROVED BY A DESIGNATED University Committee to be included for Occupational Specialization credit.

Training

- May come from vocational/technical courses from a regionally accredited college or university, continuing education courses, employer sponsored seminars, military schools, etc.
- Must be documented (employer statements, resumes, etc.)
- Must equate to 12 to 36 hour equivalents (0 to 24 semester hours of approved electives may be added to the training hours to total 36 hours of occupational specialization)
- Each prospective BS-AS student is evaluated individually to determine eligibility for the degree program. Various community college courses may be used as part of the Occupational Specialization.

SOCNAV DEGREE MAP
Bachelor of Applied Arts & Science-Business

Texas A&M University Central Texas						
Bachelor of Business Administration - Interdisciplinary Business						
BBA/INTB						
DEGREE OBJECTIVE — Business Administration						
ACADEMIC RESIDENCY — 30 semester hours of credit at Texas A&M University Central Texas.						
POINT OF CONTACT(S):						
Professor/Director of Military Programs Dr. Steve Vitucci 254-519-5494 vitucci@ct.tamus.edu			Military Academic Advisor/Coordinator Mr. Robert Wells 254-519-5785 r.wells@ct.tamus.edu			
Founders Hall, 1001 Leadership Place, Killeen, Texas 76549 (www.ct.tamus.edu)						
Degree Requirements Summary						
Rating: Multiple						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
ENGL 111 Intro to College Composition	3	EN024B			X	
ENGL 112 College Comp & Research	3	EN025B			X	
COMS 101/102 or 301	3	Multiple			X	
MATH 107 College Algebra	3	MH048B				
CHEM/BIO/GEO (Science with Lab)	7	Multiple				
FA/MUSI/DRAM Selection	3	Multiple				
HUMN / ENGL - English Literature	3	Multiple			X	
HIST 201 US History through 1877	3	HI279B			X	
HIST 202 US History Since Reconstruction	3	HI279B			X	
POLS 201 American National Government	3	PO077B			X	
POLS 202 Texas or State Government	3	PO077B			X	
Social Behavior Science Selection	3	Multiple			X	
Physical Education Selection	2	Multiple	X			
ACC 203 Introduction to Financial Acct. or ACCK 300	3	AC025B				
ACC 204 Introduction to Managerial Acct. or ACCK 308	3	AC024B				
ECO 201 Macroeconomics or ECOK 301	3	EC201B			X	
ECO 202 Microeconomics or ECOK 302	3	EC301B			X	
G B 103 Business & Society	3					
Lower Level Electives	6	Multiple				
Lower Level Support Area Electives	12	Multiple				
MGTK 301 Principles of Management	3	MG101B	X			X
MGTK 302 Personnel/Human Resources Management	3					X
MKTK 314 Principles of Marketing	3	BU301B				X
FINK 301 Principles of Financial Management	3	BU201B				X
G BK 432 Business Law I	3	BU122B				X
G BK 311 Business Statistics	3	MH073B				X
G BK 444 International Business	3	BU107B				X
G BK 433 Business Law II or MGTK 450 Management Info Systems	3	Multiple				X
ACCK 301 or CISK 301 Business Analysis Using Spreadsheets	3	Multiple				X
G BK 459 Business Strategy	3					X
G BK 312 Business Correspondence	3	CM007B				X

Advanced Support Area Electives***	12	Multiple	X			
Total Semester Hours	120					

* Courses not marked with an “X” may be taken through other NCPACE Instructor-Led or Distance Learning providers.

Other columns with courses marked with an “X” indicate that the University may grant credit for this requirement from the source. Contact the institution for details on credit award.

*** The Advanced Support Area electives must be upper level (300-400) courses.

SOCNAV DEGREE MAP
Bachelor of Applied Arts & Science-Criminal Justice

Texas A&M University-Central Texas						
Bachelor of Applied Arts & Science – Criminal Justice BAAS/CJ						
DEGREE OBJECTIVE — Occupational						
ACADEMIC RESIDENCY – 30 semester hours of credit at Texas A&M University-Central Texas.						
POINT OF CONTACT(S):						
Professor/Director of Military Programs Dr. Steve Vitucci 254-519-5494 vitucci@ct.tamus.edu			Military Academic Advisor/Coordinator Mr. Robert Wells 254-519-5785 r.wells@ct.tamus.edu			
Founders Hall, 1001 Leadership Place, Killeen, Texas 76549 (www.ct.tamus.edu)						
Degree Requirements Summary						
Rating: Multiple						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE*
ENGL 111 Intro to College Composition	3	EN024B				
ENGL 112 College Comp & Research	3	EN025B				
COMS 101/102 or 301	3	Multiple				
MATH 107 College Algebra	3	MH048B			X	
CHEM/BIO/GEO (Science with Lab)	7	Multiple			X	
FA/MUSI/DRAM Selection	3	Multiple				
ENGL - English Literature or Philosophy	3	Multiple			X	
HIST 201 US History through 1877	3	HI279B			X	
HIST 202 US History Since Reconstruction	3	HI279B			X	
POLS 201 American National Government	3	PO077B			X	
POLS 202 Texas or State Government	3	PO077B			X	
SOC/BEH Science Selection	3	Multiple			X	
Physical Education Selection	2				X	
SPAN 101 Beginning Spanish	3		X			
C J 232 The Courts and Criminal Procedure	3					
C JK 305 Criminology	3					X
C JK 310 Supervision and Management	3					X
C JK 315 Criminal Evidence	3					X
C JK 412 Ethics	3					X
C JK 416 Research Methods	3					
ENGK 309 Technical Writing	3					
SOCK 303 Race and Ethnic Relations	3					
SOC 330 Statistics	3					
C JK 498 Senior Seminar	3					X
C JK Advanced Elective	3					
C JK Elective	3					
C JK Elective	3					
C JK Elective	3					
Documented CJ Experience in Training	33					
Total Semester Hours	120					

* Courses not marked with an “X” may be taken through other NCPACE Instructor-Led or Distance Learning providers.

Other columns with courses marked with an “X” indicate that the University may grant credit for this requirement from the source. Contact the institution for details on credit award.

The 30 Advanced Criminal Justice Hours required for the BAAS degree must be completed from Texas A&M University-Central Texas.

OCCUPATIONAL SPECIALIZATION INFORMATION

All work and/or training must be approved by the BAAS Committee to be included for Occupational Specialization credit.

WORK

- Must be related to subject matter in Criminal Justice.
- Must be consistent in nature (i.e. multiple employers are fine, but must be in the same type of job)
- Must have made the individual a specialist in the field.
- Must be documented (employer statements, resumes, etc.)
- Experience can count for UP TO 21 semester hour equivalents (requires 5 years, 3 months qualifying work)

TRAINING

- Must be related to subject matter Criminal Justice.
- Must be related to the work if it is submitted for credit.
- Must be documented (transcripts, certificate of completion, employer training records, etc.)
- Must equate to 12 to 33 semester hour equivalents...depending on amount of work approved by the Committee.

The total Occupational Specialization hours must equate to a minimum of 33 semester hour equivalents in order to be eligible for the BAAS degree. All 33 hours may come from technical training (non-transferable coursework, continuing education, military school, etc.) OR the Occupational Specialization may come from a combination of technical training and military work experience (maximum of 21 hours allowable for work experience).

DEGREE MAP

Master of Science - Human Resource Management

Texas A&M University Central Texas						
Master of Science - Human Resource Management MS/HRMG						
<p>DEGREE OBJECTIVE — The primary goal of this program is to provide Human Resource Management studies at the advanced level. The MS/HRMG prepares students for careers as human resource professionals by developing their critical skills in areas such as research and job analysis. This non-thesis program requires completion of at least 36 semester hours in graduate-level courses.</p> <p>ACADEMIC RESIDENCY – 24 semester hours of credit at Texas A&M University Central Texas.</p>						
POINT OF CONTACT(S):						
Professor/Director of Military Programs Dr. Steve Vitucci 254-519-5494 vitucci@ct.tamus.edu			Military Academic Advisor/Coordinator Mr. Robert Wells 254-519-5785 r.wells@ct.tamus.edu			
Founders Hall, 1001 Leadership Place, Killeen, Texas 76549 (www.ct.tamus.edu)						
Degree Requirements Summary Rating: Multiple						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE
MGTK 500 Foundations of Management	3					X
FINK 500 Foundations of Financial Systems	3					X
G BK 565 Managerial Statistics	3					X
G BK 598 Business Research Methods	3					X
HRMK 501 Law and Regulation in Human Resources	3					X
HRMK 503 Managing Human Resource Development	3					X
HRMK 514 Workforce Planning and Employment	3					X
HRMK 516 Compensation Management	3					X
HRMK 524 Employment and Labor Relations	3					X
HRMK 595 Professional Issues in Human Resources	3					X
*Electives	6					X
Total Semester Hours	36					
**Optional Concentration	12					X
Total Semester Hours	48					

The primary mission of the Human Resource Management (MS/HRM) degree, College of Graduate Studies program, is to provide graduate students the opportunity to develop critical skills which will prepare them to become successful and competent Human Resource professionals. People are the most important part of any business. Businesses who are leaders in their industry strive to put human resources as their top priority in developing strategy, marketing, or operational excellence. It takes talent, dedication, and an educated Human Resource staff to keep these businesses at the top of their game. It is an exciting time to be involved in the field of Human Resources. Changing demographics, laws and regulations and the continuing need to keep our existing workforce challenged and motivated establishes paramount for educated Human Resource professionals. The Master of Science degree in Human Resource Management is a 36-hour program that provides the student opportunities to develop critical skills in areas such as research and job analysis, recruitment and selection, training and development, compensation and benefits, labor relations and organizational effectiveness. Students gain knowledge and skills that are applicable in business and not-for-profit entities including state and local governments and military organizations.

LEVELING REQUIREMENTS

After an MS/HRM applicant is admitted to the College of Graduate Studies, his/her transcript, essay, and test scores are evaluated by the Graduate Committee. This committee evaluates the student's educational background and work experience to determine what leveling requirements or program prerequisites may be needed. Leveling requirements will be determined on a case-by-case basis and may be satisfied by taking graduate or undergraduate courses or departmental subject area examinations or other appropriate means. A student whose undergraduate degree was not in business and who does not have relevant professional experience should expect to take some undergraduate courses (that do not count toward the 36 hours required for the degree) to be prepared for successful graduate study in Human Resource Management.

* Electives - These courses must be selected from the Texas A&M University section of the NCPACE Guide. All courses must be graduate-level (500 level), must be selected from Business or Computer Information Systems, and cannot duplicate any of the degree requirements.

** Optional Concentration - This option allows the student to take courses in a particular subject area. The 12 hours for this are in addition to the required 36 for the degree. All courses must be graduate-level (500 level) and cannot duplicate any of the degree requirements.

DEGREE MAP

Master of Science – Management & Leadership

Texas A&M University Central Texas						
Master of Science – Management & Leadership MS/ML						
<p>DEGREE OBJECTIVE — The primary goal of this program is to provide Management & Leadership studies at the advanced level. The MS/ML prepares students for careers in management and leadership abilities that can be applied in any organizational setting, regardless of the functional area setting. This non-thesis program required completion of at least 36 semester hours of credit at Texas A&M University Central Texas.</p> <p>ACADEMIC RESIDENCY – 24 semester hours of credit at Texas A&M University Central Texas.</p>						
POINT OF CONTACT(S):						
Professor/Director of Military Programs Dr. Steve Vitucci 254-519-5494 vitucci@ct.tamus.edu			Military Academic Advisor/Coordinator Mr. Robert Wells 254-519-5785 r.wells@ct.tamus.edu			
Founders Hall, 1001 Leadership Place, Killeen, Texas 76549 (www.ct.tamus.edu)						
Degree Requirements Summary						
Rating: Multiple						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE
+FINK 500 Foundations of Financial Systems	3					X
+MGTK 500 Foundations of Management	3					X
CISK 511 Managing Information Systems	3					X
-OR- MGTK 513 Strategic Impact of Technology						X
G BK 565 Managerial Statistics	3					X
++G BK 598 Business Research Methods	3					X
MGTK 501 Organizational Behavior	3					X
+++MGTK 508 Analysis & Design of Organizations	3					X
++++MGTK 509 Seminar on Management & Leadership	3					X
MGTK 511 Managing Operations & Services	3					X
+++MGTK 568 Organizational Development & Change	3					X
Upper Level Electives *	6					X
Total Semester Hours	36					
**Optional Concentration	12					X
Total Semester Hours	48					

+Leveling Requirements. Student with a non-business undergraduate degree or an undergraduate business degree **conferred more than six years from date of first enrollment must complete the foundation leveling requirements.** The foundation courses may be applied as electives toward the 36 hour degree requirement. In addition, students may be required to complete undergraduate leveling courses in various business subjects, and will be required to demonstrate acceptable computer skills to enter this program.

++ A prerequisite for G BK 565 Managerial Statistics.

+++For student with a non-business undergraduate degree or an undergraduate business degree **conferred more than six years from date of first enrollment**, MGTK 500 is a prerequisite for MGTK 508 and MGTK 568.

++++All core classes must be completed before taking MGTK 509.

*Upper level electives may be taken from a variety of fields, including human resource management, management, computer information systems, business, and economics & finance.

**Concentration may be completed by taking 12 hours of electives outside the core in a specific business field.

Before receiving the graduate degree, each student in the MS, Management and Leadership program must meet the requirements of Graduate Studies, including application for candidacy after completion of a minimum of 24 semester hours with an overall B (3.0) GPA, official degree plan submission, and successful completion of a comprehensive program exit examination.

UNDERGRADUATE COURSE DESCRIPTIONS

Minimum enrollment is 10 students for all classes. Maximum enrollment is 25 students for all courses. The cost of textbooks for the students is not included in the tuition.

ACCK 300 Accounting Concepts 3.0 credits

A survey of basic accounting principles, concepts, and methods to include a review of general purpose financial statements and the accounting process. Financial accounting procedures are presented to support the overall managerial function. This course is provided for students without a previous accounting background. (Meets requirements for Accounting I.)

ACCK 301 Business Analysis Using Spreadsheets 3.0 credits

Theory and application of microcomputer spreadsheet technology applied in accounting, finance, management, and other business disciplines. Intended to stimulate creative initiative and to develop basic skills in performing common business tasks. Credit for both CISK 301 and ACCK 301 will not be awarded. Computer with Excel required (personal, government-issued, or contractor-issued). Prerequisite: ACC 203.

ACCK 302 Cost Accounting 3.0 credits

An introductory cost course, emphasizing the accounting for material, labor, and manufacturing expenses in both job order and process cost systems. Special attention to distribution of service department cost and costing of byproducts and joint products. Prerequisite: ACC 203.

ACCK 308 Managerial Accounting 3.0 credits

A study of the uses of accounting information by management. Accounting procedures and reports essential to management are emphasized, as are cost analysis, cost control, budgeting, and controllership. Prerequisite: ACC 203 or approval of School Director. Course cannot be counted as part of a degree program for an accounting major.

ACCK 310 Accounting Information Systems 3.0 credits

Specific study of design and implementation of complex accounting information systems. An understanding of the traditional accounting model and its relationship to each type of accounting information system will be emphasized, including accounts receivable, inventory control, cost accounting, operational budgeting, and capital budgeting. Key elements of a well-designed management control system are included. Prerequisite: ACC 203.

ACCK 405 Federal Tax Accounting 3.0 credits

The present income tax law and regulations; income tax legislation, treasury and court decisions, departmental rulings; income tax problems and returns, social security, and self-employment taxes. Prerequisites: ACC 203 and junior classification. Credit for both ACCK 405 and FINK 405 will not be awarded.

ACCK 406 Federal Tax Accounting – Advanced 3.0 credits

Current income tax law and tax accounting procedures. Preparation of income tax returns of partnerships and corporations. Prerequisite: ACCK 405 or approval of School Director. Credit for both ACCK 406 and FINK 406 will not be awarded.

ACCK 450 Management Information Systems 3.0 credits

This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. The concepts of systems are development, security, privacy, and ethics associated with information systems are stressed. Credit will be awarded for only one of the following: ACCK 450, CISK 450, or MGTK 450. Computer with Excel required (personal, government-issued, or contractor-issued). Prerequisites: Junior classification and CIS 103 or 3 hours advanced CISK, or ACCK 301 or CISK 301.

C JK 305 Criminology 3.0 credits

Study and critical appraisal of various theories of crime causation, including an examination of classical, biological, psychological, and sociological perspectives on the etiology of crime. Prerequisite: CJ 131.

C JK 310 Criminal Justice Supervision and Management 3.0 credits

A study of theories and principles of supervision as applied to criminal justice agencies. Topics include organization, leadership, motivation, human resources flow, and managerial ethics. Prerequisite: Junior standing.

C JK 315 Criminal Evidence 3.0 credits

An analysis of the procedures and rules of evidence applied to the acquisition, offering, admissibility, and presentation of evidence from crime scene, courtroom, and appellate court perspectives. Prerequisites: CJ 131 and CJ 232.

C JK 412 Criminal Justice Ethics 3.0 credits

This course presents an analysis of contemporary ethical issues in crime and justice. Classical and contemporary ethical theories will be applied to the discussion of such issues as discretion, corruption, use of force, racism, deception, professionalism, and the nature and meaning of justice. Prerequisite: Junior standing.

C JK 416 Methods of Criminal Justice Research 3.0 credits

This course is an introduction to the methods of criminological and criminal justice research, with emphasis on research ethics, research design, and methods of data collection and analysis. This is a writing intensive course.

C JK 498 Senior Seminar 3.0 credits

This is a capstone course that will assist the student in completing their knowledge of the criminal justice system through a study of current practice related to operations, recruitment, testing, training, law, and other issues to prepare the student for entry into the criminal justice profession. Prerequisite: Senior year and restricted to Criminal Justice majors.

CISK 301 Business Analysis Using Spreadsheets 3.0 credits

Theory and application of microcomputer spreadsheet technology applied in accounting, finance, management, and other business disciplines. Intended to stimulate creative initiative and to develop basic skills in performing common business tasks. Credit for both CISK 301 and ACCK 301 will not be awarded. Computer with Excel required (personal, government-issued, or contractor-issued). Prerequisites: ACC 203.

CISK 450 Management Information Systems 3.0 credits

This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. The concepts of systems are development, security, privacy, and ethics associated with information systems are stressed. Credit will be awarded for only one of the following: ACCK 450, CISK 450, or MGTK 450. Computer with Excel required (personal, government-issued, or contractor-issued). Prerequisites: Junior classification and CIS 103 or 3 hours advanced CISK, or ACCK 301 or CISK 301.

ECOK 303 Money and Banking 3.0 credits

A study of the structure and functions of financial markets and financial intermediaries; the behavior and pattern of interest rates; the basic concepts of commercial bank management; the nature of money and the role of the Federal Reserve in its creation; the basic structure of the economy and the impact of monetary actions on this structure. Prerequisite: ECO 201.

ECOK 305 Economics of Financial Markets 3.0 credits

A study of the aggregate financial system and capital markets and the impact these have on financial intermediaries. Topics to be covered are: flow of funds analysis, interest rate theory, role of financial intermediaries, and management of financial assets. Credit for both FINK 304 and ECOK 305 will not be awarded. Prerequisites: FINK 301 and ECOK 303.

FINK 301 Principles of Financial Management 3.0 credits

An analysis of financial decision-making at the corporate level with emphasis on the maximization of stockholder wealth. Topics covered include financial statement analysis, the valuation of stocks and bonds, cost of capital, capital budgeting, dividend policy, leverage and capital structure, methods of firm valuation, working capital management, mergers and acquisitions, and bankruptcy. Prerequisites: ACC 204 and ECO 201.

FINK 302 Financial Intermediaries 3.0 credits

A study of the internal operations of financial intermediaries with major emphasis on organization, source and allocation of funds, supervision, and regulation. Prerequisites: FINK 301 and ECOK 303.

FINK 304 Economics of Financial Markets 3.0 credits

A study of the aggregate financial system and capital markets and the impact these have on financial intermediaries. Topics to be covered are: flow of funds analysis, interest rate theory, role of financial intermediaries, and management of financial assets. Credit for both FINK 304 and ECOK 305 will not be awarded. Prerequisites: FINK 301 and ECOK 303.

G BK 311 Business Statistics 3.0 credits

Methods of sampling, classifying, analyzing, and presenting numerical data; frequency distribution, averages, dispersion, times series analysis, correlation, and forecasting for business purposes. Prerequisite: Junior classification.

G BK 312 Business Correspondence 3.0 credits

A practical study of the construction, form, and uses of the different types of business letters and reports used in business and industry. It is suggested that the student review basic English usage prior to taking this course.

G BK 432 Business Law I**3.0 credits**

The study of the principles of law relating to law and ethics, the judicial system, constitution, tort and criminal law, law of sales, and commercial property. Prerequisite: Junior classification.

G BK 433 Business Law II**3.0 credits**

The study of the principles of law concerning agency, employment, partnerships, corporations, bankruptcy, secured transactions, creditor/debtor rights, insurance, real and personal property, laws impacting the regulatory environment of business such as consumer protection, environment, anti-trust, and securities law. Prerequisite: Junior classification.

G BK 434 Employment Law**3.0 credits**

A study of the laws relating to employment. Includes defining the employer-employee relationship; regulation of discriminatory practices in employment (Title VII, the 1964 Civil Rights Act, and other statutes); regulation of the employment environment; and testing and evaluation of employee job performance. Prerequisite: Junior classification.

G BK 444 Introduction to International Business**3.0 credits**

Broad coverage of key concepts and issues in international business. Emphasis on the environment of international business and the operations of the multinational firm. Prerequisite: Junior classification.

G BK 459 Business Strategy**3.0 credits**

A capstone course involving the integration of concepts and principles studied in accounting, economics, finance, management, marketing, quantitative methods, and other relevant disciplines. Includes problem solving and business decision making. Designed to be taken by senior business majors during their last semester. Prerequisites: ACC 204, FINK 301, G BK 311, MGTK 301, MKTK 314, or approval of School Director.

MGTK 301 Principles of Management**3.0 credits**

A study of the basic managerial functions of planning, organizing, staffing, directing, and controlling resources to accomplish organizational goals. The systems concept of management and role of the manager in each level of the organization are emphasized. Prerequisite: Junior classification or approval of School Director.

MGTK 302 Personnel/Human Resources Management**3.0 credits**

Fundamental functions of human resources management; relationship between personnel management and organizations' emerging role of personnel administration in development of strategic policy for organizations. Prerequisite: MGTK 301.

MGTK 303 Supervisory Management**3.0 credits**

Investigates the role, function, and responsibilities of the supervisor in modern organizations through study of sociological and psychological theories in human relations. The primary emphasis is on development of supervisory skills in communications, motivation, discipline, morale, and grievances as they arise in superior-subordinate relationships. Prerequisite: MGTK 301 or approval of School Director.

MGTK 304 Small Business Management**3.0 credits**

Oriented toward planning for and managing a small business, starting a business, and buying a business franchise. The course may include computer simulation and consultation for actual small business. Prerequisite: MGTK 301, ACC 204, MKTK 314, or approval of School Director.

MGTK 325 Advanced Leadership Applications**3.0 credits**

Advanced studies of contemporary leadership issues; the history of leadership; leadership theories; leadership ethics and values; group dynamics; organizational behavior; methods of effective team building; community activism; the politics of gender, race, disability, and age; the dynamic of power; and the aspect of professional networking. Course will include in-depth study of above mentioned topics, as well as extensive discussion and research of related leadership issues. Prerequisite: MGTK 301 or approval of School Director.

MGTK 403 Wage and Salary Administration**3.0 credits**

Wage and salary administration in public and private organizations; determinants of general wage and salary levels and structures; total compensation systems, interrelationship among employee performance, intrinsic and extrinsic rewards, perceived equitable payments, employee satisfaction. Prerequisite: MGTK 302.

MGTK 404 Recruitment, Selection and Placement**3.0 credits**

Recruitment and selection of human resources for organizations; optimal utilization of human resources within organizations; use of tests and other techniques in human resource management. Prerequisite: MGTK 302.

MGTK 405 Human Resource Development**3.0 credits**

Practical and theoretical approaches to training and development of employees in an organization. Topics include organization, role and scope, training and development functions, philosophies, strategies, need analysis, development of program content, methods, materials and techniques, and evaluation and control of the training and development function. Prerequisite: MGTK 302.

MGTK 406 Employee and Labor Relations**3.0 credits**

Collective bargaining, labor market fundamentals, unionism, and related issues of labor economics.

MGTK 407 Business Ethics**3.0 credits**

An analysis and examination of significant contemporary ethical issues and problems existing throughout the professional business arena. Emphasis will be upon the manager's social and environmental responsibilities to employees, customers, and the public.

MGTK 412 Entrepreneurship**3.0 credits**

Addresses the process of generating ideas for new business, writing comprehensive business plans. Emphasis on information sources, industry analysis. Prerequisite: Senior classification in a business discipline or permission of instructor.

MGTK 421 Production and Operations Management**3.0 credits**

Topics covered include: industrial organization, scientific management, planning and control, building locations and layouts, wage rates, corporation relationships, and research. Prerequisites: MGTK 301, FINK 301, and G BK 311.

MGTK 450 Management Information Systems**3.0 credits**

This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. The concepts of systems are development, security, privacy, and ethics associated with information systems are stressed. Credit will be awarded for only one of the following: CISK 405, ACCK 450, CISK 450, or MGTK 450. Computer with Excel required (personal, government-issued, or contractor-issued). Prerequisites: Junior classification and CIS 103 or 3 hours advanced CISK, ACCK 301 or CISK 301.

MKTK 314 Marketing**3.0 credits**

Examination of the principles and concepts of marketing goods, services, and intangibles by profit and non-profit organizations in a free enterprise and global economy. Prerequisite: Junior classification.

MKTK 315 Personal Selling**3.0 credits**

A study of the role and function of personal selling as a part of the marketing mix. Techniques in identifying and locating prospective customers, approaching the prospect, presentation, and demonstrations of products and services, closing the sale, and servicing customer accounts are covered in theory and practice. Prerequisite: MKTK 314 or approval of School Director.

MKTK 316 Consumer Behavior**3.0 credits**

Acquaints students with individual and group behavior of people performing in consumer role. Considers such topics as buying motives, social class, and research techniques in consumer behavior. Prerequisite: MKTK 314.

MKTK 317 Retailing**3.0 credits**

Fundamental operations of retailing, studying of buying practices, pricing, store locations and layout, sales promotions, personnel management, and stock control. Designed to aid the student seeking a general knowledge of the retail field as well as those specializing in Marketing. Prerequisite: MKTK 314.

MKTK 318 Promotional Strategy**3.0 credits**

The study of a controlled, integrated program of promotional variables. Designed to present a company and its products to prospective customers; to promote need-satisfying attributes of products toward the end of facilitating sales and long-run performance. Prerequisite: MKTK 314.

MKTK 401 Advertising**3.0 credits**

Analysis of advertising in modern media. Study of the history, design, and effects of advertising. Students will also study the uses of different media for advertising purposes. Credit for both COMK 401 and MKTK 401 will not be awarded.

MKTK 412 Sales Management**3.0 credits**

Administration of an effective sales force, including strategy, planning, recruiting, training, motivating, coordinating, leading, and directing sales forces at all levels of marketing enterprises. Prerequisites: MKTK 314 and MKTK 315.

MKTK 415 Marketing Research**3.0 credits**

Familiarizes students with the accurate, objective, and systematic gathering, recording, and analyzing of data about problems relating to marketing goods and services. Prerequisites: G BK 311, MKTK 314.

MKTK 416 Marketing Management**3.0 credits**

The application of strategic planning and management of all functional aspects of the marketing operation of an enterprise using comprehensive analytical methods and an integrated marketing mix. Prerequisites: Senior classification and 9 hours of MKTG/MKTK.

MKTK 454 International Marketing**3.0 credits**

A global approach to the study of comparative marketing systems, including economic, social, technological, governmental, and political environments as they affect international marketing operations. Prerequisites: MKTK 314 and G BK 444 or approval of Area Director.

FINK 501 International Finance and Business Strategy 3.0 credits

The course examines the major international issues pertaining to finance, including choosing and implementing an appropriate corporate strategy, the determination of exchange rates, international risk management, and transfer pricing, and evaluating and financing international investment opportunities. There will be readings and case analysis and students will be required to report on research findings. Credit for both FINK 501 and G BK 501 will not be awarded.

FINK 505 Case Studies in Corporate Finance 3.0 credits

A course designed to use case studies and financial analysis to further the graduate student's knowledge and ability to make financial management decisions. Selected cases will be assigned for outside the classroom analysis, and preparation of proposed solutions. The classroom will be used to discuss the cases, the student's proposal for solutions, and desired courses of action. The cases will be such that students will be required to use prior knowledge, current research, and a good deal of analytical ability in preparing their proposals. Prerequisite: Graduate standing.

FINK 506 Financial Markets and Institutions 3.0 credits

This course is intended to give the student a broad coverage of the operation, mechanics, and structure of the financial system within the United States, emphasizing its institutions, markets, and instruments. Monetary policy of the Federal Reserve and its impact upon financial institutions are treated.

FINK 507 Financial Management 3.0 credits

Course focuses on financial decision making in the modern corporation. Basic issues include capital budgeting, capital structure, corporate sources of funding, dividend policy, and financial risk management, standard theories of risk and return, and valuation of assets. Prerequisite: FINK 500 or approval of instructor.

FINK 508 Managerial Economics 3.0 credits

Applies economic theory and methodology to business and administrative decision-making. The tools of economic analysis are demonstrated and their use in formulating business policies is explained. Topics include concepts of profits, production and cost functions, demand theory, competitive pricing policies, and business criteria for investment output and marketing decisions. Prerequisite: Approval of School Director. Credit for both FINK 508 and ECOK 508 will not be awarded.

G BK 501 International Finance and Business Strategy 3.0 credits

The course examines the major international issues pertaining to finance, including choosing and implementing an appropriate corporate strategy, the determination of exchange rates, international risk management, and transfer pricing, and evaluating and financing international investment opportunities. There will be readings and case analysis and students will be required to report on research findings. Credit for both FINK 501 and G BK 501 will not be awarded.

G BK 565 Managerial Statistics**3.0 credits**

Review of applied descriptive and inferential statistical calculations. Examination of statistics as a decision-making tool under uncertainty; focusing on probability, univariate/inferential and multivariate statistics. Emphasis is on interpretation of statistical information. Student will evaluate and interpret data, and report on current problems in the student's field of study. Prerequisite: PC based or undergraduate statistics. MS, Management and MS, HRM majors must have completed G BK 598 or have permission of the instructor.

G BK 584 International Business Law**3.0 credits**

A study of international commercial business and the legal environment within which it operates. The study of traditional international concepts of treaties, sovereignty, public and private laws, customs laws, licensing, franchising, environmental and employment law. Special emphasis on contracts for international sale of goods (CISG), GATT and WTO Treaties, NAFTA, regional trade areas. In addition, a research based project will be required. Prerequisite: Graduate standing required.

G BK 588 Seminar in Business Strategy**3.0 credits**

An integrated view of the business functions addressed in the MBA core curriculum. Applies case analysis methodology for evaluating complex business situations, developing strategic alternatives, and recommending effective solutions. Prerequisites: FINK 503 and MKTK 508. Pre- or co-requisites: the remaining MBA core courses.

G BK 598 Business Research Methods**3.0 credits**

Nature, scope, and significance of business research and research methodology; primary research methods with applications to specific problems, place of quantitative methods in research and individual investigation and report on current problems in student's field of interest.

HRMK 500 Human Resource Management**3.0 credits**

Presents the fundamental principles and techniques of personnel management and examines the management of human resources from the point of view of the personnel officer, the operational manager and the employee. Examines the responsibilities of the organizational leadership for incorporating human resource issues in strategic planning and initiatives. Emphasis is placed on current legal considerations, issues and research. Course may not be taken for MS HRM program credit.

HRMK 501 Law and Regulation in Human Resources**3.0 credits**

Examines legal issues and regulatory processes related to employment relationships, equal employment opportunity and affirmative action, privacy, employment testing and staffing, copyrights and patents, compensation and benefits, employee/labor relations, and occupational health and safety.

HRMK 503 Managing Human Resource Development**3.0 credits**

Focuses on the management of human resources development training programs. Examines management issues, identifying and responding to training needs, cost/benefit analysis, four-phase evaluation and the selection and development of training staff. Prerequisite: HRMK 501 or approval of the instructor.

HRMK 510 The Adult Learning Environment**3.0 credits**

Examines learning patterns, interests and participation among adults, with implications for training and development programs. Particular attention is given to the joint responsibility for learning between trainer and adult participants.

HRMK 514 Workforce Planning and Employment**3.0 credits**

Focuses on the legal, ethical and organizational considerations related to recruitment, assessment, selection, placement and appraisal of employees and managers within various types of organizations. Case law serves as a basis for discussing the role of the EEOC, INS, DOL and other enforcement agencies in this critical human resource function. Career development and record-keeping will also be addressed. Prerequisite: HRMK 501 or approval of the Instructor.

HRMK 516 Compensation Management**3.0 credits**

Analyzes the theories, concepts, operational practices and research related to managing comprehensive compensation programs. Various types of compensation plans, including job evaluation levels and wage structures are investigated. Emphasis is placed on the development of sound compensation programs which consider current trends, legal implications and social requirements. Quantitative applications are required to analyze various case studies and problems. Prerequisite: HRMK 501.

HRMK 524 Employment and Labor Relations**3.0 credits**

Exploration of the labor union movement and the process of collective bargaining, the formation of a union, labor agreement negotiation, labor agreement administration, grievance processes, and arbitration and mediation. Labor law and legal issues in labor relations are explored extensively to include the National Labor Relations Act and the functions of the NLRB. Negotiation skills are developed via mock labor contract negotiations. Prerequisite: HRMK 501 or with the approval of the Instructor.

HRMK 595 Professional Issues in Human Resources**3.0 credits**

Examines contemporary professional issues in human resource management. Emphasis is placed on current issues, ethical decision-making processes, work place investigations, and continued professional development. Successful completion of a comprehensive competency examination covering the principal areas studied within the human resource management function (human resource management practices, selection and placement, training and development, compensation management, labor relations and occupational safety, health and security) is required. Prerequisite: A minimum of 15 hours in Human Resource Management or Psychology.

MGTK 500 Foundations of Management**3.0 credits**

Students develop an integrated strategic, operational, and process view of the organization. Focus is on operations, marketing, information systems, research processes and statistical techniques for decision making, management, leadership and ethics, and human resource management. Students demonstrate mastery of secondary research techniques, case analysis methodology, communication skills, and hands-on computer skills. Prerequisite: For MBA, MS/HRM, and MS/ML majors: Course must be taken within the first 12 graduate hours or with the approval of the Division Director. For all other majors: Approval of the instructor.

MGTK 501 Organizational Behavior**3.0 credits**

Behavioral theory in organizational context. A study of individual and group dynamics in the business environment. Specific emphasis is given to leadership, motivation, communication, employee supervision, and morale.

MGTK 507 Responsibilities and Ethics of Leadership**3.0 credits**

An examination of an organization's social and environmental responsibilities to its employees, customers, and the general public. Practical emphasis is given to the case study method for evaluating the performance of various organizations. Establishes a theoretical framework for understanding ethics, principles and values of leadership as they affect the organization, the organizational environment and society.

MGTK 508 Analysis & Design of Organizations**3.0 credits**

Examines theories, processes and "fit" models of organization design. Emphasizes alignment of structure, technology, information systems, reward systems, people and culture, and management processes with organizational goals. Compares and contrasts the flexible, adaptive learning organization with the traditional centralized, standardized, and formalized organization.

MGTK 509 Seminar on Management and Leadership**3.0 credits**

Examines and explores the distinctions between management and leadership. Emphasis is on the case study method for examining the applications of leadership principles and theoretical models to varied organizational situations. This course focuses on developing leaders who can effectively deal with the rapidly changing leadership challenges that modern organizations face. MS, Management students must take this course as their integrating capstone course having completed or be concurrently completing the core courses for the program.

MGTK 511 Managing Operations and Services**3.0 credits**

A study of concepts, models and methods used to effectively manage the manufacturing and/or service operations of for-profit and not-for-profit organizations. Emphasis will be placed on the design and use of cross-functional operations planning, control, and support systems. Topics of contemporary relevance will be examined to include supply chain management, enterprise resource planning, time-based competition, and quality improvement.

MGTK 513 Strategic Impact of Technology**3.0 credits**

Explores the strategic implications of emerging information systems and communication technology on both for-profit and not-for-profit organizations. Students will research, evaluate, present, and discuss case situations of current and potential technology applications. Students will have opportunities to interact with representatives of national and global entities that are either developing or applying technology. Emphasis will be on trend and issue identification, managing and interfacing with technology, organizational implications, and strategic insight.

MGTK 568 Organizational Development and Change**3.0 credits**

Study, research and analysis of pro-active strategies for organizational change using the theories and techniques of applied behavioral science. Examines the phases of consulting, strategies, intervention decisions and actions, multiple roles, skills and phases of internal and external consultants, ethical dilemmas and guidelines and the implementation of action research. A complete, step-by-step, intervention strategy is developed during this course.

MKTK 508 Marketing Management

3.0 credits

Study of the planning and coordination of marketing functions specifically related to product, pricing, promotion, and distribution strategies. Includes case analysis and presentation of results. Prerequisite: MGTK 500 or approval of School Director.

MKTK 509 Marketing Strategy

3.0 credits

Develops the role of product, pricing, promotion, and channel and physical distribution in the development of a firm's integrated marketing program. Cases are used to evaluate and compose alternative courses of action.

STEPS TO REGISTER IN AN NCPACE DISTANCE LEARNING COURSE

Sailors must receive approval from their command to register in courses through the NCPACE program. Prospective students must receive academic counseling and have a degree map/degree plan on file with Navy College. Assistance with this requirement will be available during NCPACE Orientation Services. Briefings, counseling, and registration sessions are conducted throughout the year at various base locations during specific dates and times as determined by the participating command, Navy College Office (NCO), and NCPACE site representatives.

To register, all students must attend the Registration Session conducted by the NCPACE contractor at the location designated by the command. Sailors should come prepared with the following:

- 1) Completed and signed NCPACE Distance Learning Registration Form.
- 2) Proof of prerequisite for any courses for which a prerequisite or qualifying test score is required.
 - Proof shall consist of a course transcript from the college where a course prerequisite was taken, or a copy of documentation reflecting the appropriate test scores, i.e. ASVAB, ASSET, or other information to be considered for a course prerequisite.
- 3) Money Order payable to “Central Texas College” for the purchase of required textbooks and course materials. No other form of payment is accepted.

In addition to the above, some NCPACE colleges have additional admission requirements. Specific information is available in the current NCPACE Distance Learning catalog which can be found at: <http://www.dlnpace.com>.



Navy College Program for Afloat Education (NCPACE)

Distance Learning Registration Form

Visit our Website at www.dlnpace.com

PRINT CLEARLY in INK ~ It is the student's responsibility to provide proof of prerequisites or qualifying scores if required ~ SIGN and DATE at the bottom

1. NAME _____
LAST FIRST MIDDLE INITIAL PLEASE LIST ANY PRIOR NAMES USED
2. Social Security Number:

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Your FULL SSN is requested in order to grant admission to the college(s) in which you are registering. Upon acceptance, each respective college will issue you a Student ID number unique to records at that institution. If you have previously completed courses at the college(s) for which you are now registering, you have the option of providing either your SSN here or your Student ID number in item 10 below.
3. E-Mail: _____
Primary (e.g. Command E-Mail Address) Secondary (e.g. Yahoo, Gmail, etc.)
4. DATE OF BIRTH: ____/____/____ 5. MALE FEMALE 6. RATING and RANK (e.g. FC2, MACS, etc.): _____
MM DD YYYY
7. Date awarded (**Select One**) High School Diploma : ____/____/____ GED **(This date is required, even from Graduate Students)**
MM YYYY

8. COMMAND NAME _____ NAVY BASE LOCATION (Home Port): _____
Command Mailing Address COMMAND PHONE: (____) _____ Area Code / Commercial Phone / Extension
9. Home Mailing Address: _____ Home Phone (or Cell): (____) _____
City State Zip Area Code

10. **COURSE SELECTION:** If you have previously completed courses at any of the institutions for which you are registering, please provide your Student ID number (if known). Otherwise, please provide your SSN in item 2 above. **(For Math, English, or other courses requiring a prerequisite, also read and complete item 11)**

Course Prefix and Number <small>(e.g. PSYCC100)</small>	College/University	Student ID Number <small>(if known)</small>	Anticipated Term <small>Start Date</small>

11. **PREREQUISITE INFORMATION:** If any courses selected above require a prerequisite, student must furnish proof to the NCPACE registrar that the prerequisite has been met, e.g. college transcripts, qualifying Asset &/or ASVAB test scores or any other official documentation reflecting applicable tests/scores/ratings schools for prerequisite consideration.
 11a. Prerequisite Course Name: _____ GRADE: _____ College where taken: _____
 11b. Other applicable tests/scores/rating schools for prerequisite consideration: _____

12. **PREVIOUS COLLEGES ATTENDED:**
- | <u>Name of Institution</u> | <u>City/State</u> | <u>Dates of Attendance</u> | <u>Hrs. completed or Degree Earned</u> | <u>GPA</u> |
|----------------------------|-------------------|----------------------------|--|------------|
| | | | | |
| | | | | |

13. **GRADUATE STUDENTS:** Univ. of Oklahoma, Old Dominion Univ. & Saint Leo Univ. Graduate Programs: Admitted Application Pending Have not yet applied
 For ODU, are you a graduate from the Officer Nuclear Power School/Prototype? If yes, date graduated: _____
 For OU & SLU, if you have not received full admission to OU's grad program, you must submit a Provisional Form upon registering.

14. **ETHNIC BACKGROUND:** Are you Hispanic or Latino? Yes No
 What is your race/ethnicity? (mark one or more) American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

15. **Read Below and Sign:**

I understand this registration form is considered a legal document and will become a part of my permanent college record. By signing below, I hereby authorize the release of my educational records to the U.S. Department of Defense or other Navy College designee under the provisions of the Family Educational Rights and Privacy Act of 1974 for the period of time while I am participating in the NCPACE program. Those organizations and agencies to which my information may be given are prohibited by law from using it for any unauthorized purpose or from subsequently releasing it to anyone else. I understand upon registering for the courses above, I assume full responsibility for completing each course in which I have registered. If a course withdrawal is necessary, I understand that I may do so without transcript penalty by notifying my command ESO before the 15th day from the start date of the course.

X _____
Signature **Date**

FOR OFFICE USE ONLY	
ASSET Test Scores: WS____ RS____ NS____ EA____ IA____ CA____ ASVAB Scores: AR ____ PCWVK____	Date & Initial _____
Proof of course prerequisite or test score as indicated in Item 11 verified by the NCPACE Registrar. _____	Date: _____
Materials Required: _____	Payment Amount Received: \$ _____ Date: _____

Revised October 1, 2011

SOCNAV AGREEMENTS

NCPACE students are eligible to receive an official SOCNAV Student Agreement upon completion of 6.0 units at a specific institution. If you wish to request an evaluation of your military training and experience and previous college course work toward a degree at one of the NCPACE institutions, please follow the steps below and send all applicable forms and transcripts to the college or university from which you are interested in earning a degree.

Step 1 – Review the catalog for the available degrees provided by the NCPACE distance learning institutions.

Step 2 – Complete the SOC Evaluation Request Form provided in the NCPACE catalog or at <http://www.dlnpace.com>.

Step 3 – Submit your **official** military (SMART) transcript. You may request your SMART online at: https://www.navycollege.navy.mil/smart_info.cfm , by email the Navy College Virtual Education Center at: VEC@cnet.navy.mil , or by calling the VEC toll free at 1-877-838-1659.

Step 4 – Submit your **official** college transcripts from other colleges attended (*if applicable*). Transcript requests must be made from the college where the course(s) were taken and according to that college's transcript procedures.

Step 5 – Submit CLEP/DANTES, DSST test score report (*if applicable*).

Step 6 – Mail all of the above official documents to the institution from where you wish to have your evaluation conducted toward a college degree.

Good Luck as you embark on one of the most worthwhile endeavors of your life - Earning a College Degree!

SOC EVALUATION REQUEST FORM

Check below the Institution from where you wish to earn your degree:

- Central Texas College, Attn.: Military Evaluations, P.O. Box 1800, Killeen, TX 76540-1800
- Coastline Community College, Military Transcripts, 11460 Warner Avenue, Fountain Valley, CA 92708
- ECPI University, 5501 Greenwich Road, Suite 359, Virginia Beach, VA 23462
- Dallas Community College, DCCCD Military Programs, 9596 Walnut Street, Dallas, TX 75243
- Governors State University, DXL-OTS Building, 1 University Parkway, University Park, IL 60466
- Old Dominion University, Military Distance Learning, Gornito Center, 4th Floor, Norfolk, VA 23529
- St Leo University, Distance Learning Program, P.O. Box 6665 MC2070, Saint Leo, FL 33574
- Thomas Edison State College, Attn: Military Education, 101 West State Street, Trenton, NJ 08608-1176
- Vincennes University, Military Education Program, 1002 N. First Street, Vincennes, IN 47591
- University of Oklahoma, Attn: NCPACE Coordinator, 1600 S. Jenkins, Norman, OK 73072-6507

Degree Plan Requested: _____

In order to complete a thorough evaluation, the institution will need the following documents:

- Evaluation Request Form*
- Official Military transcript (SMART or DD295)*
- CLEP/DANTES test score report (if applicable)*
- Official college transcripts from other colleges/universities attended (if applicable)*

Students are advised to have official SMART and other college/university transcripts sent during their initial six semester hours of course work to avoid delays in the evaluation process.

List the courses you have taken or are currently taking from the institution from where you are requesting this evaluation:

- 1. _____ 2. _____
- 3. _____ 4. _____

Provide the names of the other college(s)/universities you have previously attended (and send transcripts):

- 1. _____ 2. _____
- 3. _____ 4. _____

List any CLEP/DANTES, DSST, etc., that you wish to have evaluated toward your degree:

- 1. _____ 2. _____

I understand that by requesting a SOC Agreement, I authorize the evaluating institution to provide copies of the Agreement and academic progress reports to the appropriate US military voluntary education offices and Servicemembers Opportunity Colleges (SOC).

Name: _____ SSN# _____

My current address is: _____

Telephone: Day: () _____ Evening: () _____

Email address: _____

Current Military Installation: _____

Student Signature _____ Date _____

Mail this form along with all your official military and college transcripts to the college or university from where you wish to have your SOCNAV evaluation conducted.

CENTRAL TEXAS COLLEGE

(800) 792-3348, ext. 1356
navy.campus@ctcd.edu
www.ctcd.edu

Central Texas College opened its doors in the fall of 1967 serving the western section of Bell County; Burnett, Coryell, Hamilton, Lampasas, Llano, Mason, Mills, and San Saba counties; portions of McCulloch and Williamson counties; as well as Fort Hood and the state correctional facilities in Gatesville.

CTC consists of administrative units referred to as campuses: the Central Campus, the Continental Campus, the Europe Campus, the Fort Hood and Service Area Campus, the Navy Campus, and the Pacific Far East Campus. Of these, the Central, Fort Hood, and Service Area Campuses operate within the state of Texas. Other campuses, like the Navy Campus, offer programs only for military personnel; others enroll military, civilians, and incarcerated students.

SERVICEMEMBERS OPPORTUNITY COLLEGE NAVY (SOCNAV)

Central Texas College is a member of the Servicemembers Opportunity Colleges Consortium (SOC) and the SOC Degree Network System. To enhance service members' access to undergraduate educational programs, Central Texas College provides flexibility of programs and procedures for the recognition of non-traditional learning experiences, credit transfer, and residency requirements. To request a SOCNAV evaluation with CTC, students should complete the Evaluation Request. The form may be accessed at http://www.ctcd.edu/form/ctc_flw.htm.

INDIVIDUALIZED CAREER EVALUATION PROCESS (ICEP)

ICEP is the formalized method through which the college evaluates all traditional and non-traditional learning experiences and awards appropriate credit in all cases where such credit is appropriate. To obtain credit, the student must pass the exam (placement, DANTES, CLEP, etc.), apply for credit, and have completed a minimum of six semester hours of course work at Central Texas College with a minimum 2.0 GPA or six semester hours of "C" or higher.

Tests completed in excess of seven years prior to the students' completion of six semester hours in residency with CTC will not be eligible for credit consideration. Credit will not be awarded for courses in which student was previously enrolled. Evaluated credit, which includes credit awarded based on Navy ratings (as detailed in the ACE Guide) will be awarded only when it applies to the student's degree requirements. When the student returns from deployment, he/she should contact one of the offices below for more information on evaluated credit:

Central Texas College
Attn: Michael Webster, Assoc. Dean
1329 Bellinger Blvd., Suite 100
Norfolk, Virginia 23511-2330
1-800-457-2619
1-757-440-5301

OR

Central Texas College
Attn: Mary Stone, Assoc. Dean
4025 Camino del Rio South #105
San Diego, California 92108
1-800-784-5470
1-619-226-6626

ASSET Test Placement
CTC MultiMedia (CDROM/PDA) DL Classes

<u>TEST</u>	<u>SCORES</u>	<u>ENROLL IN</u>
Writing Skills	43 and higher	ENGL 1301
Intermediate Algebra	40 and higher	MATH 1332

SOCNAV Degree Map						
Central Texas College						
Associate of Applied Science						
Applied Management	Applied Technology	Business Management	Criminal Justice			
Degree Objective – Occupational. Not intended as the first two years of a bachelor's degree.						
Academic Residency – Minimum 25 percent of semester credit hours required for the degree taken through CTC						
Points of Contact						
For questions about our degree plans and evaluations, email ctc.socnav@ctcd.edu , visit the CTC website at http://www.ctcd.edu , or contact Ms. Denise Hazlett, Director of Evaluations, (800) 792-3348, ext. 1394 or (254) 526-1394. Fax: (254) 526-1481.						
Degree Requirement Summary – An “X” indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirements. Contact the institution for details on credit awarded.						
Degree Requirement	SH	SOC ID	Navy Rating	Navy School	Tests	NCPACE DL
ENGLISH (select one to two courses based on degree):	3-6					
Applied Management: Select two of the following: ENGL 1301 Composition I, ENGL 1302 Composition II, ENGL 2311 Technical Writing*	6	EN024A EN024B EN032A	X		X	X
Applied Technology: ENGL 1301 Composition I	3	EN024A	X		X	X
Business Management: ENGL 1301 Composition I	3	EN024A			X	X
Criminal Justice: ENGL 1301 Composition I and ENGL 1302 Composition II	6	EN024A EN024B	X		X	X
COMMUNICATIONS (select one course):	3					
Applied Management, Business Management, and Criminal Justice: SPCH 1315 Public Speaking OR SPCH 1321 Business and Professional Speaking	3	CM001A CM002A				
Applied Technology: SPCH 1315 Public Speaking OR SPCH 1321 Business and Professional Speaking	3	CM001A CM002A			X	X
HUMANITIES/FINE ARTS Selection (Select one):	3	Multiple				
MATH Selection (Select one):	3				X	X
MATH 1314 College Algebra, MATH 1324 Math for Business and Social Sciences I, MATH 1332 Contemporary Math I, or MATH 1342 Elementary Statistical Methods	3	MH048A MH065A MH051A MH053A			X***	X
SOCIAL/BEHAVIORAL SCIENCE Selection (Select one):	3	Multiple				
Applied Management and Applied Technology: Open Social/Behavioral elective	3	Multiple			X	X
Business Management: ECON 2301 Macroeconomics* or ECON 2302 Microeconomics*	3	EC002A			X	
Criminal Justice: GOVT 2301/2302 American Government I/II	3	None PO078A			X	X
COMPUTER TECHNOLOGY/SKILLS Selection	3	Multiple			X	
KINE Physical Education Selections	2	None		X		
HUMANITIES/FINE ARTS, SOCIAL/BEHAVIORAL SCIENCE, and NATURAL SCIENCE/MATHEMATICS						
MAJOR PROGRAM AREA/SUPPORT Requirements: All courses in the major area as listed in the college catalog.**	44	Multiple	X	X	X	X
Total Semester Hours	64-67					

*Not offered through CTC NCPACE. May be taken through CTC distance learning or one of the NCPACE DL providers.

**Refer to specific degree maps on CTC website. If course not offered through NCPACE, may be taken through CTC distance learning or one of the NCPACE DL providers.

***Tests unavailable for MATH 1324 and MATH 1332.

SOCNAV Degree Map						
Central Texas College						
Associate of Arts in General Studies						
Degree Objective – Occupational. Not intended as first two years of a bachelor's degree						
Academic Residency – 16 semester credit hours taken through CTC						
Points of Contact						
For questions about our degree plans and evaluations, email ctc.socnav@ctcd.edu , visit the CTC website at http://www.ctcd.edu , or contact Ms. Denise Hazlett, Director of Evaluations, (800) 792-3348, ext. 1394 or (254) 526-1394. Fax: (254) 526-1481.						
Degree Requirement Summary – An "X" indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirements. Contact the institution for details on credit awarded.						
Degree Requirement	SH	SOC ID	Navy Rating	Navy School	Tests	NCPACE DL*
ENGLISH						
ENGL 1301 Composition I	3	EN024A			X	X
SPEECH (Select one course)						
SPCH 1315 Public Speaking OR	3	CM001A	X	X	X	
SPCH 1321 Business and Professional Speaking	3	CM002A	X	X	X	X
SOCIAL/BEHAVIORAL SCIENCES						
GOVT 2301 American Government I	3	None			X	X
GOVT 2302 American Government II	3	PO078			X	X
HIST 1301 United States History I	3	HI001A			X	
HIST 1302 United States History II	3	HI001A			X	
HUMANITIES/FINE ARTS Selection (Select one course)	3	Multiple			X	X
MATH Selection (Select one course)						
MATH 1314 College Algebra	3	MH048A			X	X
MATH 1324 Math for Business and Social Sciences I	3	MH065A				
MATH 1332 Contemporary Math I	3	MH051A				X
MATH 1342 Elementary Statistical Methods	3	MH0531			X	
COMPUTER TECHNOLOGY/SKILLS Selection (Select one course)	3	Multiple	X	X	X	X
KINE Physical Education	2	None		X		
OPEN ELECTIVES	35	Multiple	X	X	X	X
Total Semester Hours	64					

*Courses not offered through CTC DL NCPACE may be taken through CTC IL NCPACE, CTC online courses or one of the NCPACE DL providers.

Central Texas College

These courses are CD-ROM delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.

<p>ANTH 2351 3.00 credits Cultural Anthropology Study of human behavior (nations and societies) the world over, comparing and describing their cultural patterns. An introduction to the various theories and anthropologists is reviewed as well as the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).</p>	<p>BMGT 1327 3.00 credits Principles of Management Concepts, terminology, principles, theory, and issues that are in the field of management.</p>	<p>BUSI 1301 3.00 credits Business Principles Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.</p>
<p>BUSI 2301 3.00 credits Business Law Principles of law which form the legal framework for business activity.</p>	<p>CJCR 1358 3.00 credits Rights of Prisoners Analysis of the legal rights of the convicted offender incarcerated in state and federal penal institutions. Emphasis on constitutional principles, case law, and federal and state statutes concerning prisoner rights. Prerequisite: CRIJ1301 or CJSA1322.</p>	<p>CJLE 1345 3.00 credits Intermediate Crime Scene Investigation Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. Prerequisites: CRIJ 2314/CJSA 1342 or Police Academy. Student must provide proof of completion (transcript) of the prerequisite course.</p>
<p>CJSA 1348 3.00 credits Ethics in Criminal Justice Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies. Prerequisite: CRIJ1301 or CJSA1322.</p>	<p>CRIJ 1306 3.00 credits Court Systems and Practices The study of the judiciary in the American criminal justice system and the adjudication processes and procedures. Prerequisite: CRIJ1301 or CJSA1322.</p>	<p>CRIJ 1307 3.00 credits Crime in America The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. Prerequisite: CRIJ1301 or CJSA1322.</p>
<p>CRIJ 2301 3.00 credits Community Resources in Corrections An introductory study of the role of the community in corrections, community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Prerequisite: CRIJ1301 or CJSA1322.</p>	<p>CRIJ 2313 3.00 credits Correctional Systems and Practices A study of the role of corrections in the criminal justice system. Topics include organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatments and rehabilitation, and current and future issues. Prerequisite: CRIJ1301 or CJSA1322.</p>	<p>CRIJ 2323 3.00 credits Legal Aspects of Law Enforcement Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability. Prerequisite: CRIJ1301 or CJSA1322.</p>

CRIJ 2328 3.00 credits Police Systems and Practices Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. Prerequisite: CRIJ1301 or CJS1322.	ENGL 1301 3.00 credits Composition I A study of the principles and techniques of written compositions including sentence structure, paragraph development and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose. Prerequisites: DSWR 0304 (Fundamentals of Writing II) or equivalent with a grade of "C" or better or Writing Skills ASSET score of 43 or higher.	ENGL 1302 3.00 credits Composition II A continuation of ENGL1301, emphasizing in more depth the principles and techniques of written compositions. Focus of the compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisites: Completion of ENGL1301 or equivalent, with a grade of "C" or higher is required. Student must provide proof of completion (transcript) of the prerequisite course.
GOVT 2301 3.00 credits American Government I An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, national elections, (state and local) civil liberties, interest groups, and political parties. This course will change to GOVT2305 effective Fall 2013.	GOVT 2302 3.00 credits American Government II An introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of national and Texas governments including the executive, legislative, and judicial branches; the bureaucracy; and public policy including defense and foreign relations. Prerequisite: GOVT2301. This course will change to GOVT2306 effective Fall 2013.	HIST 2381 3.00 credits African-American History The purpose of this course is to familiarize students with the general study of African-American history from the early days of West Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950s and 1960s.
HMSY 1340 3.00 credits Homeland Security Intelligence Operations A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development will be conducted.	HMSY 1342 3.00 credits Understanding and Combating Terrorism Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.	HMSY 2337 3.00 credits Managing a Unified Incident Command A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.
HUMA 1315 3.00 credits Fine Arts Appreciation This is an introductory course designed to give the student a fundamental understanding of the creation and appreciation of diverse modes of expression through visual arts, within the context of Fine and Applied Arts.	MATH 1332 3.00 credits Contemporary Math I Topics include sets, logic, number theory, geometric concepts, consumer finance, and an introduction to probability and statistics. This course is for non-mathematics, non-science, and non-business students. Prerequisites: Intermediate Algebra ASSET score of 40 or higher OR DSMA0301 or equivalent with a grade of "C" or above.	MRKG 1302 3.00 credits Principles of Retailing Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 2333 3.00 credits
Principles of Selling
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

PHIL 1316 3.00 credits
History of Religions I
In a historical survey of major religions, this course focuses on the history and literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.

PHIL 1317 3.00 credits
History of Religions II
In a historical survey of major religions, this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and expansion of religious institutions and ideas.

PSYC 2314 3.00 credits
Life Span Growth and Development
This course will study the relationship of the physical, emotional, social and mental factors of growth and development of children and adults through the life span.

SPCH 1321 3.00 credits
Business & Professional Communication
Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.

Central Texas College

These courses are PPC (Personal Pocket Computer)/PDA delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.

Students must provide their own PPC/PDA or may purchase one from MBS. A rebate is available from MBS if certain conditions are met when the device is returned. If student is providing his/her personal PPC/PDA, please check this website to determine if device is compatible:

http://online.ctcd.edu/course_info.cfm#multimedia.

ACCT 2301 3.00 credits Principles of Financial Accounting An introduction to accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset, liability, and equity accounting in proprietorships, partnerships, and corporations.	ANTH 2351 3.00 credits Cultural Anthropology Study of human behavior (nations and societies) the world over, comparing and describing their cultural patterns. An introduction to the various theories and anthropologists is reviewed as well as the relationship of Cultural Anthropology to the other social sciences (Psychology, Sociology, History, etc.).	BMGT 1327 3.00 credits Principles of Management Concepts, terminology, principles, theory, and issues that are in the field of management.
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<p>ENGL 1302 3.00 credits Composition II A continuation of ENGL1301, emphasizing in more depth the principles and techniques of written compositions. Focus of the compositions is on the development of critical thinking as it relates to the textual analysis of literary genres: the short story, poetry, drama, and the novel. Formal research paper is required. Prerequisites: Completion of ENGL1301 or equivalent, with a grade of "C" or higher. Student must provide proof of completion (transcript) of the prerequisite course.</p>	<p>GOVT 2301 3.00 credits American Government I An introductory, survey course on various United States, Texas, and local government topics. This course includes study of the U.S. and Texas constitutions, federalism, local governments, national elections (state and local), civil liberties, interest groups, and political parties. This course will change to GOVT2305 effective Fall 2013.</p>	<p>GOVT 2302 3.00 credits American Government II An introductory, survey course on various United States, Texas, and local government topics. This course includes studying institutions of national and Texas governments including the executive, legislative, and judicial branches; the bureaucracy; and the public policy including defense and foreign relations. Prerequisite: GOVT2301. This course will change to GOVT2306 effective Fall 2013.</p>
<p>HIST 2381 3.00 credits African-American History The purpose of this course is to familiarize students with the general study of African-American history from the early days of West Africa to American slavery and freedom and ending with the modern civil-rights movement of the 1950s and 1960s.</p>	<p>HMSY 1340 3.00 credits Homeland Security Intelligence Operations A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development will be conducted.</p>	<p>HMSY 1342 3.00 credits Understanding and Combating Terrorism Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.</p>
<p>HMSY 2337 3.00 credits Managing a Unified Incident Command A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.</p>	<p>HUMA 1315 3.00 credits Fine Arts Appreciation This is an introductory course designed to give the student a fundamental understanding of the creation and appreciation of diverse modes of expression through visual arts, within the context of Fine and Applied Arts.</p>	<p>MATH 1332 3.00 credits Contemporary Math I Topics include sets, logic, number theory, geometric concepts, consumer finance, and an introduction to probability and statistics. This course is for non-mathematics, non-science, and non-business students. Prerequisites: Intermediate Algebra ASSET score of 40 or higher OR DSMA0301 or equivalent with a grade of "C" or above.</p>

<p>MRKG 1302 3.00 credits</p> <p>Principles of Retailing</p> <p>Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.</p>	<p>MRKG 2333 3.00 credits</p> <p>Principles of Selling</p> <p>Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.</p>	<p>PHIL 1316 3.00 credits</p> <p>History of Religions I</p> <p>In a historical survey of major religions, this course focuses on the history and literature of Ancient Judaism during the Old Testament period emphasizing its development of social, political, and religious institutions and ideas.</p>
<p>PHIL 1317 3.00 credits</p> <p>History of Religions II</p> <p>In a historical survey of major religions, this course focuses on the history and literature of Early Christianity during the New Testament period emphasizing its origin, development, and expansion of religious institutions and ideas.</p>	<p>PSYC 2314 3.00 credits</p> <p>Life Span Growth and Development</p> <p>This course will study the relationship of the physical, emotional, social and mental factors of growth and development of children and adults through the life span.</p>	<p>SPCH 1321 3.00 credits</p> <p>Business & Professional Communication</p> <p>Theories and skills of speech communication as applied to business and professional situations. Includes participating in an interview, preparing a resume and cover letter, engaging in problem-solving discussions, and delivering public speeches.</p>



Coastline Toll Free Number:
Tel: (866) 422-2645

**For more information, visit our
military website at:**
<http://military.coastline.edu>

Coastline Community College
11460 Warner Avenue
Fountain Valley, CA 92708

Coastline Community College was founded in 1976 to meet the educational needs of adult learners. In addition to its classroom-based vocational and academic programs, the college pioneered the use of educational technology through the design, production, and delivery of Emmy award-winning telecourses, live cable-delivered classes, interactive videoconferencing, online classes, and CDROM delivered instruction.

We strongly believe that today's students deserve today's education, using modern delivery techniques. Our curriculum meets clearly defined objectives and established standards of quality focusing on educational excellence. Students can be assured that our courses have met the highest standards for accreditation, quality, transferability and value.

Coastline Community College is regionally accredited by WASC-Jr., the Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges.

During 2011/2012, Coastline completed 2,000 SOCNAV agreements in support of Sailors enrolled in the NCPDLP and NCPACE, with 1,500 degrees awarded. Total military enrollment exceeded 18,300.

Evaluation of your Military Credits:

If you are planning to pursue your degree from Coastline, upon enrollment in a Coastline course, submit the SOCNAV evaluation request form along with official transcripts to Coastline. The form is provided in this catalog, or can be accessed at:
<http://military.coastline.edu/degrees/page.cfm?LinkID=1436>.

If you have not chosen a degree plan and would like an unofficial evaluation of your prior learning and experience toward a degree at Coastline, please email your request to: unofficial evaluations@coastline.edu or FAX to 714-241-6193 along with a copy of your SMART and any college transcripts. Coastline **may accept up to 40 military credits** earned from military training and experience or other prior learning toward an Associate's Degree.

Degree Roadmap:

Coastline's Associate's Degree Roadmap and a list of our NCPACE courses and descriptions can be found on the following pages.

We wish you success with your educational goals and are here to help you achieve them.

Coastline Prerequisites and ASSET Placement Scores

MATH C010 - ELEMENTARY ALGEBRA

PREREQUISITE: One of the following:

- Successful completion of MATH C008 (Pre-Algebra) or equivalent
- Score 39 or higher on the ASSET Numerical Skills Test
- Score 31 or higher on the ASSET Elementary Algebra Test
- Qualifying score on Coastline's Math Placement Test

MATH C030 – INTERMEDIATE ALGEBRA

PREREQUISITE: One of the following:

- Math C010 (Elementary Algebra) with grade of “C” or better, or equivalent
- Score 41 or higher on the ASSET Elementary Algebra Test
- Score 31 or higher on the ASSET Intermediate Algebra Test
- Qualifying score on Coastline's Math Placement Test

MATH C115 – COLLEGE ALGEBRA

PREREQUISITE: One of the following:

- Math C030 (Intermediate Algebra) with a “C” or better, or equivalent
- Score 35 or higher on the ASSET Intermediate Algebra Test
- Qualifying score on Coastline's Math Placement Test

Math Competency for an Option 1 Associates degree at Coastline may be earned in any one of the following ways:

- Score of 35 or higher on the ASSET Intermediate Algebra Test
- **OR** completing two years of high school algebra with grade of “C” or better
- **OR** passing an Intermediate Algebra or higher level math course at Coastline or another college with grade of “C” or better
- **OR** Military ratings that include college algebra or higher

SOCNAV Degree Map

Coastline Community College Associate of Arts

American Studies	Administrative Manager	Arts and Humanities	Business Administration
Communications	Computer Networking: Cisco	Criminal Justice & Sociology	Electronics
Financial Manager	General Business	General Office Manager	Health Care Management
History	Human Resources Management	Human Services	Management
Marketing	Psychology	Science and Math	Small Business Ownership
Social and Behavior Science	Sociology	Spanish	Supervision and Management
Supply Chain Management			

Degree Objective - Maximize Use of Military Credit (up to 40 SH).
Each major can transfer 100% into bachelor's with several four year universities

Academic Residency - 12 Semester Hours

Points of Contact For questions concerning our degree plans and evaluation, e-mail us at soc@coastline.edu. For questions concerning the class schedule, courses, or the NCPACE Program in general, contact Melissa Wiens, e-mail: mwiens@coastline.edu.

Degree Requirement Summary An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirement	SH	SOCCode	NAVYRating	NAVYSchool	Tests	NCPACE
COMMUNICATIONS - (Select One) MCOM C100 or SPCH C110	3	CM001A	X	X	X	X
ENGLISH – ENGL C100	3	ENO24A			X	X
MATH COMPETENCY – MATH C030, MATH C100, MATH C115 **see other options below			X	X	X	X
NATURAL SCIENCE - (Select One) ASTR C100, BIOL C100, ECOL C100, GEOL C105, MRSC C100	3	MULTI			X	X
ARTS & HUMANITIES- (Select One) ART C100*, HUM C110, HUM C135, PHIL C100*, PHIL C120, SPAN C180A*, SPAN C180B*	3	MULTI			X	X
SOCIAL SCIENCES - (Select One) MCOM C100, HIST C161*, HIST C162, HIST C170, HIST C180*, HIST C185*, PSYC C100, PSYC C116, PSCI C180, SOC C100, SOC C110	3	MULTI			X	X
SELF DEVELOPMENT - satisfied by Basic Training	3			X		
GLOBAL/MULTICULTURAL STUDIES - (Courses listed with * above will fulfill both requirements					X	X
MAJOR	18-24		X	X	X	X
FREE ELECTIVES - BUS C120, BUS C150, MATH C030, MATH C115, MS C100, MS C102, MS C104	18-24	MULTI	X	X	X	X
Total Semester Hours	60					

- An "X" in the NCPACE column indicates that requirement can be satisfied by a course offered through NCPACE.
- A maximum of 40 semester hours can be awarded for non-traditional coursework (i.e. CLEP / DSST, military experience, etc.).
- Communications C100 may be used to satisfy either Communications **or** Social Sciences requirement, not both.
- **Math Competency requirement may be satisfied by a qualifying score on Intermediate ASSET test, or passing the Math Placement Test into Math C100 or completion of two years of high school algebra with a grade of "C" or higher or passing intermediate algebra or higher level math course at any college with a grade of "C" or higher. Math can also be satisfied with at least 2sh of college algebra or higher from military credits on the SMART transcript

Coastline Community College

These courses are CD-ROM delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.

ART C100 Art History and Appreciation 1 Multi-cultural survey of art from prehistoric times to the Renaissance period, stressing basic principles and history of art. Introduction to form and content and the media and methods of the visual arts. Illustrated lectures, reading, and study of related exhibitions.	3.00 credits	ASTR C100 Introduction to Astronomy Origin, characteristics and evolution of the solar system, stars, galaxies, and the universe. Milestones in astronomy from antiquity to today and future research.	3.00 credits	BIOL C100 Introduction to Biology For non-science majors. Study basic concepts of biology emphasizing the characteristics of plants and animals, human body systems, health, genetics and the environment.	3.00 credits
BUS C120 Personal Finance The goal of Personal Financial Planning is to teach students the fundamentals of financial planning as well as develop an understanding of the social, psychological, and physiological contexts which influence decision making. Personal Financial Planning provides comprehensive coverage of the role of money in student's lives and provides financial planning tools enabling students to identify and evaluate choices that lead to long-term financial security and develop an understanding of their connection with money and the consequences of their decisions.	3.00 credits	BUS C150 Introduction to Marketing Introduction to Marketing provides a practical introduction to contemporary marketing principles as applied in an increasingly Internet-driven marketplace. Topics include analyzing market characteristics, evaluating product and service strategies, and building marketing plans.	3.00 credits	ECOL C100 Human Ecology Develops understanding of the biological implication of human's interplay with the planet. Examines the biosphere and biogeochemical cycles to predict the biological prospects of the future and promote good planet management.	3.00 credits
GEOL C105 General Geology A study of the composition and structure of the earth and the internal and external processes which modify the crust and the surface. Rock and mineral formation, geologic hazards, resource discovery and uses will be covered. A non-laboratory science course. Formerly GEOL C100.	3.00 credits	HIST C161 World History 1 A survey of the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from antiquity to 1500 CE. This course covers the origin and early development of human civilizations in each region as well as unique cultural traditions and the beginnings of interactions between the different societies. Formerly HIST C160.	3.00 credits	HIST C162 World History 2 This course traces the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa and the Americas from 1500 to present. It covers the varied impact of industrialization and the creation of a global economy, the evolution and interaction of disparate political systems, and the development of diverse cultural, social, and ideological trends. Formerly HIST C165.	3.00 credits
HIST C180 Western Civilization I A study of the development of present day Western culture from the earliest beginnings to 1550 - emphasis on the impact of philosophical, social and economic factors on Western Civilization.	3.00 credits	HIST C185 Western Civilization 2 A survey of the development of present day Western society from 1550 to the present. Course will emphasize the cultural, and socio-economic changes wrought by the reformation, the Enlightenment, the Scientific Revolution, industrialization, and imperialism. It will also trace the political evolution of the West by examining a variety of political trends, including liberalism, nationalism, socialism, communism, and fascism.	3.00 credits	HUM C110 Humanities Through the Arts A survey of Western Civilization cultural achievements as expressed through music, literature, drama, film, painting, sculpture, and architecture.	3.00 credits

<p>HUM C135 3.00 credits History & Appreciation of the Cinema Historical development of film in America as an art form and as a business. Requires viewing and analysis of some landmark films. Formerly HUM C130.</p>	<p>MATH C010 4.00 credits Elementary Algebra Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, polynomials, factors, roots, exponents and applications. Prerequisites: MATH C008 (Pre-Algebra) or equivalent with a grade of "C" or better, or a score of 31 or higher on the ASSET Elementary Algebra Test, or a score of 39 or higher on the ASSET Numerical Skills Test.</p>	<p>MATH C030 4.00 credits Intermediate Algebra Review of elementary algebra, linear and quadratic equations; curve plotting, exponents, radicals, polynomials, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications. Prerequisites: MATH C010 (Elementary Algebra) with grade of "C" or better, or score of 41 or higher on the ASSET Elementary Algebra Test, or a score of 31 or higher on the ASSET Intermediate Algebra Test.</p>
<p>MATH C115 4.00 credits College Algebra Basic concepts of algebra, equations and inequalities along with functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems, matrices and determinants, linear programming, conic sections, sequences, series, and combinatorics. The tutorial CDs included with textbook materials use "Real Player" and may not run on government computer. Prerequisites: MATH C030 (Intermediate Algebra) or equivalent with a grade of "C" or better, or a score of 35 or higher on the ASSET Intermediate Algebra Test.</p>	<p>MCOM C100 3.00 credits Introduction to Mass Communications A study and analysis of the major media - newspapers, magazines, radio and television - covering how they function and affect society. Formerly COMM C100.</p>	<p>MRSC C100 3.00 credits Introduction to Marine Science A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource and its geo-political and economic impact.</p>
<p>MS C100 3.00 credits Business Organization & Management Business Organization and Management is a course designed to provide a comprehensive review of the role of management in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The 21st Century workplace is undergoing dramatic changes. Organizations are reinventing themselves for speed, efficiency, and flexibility and creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with the increased emphasis on employee participation, and empowerment.</p>	<p>MS C102 3.00 credits Human Relations in Business The course explores the influence of individual differences, interpersonal dynamics, and culture on human relations. Its focus is on learning to apply the principles of social sciences as a business management skill, and to improve working relationships and the ability to deal with a variety of people and situations. Students will learn how to utilize problem solving, critical thinking, and human relations skills to become effective supervisors and managers in today's business environment.</p>	<p>MS C104 3.00 credits Human Resource Management This course on human resource management skills used by business managers in day-to-day operations to ensure individuals are treated with accordance to the state and federal law. While focusing on different aspects of human resource management and practices, problem solving, and critical thinking skills that are applied by people who are seeking to become effective supervisors and managers in today's workplace environments.</p>

PHIL C100 3.00 credits**Introduction to Philosophy**

This course provides an introduction to the main ideas, methods and problems of philosophy. Topics include the nature of philosophy and reality, questions of human nature and free will, relationship between mind and body, the question of God, sources of knowledge, and personal and social ethics. Multicultural and feminist issues are woven into traditional Western material, including contributions from India (Hinduism and Buddhism), China (Confucianism), Japan (Zen Buddhism), and native American philosophy, among others.

PHIL C120 3.00 credits**Ethics**

A comprehensive look at the major ethical and moral issues of today, including abortion, euthanasia, the death penalty, sexual equality, discrimination, sexual morality, pornography and censorship, mental illness and individual liberty, economic justice, world hunger and animals and the environment.

PSCI C180 3.00 credits**American Government**

An introduction to principles and problems of government, with particular attention to the American political system at all levels. Emphasis is on the human factor in politics and the realities of government at work. Formerly PSCI C100.

PSYC C100 3.00 credits**Introduction to Psychology**

Fundamentals of human psychology. Using a scientific approach to the study of human behavior, this course examines and integrates physiological, intrapsychic and social/behavioral perspectives on human thought and behavior. Major units include: biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality and social psychology.

PSYC C116 3.00 credits**Child Growth and Development**

Examination of human development from conception through adolescence. Includes the biological, psychological and sociocultural aspects of the maturation process. Formerly PSYC C115.

SOC C110 3.00 credits**Introduction to Marriage & Family**

Study of the family as a social institution. Examines the process of family development including: dating, courtship, engagement, mate selection, marriage, parenthood and divorce. Crises and challenges facing families today will be examined from a sociological perspective.

SPAN C180A 2.50 credits**Elementary Spanish 1A**

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as customs and cultures of the Spanish-speaking world.

SPAN C180B 2.50 credits**Elementary Spanish 1B**

This course reviews and expands the student's ability to both comprehend and converse in daily spoken Spanish. There is increased emphasis on reading and writing. An introduction to the Hispanic culture is continued.

Prerequisites: Completion of Spanish C180A. The videos in Span C180A are continued in Span C180B and tell a story.

Coastline Community College

These courses are delivered via a micro-SD card and are designed for use on a PDA.

The student is responsible for purchasing/providing all textbooks and materials for the course.

Students must provide their own PDA or may purchase one from MBS. A rebate is available from MBS if certain conditions are met when the device is returned.

BIOL C100 Introduction to Biology For non-science majors. Study basic concepts of biology emphasizing the characteristics of plants and animals, human body systems, health, genetics and the environment.	3.00 credits	BUS C120 Personal Finance The goal of Personal Financial Planning is to teach students the fundamentals of financial planning as well as develop an understanding of the social, psychological, and physiological contexts which influence decision making. Personal Financial Planning provides comprehensive coverage of the role of money in student's lives and provides financial planning tools enabling students to identify and evaluate choices that lead to long-term financial security and develop an understanding of their connection with money and the consequences of their decisions.	3.00 credits	GEOL C105 General Geology A study of the composition and structure of the earth and the internal and external processes which modify the crust and the surface. Rock and mineral formation, geologic hazards, resource discovery and uses will be covered. A non-laboratory science course. Formerly GEOL C100.	3.00 credits
HIST C170 U.S. History to 1876 A comprehensive examination of history of the United States from the beginnings of exploration to the end of reconstruction after the Civil War. It covers the political, economic, diplomatic, social and cultural aspects of American life during this time span.	3.00 credits	HIST C180 Western Civilization I A study of the development of present day Western culture from the earliest beginnings to 1550 - emphasis on the impact of philosophical, social and economic factors on Western Civilization.	3.00 credits	HUM C135 History & Appreciation of the Cinema Historical development of film in America as an art form and as a business. Requires viewing and analysis of some landmark films. Formerly HUM C130.	3.00 credits
MCOM C100 Introduction to Mass Communications A study and analysis of the major media - newspapers, magazines, radio and television - covering how they function and affect society. Formerly COMM C100.	3.00 credits	PSYC C100 Introduction to Psychology Fundamentals of human psychology. Using a scientific approach to the study of human behavior, this course examines and integrates physiological, intrapsychic and social/behavioral perspectives on human thought and behavior. Major units include: biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality and social psychology.	3.00 credits	SOC C100 Introduction to Sociology Introduction to the scientific study of human society and social behavior. Analyzes social interrelationships and human group organization, culture, social differentiation and social institutions.	3.00 credits



(972) 669-6400
(888) 468-4268
navy@dcccd.edu
<http://military.dcccd.edu/>

DCCCD/Dallas TeleCollege Online

The Dallas County Community College District (DCCCD) has been one of the nation's premier providers of distance learning since 1972. DCCCD's award winning courseware has been used by over 1 million students to date. Through Eastfield College/Dallas TeleCollege Online, students have access to all instructional material and services needed to work towards a degree without ever having to set foot on one of our campuses. Eastfield/Dallas TeleCollege Online is honored to celebrate the start of the Dallas County Community College's second decade of service to NCPACE. Over the years, thousands of Sailors have completed our courses as part of their pursuit of a degree.

The member colleges of the DCCCD are independently accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All NCPACE coursework transcription will be the same as if it were offered in a traditional classroom. Your SMART will reflect Eastfield College of the Dallas County Community College District as the official college of record. Our courses are guaranteed to transfer to all Texas state colleges and universities as well as most accredited institutions of higher education across the country. In addition, our degrees are part of the SOCNAV-2 network.

How do I contact Dallas TeleCollege Online?

By US Mail:

Military Programs
Dallas TeleCollege Online
9596 Walnut Street
Dallas, TX 75243

By email:

navy@dcccd.edu

By Facsimile:

(972) 669-6409

On the Web:

military.dcccd.edu

What degrees are offered?

Associate in Arts and Associate in Science:

These degrees are designed as the equivalent of the first half of a baccalaureate degree. Both are designed to give students a solid academic foundation to transferability to most four year institutions with junior level standing.

What comprises an NCPACE course?

A complete course may include a textbook, study guide, CD-ROM, or downloadable MP4 format with video, and a student kit containing a syllabus. Most courses require 3-5 proctored exams comprised of multiple choice and short essay responses. In addition, many courses require brief journal entries, case studies or other short writing assignments.

How do I order my transcripts?

Transcripts carry the wordmark of the Dallas County Community College District and will reference EFC (Eastfield College) as the college of record. Transcripts are free of charge, but requests must be made in writing. Please fax or mail a written request containing your name, contact information, where the transcript is to be sent, signature and a copy of a photo ID to this contact address below:

Mail: Military Programs
Dallas TeleCollege Online
9596 Walnut Street
Dallas, TX 75243

Fax: (972) 669-6409

How do I get my grade?

As soon as your NCPACE grade is available from your instructor we will post it in SMART. If you are unsure of how to access your SMART transcript, please check with your ESO or local Navy College Office.

Can I get a SOCNAV agreement?

We are happy to provide an unofficial evaluation of credit to any interested Sailor. An official SOCNAV agreement may be requested after completing 6 credit hours with any Eastfield College/Dallas TeleCollege Online.

What is your residency requirement?

To receive a degree from DCCCD, 25% of the total semester credit hour requirements must be taken in residence. Also, 25% of your degree must come from a single DCCCD college. Distance Learning and NCPACE courses count towards satisfying residency requirements.

Can I continue my degree after deployment?

Yes. Each semester, DCCCD/Dallas TeleCollege Online offers over 150 different college courses online. Best of all, our most popular courses start every few weeks. Our online program is one of the plank owner institutions in the Navy College Program Distance Learning Partnership. Traditional tuition assistance policies apply.

SOCNAV Degree Map

Eastfield College/Dallas TeleCollege Online

Associate in Arts

General Education/ Undergraduate Transfer

Degree Objective - In order to be eligible to receive this degree, a student must:

- Complete a minimum of 61 credit hours including all the required courses listed.
- Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315, and the selected college-level mathematics course;
- Receive a GPA (2) of at least 2.00 ("C");
- Meet all Texas Success Initiative (TSI) standards and college prerequisites and
- Complete at least 25% of the credit hours required for graduation through instruction by the college awarding the degree.

This degree may be taken through a combination of on-campus and distance learning offerings or if planned correctly, the degree may be completed entirely through distance education. Receiving institutions are not required to accept a grade below "C" in transfer.

Students who plan to transfer must work closely with an advisor.

Academic Residency - 25% from DCCCD

Points of Contact

Military Programs – Eastfield College/Dallas TeleCollege Online
9596 Walnut Street Dallas, TX 75243
Tel: (888) 468-4268
Email: navy@dcccd.edu

Degree Requirement Summary

An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirements	SH	SOCCode	NAVYRating	NAVYSchool	Tests	NCPACE
CRITICAL READING AND WRITING Select the following: English 1301 (a grade of "C" or better required) Select the following: HIST 1301	6	MULTI	X	X	X	X
SPEAKING AND LISTENING Select one of the following: SPCH 1311, 1315, 1321 (A grade of "C" or better required); [FOREIGN LANGUAGE: ARAB 1311, 1312, 1411, 1412; CHIN 1311, 1312, 1411, 1412; CZEC 1311, 1312, 1411, 1412; FREN 1311, 1312, 1411, 1412; GERM 1311, 1312, 1411, 1412; GREE 1311, 1312, 1411, 1412; ITAL 1311, 1312, 1411, 1412; JAPN 1311, 1312, 1411, 1412; KORE 1311, 1312, 1411, 1412; LATI 1311, 1312, 1411, 1412; PORT 1311, 1312, 1411, 1412; RUSS 1311, 1312, 1411, 1412; SGNL 1301, 1302; SPAN 1311, 1312, 1411, 1412; VIET 1311, 1312, 1411, 1412]	3-4	MULTI	X	X	X	X
QUANTITATIVE REASONING Select ONE of the following: (A grade of "C" or better required) MATH 1314/1414, 1316, 1324, 1325/1425, 1332, 1333, 1348, 1350, 1351, 2321/2421, 2342/2442, 2412, 2513, 2414, 2315, 2318/2418, 2320/2420, 2305.	3-5	MULTI	X	X	X	X
WELLNESS AND THE HUMAN EXPERIENCE Select ONE of the following: ARTS 1311, 1312, 1313, 1316, 2313, 2316, 2326, 2333, 2326, 2341, 2346, 2348, 2356, 2366; BIOL 1322; BUSI 1307; COMM 1316, 1318; DANC 1245, 1341, 1347, 1351; DRAM 1322, 1330, 1351; ECON 1303; MUEN 1122, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1151, 1152, 1153, 2123,2141; MUSI 1116, 1181, 1183, 1192, 1263, 1300; PHED 1100, 1101, 1102, 1104,1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1164, 1165, 1251, 1304, 1306, 1346; SOCJ 2301, 2340; SPCH 2341	1-3	MULTI	X	X	X	X
QUALITATIVE REASONING, LITERACY AND RESEARCH Select the following: ENGL 1302	3	MULTI	X	X	X	X
SELF AND SOCIETY Select ONE of the following: ANTH 2302, 2346, 2351; COMM 1307; CRIJ 1301, 1307; ECON 2301, 2302, 2311; GEOG 1302, 1303, 2312; GOVT 2304, 2311; HIST 2321, 2322, 2327; PSYC 2301, 2306, 2314, 2316; SOCI 1301, 1306, 2306, 2319, 2336; TECA 1303, 1354 Select the following: GOVT 2301 Select ONE of the following: HIST 1302, 2301, 2328, 2381	9	MULTI	X	X	X	X
HUMANITY, CREATIVITY AND THE AESTHETIC EXPERIENCE Select ONE of the following: ARTS 1301, 1303, 1304; DANC 2303; DRAM 1310,2361, 2366; HUMA 1311, 1315; MUSI 1306, 1308, 1309, 1310 Select ONE of the following: CUST 2370; ENGL 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342,2343, 2351; HUMA 1302, 1305, 2319; PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307, 2316, 2317,2318, 2321; [FOREIGN LANGUAGE: ARAB 2311, 2312; CHIN 2311, 2312; CZEC 2311, 2312; FREN 2311, 2312; GERM 2311, 2312; GREE 2311, 2312; ITAL 2311, 2312; JAPN 2311, 2312; KORE 2311, 2312; LATI 2311, 2312; PORT 2311, 2312; RUSS 2311, 2312; SPAN 2311, 2312, 2321, 2322, 2323, 2324; VIET 2311, 2312]	6	MULTI	X	X	X	X
SCIENTIFIC DISCOVERY AND SUSTAINABILITY Select TWO of the following: ANTH 2401; BIOL 1406, 1407, 1408, 1409, 1411, 2401, 2402, 2406, 2416, 2420, 2421; CHEM 1405, 1406, 1407, 1411, 1412, 2423, 2425; ENVR 1401, 1402; GEOL 1401, 1402, 1403, 1404, 1405, 1445, 1447; PHYS 1401,	8	MULTI	X	X	X	X

1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement cannot be met using the following combinations: BIOL 1406 and 1408; BIOL 1407 and 1409; BIOL 2420 and 2421; CHEM 1405 and 1406; CHEM 1405 and 1411; CHEM 1406 and 1407; CHEM 1406 and 1411; GEOL 1401 and 1403; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.						
CRITICAL ISSUES IN LOCAL, NATIONAL, AND GLOBAL CONTEXTS Select the following: GOVT 2302	3	MULTI	X	X	X	X
GENERAL ELECTIVE CREDITS Select at least 6 hours from the following prefixes: BCIS, BIOL, CHEM, COSC, ENGR, ENVR, FORS, GEOL, MATH or PHYS. NOTE: Courses previously taken cannot be used to satisfy both the CORE and a requirement in this group.	18	MULTI	X	X	X	X
TOTAL CREDIT HOURS FOR THIS DEGREE	60-65					

SOCNAV Degree Map

Eastfield College/Dallas TeleCollege Online

Associate in Science

General Education/ Undergraduate Transfer

Degree Objective - In order to be eligible to receive this degree, a student must:

Complete a minimum of 60 credit hours including all the required courses listed.

Earn a grade of "C" or better in English 1301, either Speech 1311, 1315, or 1321 and the selected college-level mathematics course;

Receive a GPA (2) of at least 2.00 ("C");

Meet all Texas Success Initiative (TSI) standards and course prerequisites and

Complete at least 25% of the credit hours required for graduation through instruction by the college awarding the degree.

This degree may be taken through a combination of on-campus and distance education offerings, or if planned correctly, the degree may be completed entirely through distance education. Receiving institutions are not required to accept a grade below "C" in transfer.

Students who plan to transfer must work closely with an advisor/counselor.

Academic Residency - 25% from DCCCD

Points of Contact

Military Programs – Eastfield College/Dallas TeleCollege Online

9596 Walnut Street Dallas, TX 75243

Tel: (888) 468-4268

Email: navy@dcccd.edu

Degree Requirement Summary

An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirements	SH	SOCCode	NAVYRating	NAVYSchool	Tests	NCPACE
CRITICAL READING AND WRITING Select EACH of the following: ENGL 1301 (a grade of "C" or better required) Select the following: HIST 1301	6	MULTI	X	X	X	X
SPEAKING AND LISTENING Select ONE of the following: SPCH 1311, 1315, 1321 (a grade of "C" or better required in SPCH 1311, 1315 or 1321); [FOREIGN LANGUAGE: ARAB 1311, 1312, 1411, 1412; CHIN 1311, 1312, 1411, 1412; CZEC 1311, 1312, 1411, 1412; FREN 1311, 1312, 1411, 1412; GERM 1311, 1312, 1411, 1412; GREE 1311, 1312, 1411, 1412; ITAL 1311, 1312, 1411, 1412; JAPN 1311, 1312, 1411, 1412; KORE 1311, 1312, 1411, 1412; LATI 1311, 1312, 1411, 1412; PORT 1311, 1312, 1411, 1412; RUSS 1311, 1312, 1411, 1412; SGNL 1301, 1302; SPAN 1311, 1312, 1411, 1412; VIET 1311, 1312, 1411, 1412]	3-4	MULTI	X	X	X	X
QUANTITATIVE REASONING Select ONE of the following: (A grade of "C" or better required) MATH 1314/1414, 1316, 1324, 1325/1425, 1332, 1333, 1348, 1350, 1351, 2321/2421, 2342/2442, 2412, 2513, 2414, 2315, 2318/2418, 2320/2420, 2305	3-5	MULTI	X	X	X	X
WELLNESS AND THE HUMAN EXPERIENCE Select ONE of the following: ARTS 1311, 1312, 1313, 1316, 2313, 2316, 2326, 2333, 2336, 2341, 2346, 2348, 2356, 2366; BIOL 1322; BUSI 1307; COMM 1316, 1318; DANC 1245, 1341, 1347, 1351; DRAM 1322, 1330, 1351; ECON 1303; MUEN 1122, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1151, 1152, 1153, 2123, 2141; MUSI 1116, 1181, 1183, 1192, 1263, 1300; PHED 1100, 1101, 1102, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1164, 1165, 1251, 1304, 1306, 1346; SOCI 2301, 2340; SPCH 2341	1-3	MULTI	X	X	X	X
QUALITATIVE REASONING, LITERACY AND RESEARCH Select the following: ENGL 1302	3	MULTI	X	X	X	X
SELF AND SOCIETY Select ONE of the following: ANTH 2302, 2346, 2351; COMM 1307; CRIJ 1301, 1307; ECON 2301, 2302, 2311; GEOG 1302, 1303, 2312; GOVT 2304, 2311; HIST 2321, 2322, 2327; PSYC 2301, 2306, 2314, 2316; SOCI 1301, 1306, 2306, 2319, 2336; TECA 1303, 1354 Select the following: GOVT 2301. Select ONE of the following: HIST 1302, 2301, 2328, 2381	9	MULTI	X	X	X	X
HUMANITY, CREATIVITY AND THE AESTHETIC EXPERIENCE Select ONE of the following: ARTS 1301, 1303, 1304; DANC 2303; DRAM 1310, 2361, 2366; HUMA 1311, 1315; MUSI 1306, 1308, 1309, 1310 Select ONE of the following: CUST 2370; ENGL 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, 2343, 2351; HUMA 1302, 1305, 2319; PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307, 2316, 2317, 2318, 2321; [FOREIGN LANGUAGE: ARAB 2311, 2312; CHIN 2311, 2312; CZEC 2311, 2312; FREN 2311, 2312; GERM 2311, 2312; GREE 2311, 2312; ITAL 2311, 2312; JAPN 2311, 2312; KORE 2311, 2312; LATI 2311, 2312; PORT 2311, 2312; RUSS 2311, 2312; SPAN 2311, 2312, 2321, 2322, 2323; 2324; VIET 2311, 2312]	6	MULTI	X	X	X	X
SCIENTIFIC DISCOVERY AND SUSTAINABILITY Select TWO of the following: ANTH 2401; BIOL 1406, 1407, 1408, 1409, 1411, 2401, 2402, 2406, 2416, 2420, 2421; CHEM 1405, 1406, 1407, 1411, 1412, 2423, 2425; ENVR 1401, 1402; GEOL	8	MULTI	X	X	X	X

1401, 1402, 1403, 1404, 1405, 1445, 1447; PHYS 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement cannot be met using the following combinations: BIOL 1406 and 1408; BIOL 1407 and 1409; BIOL 2420 and 2421; CHEM 1405 and 1406; CHEM 1405 and 1411; CHEM 1406 and 1407; CHEM 1406 and 1411; GEOL 1401 and 1403; PHYS 1401 and 1405; PHYS 1401 and PHYS 2425; PHYS 1405 and 2425.						
CRITICAL ISSUES IN LOCAL, NATIONAL, AND GLOBAL CONTEXTS Select the following: GOVT 2302	3	MULTI	X	X	X	X
GENERAL ELECTIVE CREDITS Select at least 6 hours from the following prefixes: BCIS, BIOL, CHEM, COSC, ENGR, ENVR, FORS, GEOL, MATH or PHYS. NOTE: Courses previously taken cannot be used to satisfy both the Core and a requirement in this group.	18	MULTI	X	X	X	X
TOTAL CREDIT HOURS FOR THIS DEGREE	60-65					

Eastfield College/Dallas TeleCollege Online

These courses delivered by CD-ROM.

The student is responsible for purchasing/providing all textbooks and materials for the course.

ECON 2301 3.00 credits **ECON 2302** 3.00 credits **GOVT 2305** 3.00 credits

Macro Economics

An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. **Prerequisites:** Sophomore standing is recommended

Micro Economics

The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. **Prerequisites:** Sophomore standing is recommended

US Government

United States Government explores contemporary issues as examples of our government in action. As the title suggests, it is citizen-activist oriented in its approach to the study of political science focusing on interviews with national experts and a variety of political figures, and using actual documentary footage to bring the action to the student, the course achieves what the traditional classroom sometimes cannot.

HIST 1301 3.00 credits **HIST 1302** 3.00 credits **PHED 1304** 3.00 credits

History of the United States to 1877

The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877.

History of the United States Since 1877

The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed.

Health for Today

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement.

SOCI 1301 3.00 credits

Introduction to Sociology

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change.

Eastfield College/Dallas TeleCollege Online

This is a Pilot Program.

These courses delivered through a downloadable MP4 format.

The student is responsible for purchasing/providing all textbooks and materials for the course.

Username and Password is provided by your local NCPACE office.

BIOL 1322 Principles of Nutrition Topics include classes, sources, and functions of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. Prerequisites: ASSET score of 41+ for Reading and 40+ for Writing. ENGL Composition I or equivalent.	3.00 credits	BUSI 1301 Business Principles This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology).	3.00 credits	ECON 2301 Macro Economics An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. Prerequisites: Sophomore standing is recommended.	3.00 credits
ECON 2302 Micro Economics The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. Prerequisites: Sophomore standing is recommended	3.00 credits	ENGL 1301 Composition I This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. Prerequisites: ASSET score of 41+ for Reading and 40+ for Writing.	3.00 credits	ENGL 1302 Composition II In this course students refine the writing, research, and reading skills introduced in ENGL1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. Prerequisites: Successful completion of ENGL1301 with a grade of "C" or better.	3.00 credits
GOVT 2305 US Government United States Government explores contemporary issues as examples of our government in action. As the title suggests, it is citizen-activist oriented in its approach to the study of political science focusing on interviews with national experts and a variety of political figures, and using actual documentary footage to bring the action to the student, the course achieves what the traditional classroom sometimes cannot.	3.00 credits	HIST 1301 History of the United States to 1877 The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877.	3.00 credits	HIST 1302 History of the United States Since 1877 The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed.	3.00 credits
PHED 1304 Health for Today Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement.	3.00 credits	SOCI 1301 Introduction to Sociology This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multicultural and multi-ethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, languages, and roles, as well as group processes, social conflict and social change.	3.00 credits		



Toll Free: 866-660-8996
mil.ecpi.edu or www.ecpi.edu

ECPI University, formerly *ECPI College of Technology*, is an independent, private university that is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (SACS) to award master's, baccalaureate, and associate's degrees and diplomas.

Program areas include: Business Administration, Computer and Information Science, Electronics Engineering Technology, Criminal Justice, Health Science and Culinary Arts.

ECPI is a SOC Consortium partner for the following Degree networks: SOCNAV, SOCMAR, and SOCAD. Other military partnerships include: Air Force- AU-ABC, and GEM, Army-GoArmyEd, Navy NCPACE and NCPDLP, Marine Corps MCCCCP. *Military related experience/training evaluated for credit in rate related associate and bachelor degrees.*

Admission Status

Applicants are admitted as *NON-Degree Seeking Students (NDS)* who are eligible to migrate into a matriculating status as they become full time students.

Students seeking enrollment into a course with a pre-requirement must complete the course requirement, or if completed with another college, provide documentation showing completed status, grade and date of completion.

Credit Transfer

In the U.S. higher education system, transferability of credits is always determined by the receiving institution, taking into account such factors as course content, grades, and the school's accreditation and licensing. ECPI University is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (SACS) to award associate's, baccalaureate, and master's degrees and diplomas. SACS is an accrediting agency recognized by the United States Department of Education. However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school.

Students considering continuing their education at or transferring to other institutions must not assume that credits earned at ECPI will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted by any other institution. A student who is considering future transfer is encouraged to contact the receiving institution, as early as possible, to determine what ECPI credits, if any, the institution will accept. ECPI University does not imply, promise, or guarantee transferability of its credits to any other institution.

Transcript Ordering

Students and alumni may request official transcripts of the academic work completed at ECPI by submitting an *Official Transcript Request Form* or by submitting a written request. Due to federal privacy laws, a written request with the student's signature is required to release a transcript and all requests must include the required processing fees. The following non-refundable fees apply to official transcript requests:

Normal Processing:	\$5.00 per transcript, 7-10 business days
Expedited Processing:	\$10.00 per transcript, 3-5 business days

The *Official Transcript Request Form* is available at any campus or online at www.ecpi.edu. **Please note that telephone, email and fax requests for transcripts are NOT accepted.**

Mail the transcript request form to: Registrar/NCPACE Transcript Request
ECPI University
5555 Greenwich Road
Virginia Beach, VA 23462

Required Information

If you choose to submit a written request in lieu of the *Official Transcript Request Form*, the request must be sent to the campus you attended and include the following information:

- Student's name, date of birth, and social security number
- Dates and campus location of attendance
- Student's permanent address and a daytime phone number
- Complete name and address of the person to whom the request is to be sent
- Payment or payment information
- Student's signature and date

Missing information may delay the processing of your request.

Payment Options

Payment can be made in one of the following ways:

1. In person at the student window
2. Check or money order mailed with the written request (**no cash please**)
3. Pay Online: <https://www.ecpi.edu/online-payments/> Specify that your payment is for a transcript fee and note on the request form your payment has been made online.
4. Credit card information provided on the request form

Hold on Accounts

No transcript will be released if the student has a financial hold. Transcripts may be issued to other educational facilities or potential employers.

To receive an evaluation of military credits towards a degree from ECPI University please use the “SOC Evaluation Request Form” available in this catalog.

This catalog update reflects the most current revisions to all ECPI courses offered through the NCPACE Program.

ECPI University
Associate of Science: Computer and Information Science
Concentration: Network Security
<http://mil.ecpi.edu>

Academic Residency - 25% of coursework
 NCPACE CD-ROM courses are authorized academic coursework.

Points of Contact
 Marion Hibbler, Military Programs Administrator
 Tel: (757) 213-3516 Fax: (757) 257-0064
 mhibbler@mil.ecpi.edu

Degree Requirement Summary

I. An 'X' under SOC, Rating, School and Test indicates that the university may grant credit for this requirement from the source marked for at least a portion of the requirement. An "X" under NCPACE are CD-ROM courses offered. Contact the institution for details on credit awarded.

Degree Requirement	SH	SOC Code	NAVY Rating	NAVY School	Tests	NCPACE
Arts and Sciences Curriculum (22 Semester Hours Required)						
COM110 Communication	3	CM005A	X	X	X	X
ENG110 College Composition	3		X	X	X	X
ENG120 Advanced Composition	3		X	X	X	X
MTH131 College Algebra	3		X	X	X	X
PHY120 Physics	3		X	X	X	X
PHY120L Physics LAB	1					X
PSY105 Introduction to Psychology	3				X	X
HUM205 Culture and Diversity OR ENG210 Critical Thinking	3					X
CORE CURRICULUM (39 Semester Hours Required)						
Self Integration (3 Semester Hours)						
COR090 Career Orientation Seminar	0					
FOR112 College Orientation	3					
Core Courses (21 Semester Hours)						
BUS102/CIS102 Fundamentals of Customer Service	3		X	X		X
BUS122 Principles of Business and Management	3		X	X	X	X
CIS106/IST106 Introduction to Operating Systems	3	CS104A	X	X		X
CIS121/IST122 Logic and Design	3	CS201A	X	X		X
CIS150/IST150 Networking I	3	CS601A	X	X		X

CIS282/IST283 Web Interface Design	3		X	X		X
IST120 Computer Applications	3	OF037A	X	X	X	X
Concentration Courses (15 Semester Hours)						
CIS151 Networking II	3		X	X		X
CIS202 Introduction to Routing and Switching	3		X	X		X
CIS212 Network Security Concepts	3	CS511A	X	X		X
CIS245 Windows Client & Server	3	CS524A	X	X		X
CIS206 Unix Administration	3		X	X		X
Elective Courses* (15 Semester Hours)						
CIS126 Programming I	3		X			X
CIS131 Database I	3	CS301A	X			X
CIS204 Intermediate Routing and Switching	3		X	X		X
CIS207L Network Routing & Switching Lab	1		X			X
CIS245L Windows Client & Server Lab	1		X			X
CIS256 Windows Active Directory	3	CS52JA	X			X
CIS251 Advanced Windows Server	3		X			X
CIS250 Database Scripting	3		X			X
CIS305 Advanced Unix Administration	3		X			X
CIS305L Advanced Unix Administration Lab	1		X			X
CIS311 Web Site Management	3	CS411A	X			X
EET250 Computer Configuration I	3		X			X
CIS290 Externship	1		X			X
Total Semester Hours Required	76					

* Students will select any combination of courses from the listing to total at least 15 semester hours.

ECPI University

All courses are CD-ROM delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.

“NCPACE Distance Learning CD-ROM courses are designed to run on government and contractor provided computers. They *may* run on a student’s personal computer, but there is no guarantee.”

Students should be provided appropriate access by authorized command personnel prior to running the courses on embedded networked systems.

Prerequisite requirements are listed below.

BUS 102 Fundamentals of Customer Service This course helps students to understand the motivation and concerns of the customer and how to develop customer relations skills to effectively work with customers. Understanding people, communication, perception, and self-concept are discussed. This course was previously listed as CIS 102.	3.00 credits	CIS 151 Networking II This course conducts an overview of networking, network communications, network security, and basic troubleshooting methodologies to identify and resolve common network connectivity problems, common vulnerabilities and network performance problems. Prerequisite: Grade of “C” or higher in CIS 150/IST150 Networking I.	3.00 credits	CIS 212 Network Security Concepts This main goal of this course is to provide the student with a fundamental understanding of general network security concepts and implementation. This course covers the general security concepts involved in maintaining a secure computer networking environment. A variety of security methodologies are discussed as well as technologies and concepts used for implementing a secure network environment. Also, this course will adopt a practical, hands-on approach when examining general networking security implementation techniques. This course is designed to meet the objectives by using a combination of lectures, demonstrations, discussions, and hands-on labs. Prerequisite: Grade of “C” or higher in CIS 151 Networking II.	3.00 credits
IST 106 Introduction to Operating Systems This course provides an introduction to the major hardware/software components of computer-based operating systems. This course was previously listed as CIS 106.	3.00 credits	IST 150 Networking I This course focuses on an introduction to networking technology and its implementation. The course conducts an in-depth examination of microcomputer setup and troubleshooting skills, networking implementation, networking troubleshooting, basic security implementation, basic security troubleshooting, Interpersonal communication skills and personal management, introduction to topologies for different types of networks, familiarity of connectivity devices, and various LAN and WAN services. Prerequisite: Grade of “C” or higher in CIS 106/IST 106 and IST 120. This course was previously listed as CIS150.	3.00 credits	IST 283 Web Interface Design This course provides the student with an understanding of web page creation using Extensible Hypertext Markup Language (XHTML). Students will learn how to create hyperlinks, heading, lists, tables, formatting, and images. Prerequisite: Grade of “C” or higher in CIS106/IST 106 or IST 120. This course was previously listed as CIS 282.	3.00 credits



(800) 478- 8478, ext. 4091
ncpace@govst.edu
www.govst.edu

Governors State University (GSU) provides an upper division (junior, senior) liberal arts option to sailors in the Navy College PACE program. Through the B.A. in Interdisciplinary Studies Program, sailors and students can utilize their education and military credits including credits earned through DANTES, ACE, and CLEP. GSU awards bachelors and masters degrees to a diverse population of students across the nation and on ships at sea. The university was developed as a transfer-only institution with adult learners as our main focus. GSU students typically have credit from multiple schools, have significant military/work/life experience and wish to earn a degree to assist in moving forward in a chosen career.

B.A. in Interdisciplinary Studies

Our Interdisciplinary Studies bachelor's degree program allows students maximum flexibility to tailor their selection of courses to meet their individual career goals. Interdisciplinary means that students take courses from more than one area of study. One student may choose courses from only one area such as business where they take classes in marketing and computer science while completing general education classes from the area of liberal studies. Another student may take courses from many areas that are of interest to them such as some in business and others in health professions. Still other students may want to concentrate their coursework in one area to obtain the qualifications to enroll in a master's degree program while taking a course or two from a second area to round out their understanding of the field. Academic advisors are available to discuss education and career goals with potential students and to develop an individualized study plan that meets the needs of the student.

The Interdisciplinary Studies Program requirements include (total 120 hours):

Sailors must complete at least 60 credit hours of college course work to be admitted to the University. The credits can be earned through college credit and/or a combination of college credit and military credit.

- I. General Education Requirements (37-41 hours)
Students must meet all university requirements for a bachelor's degree as listed in the current GSU catalog (www.govst.edu/catalog)
- II. Required Courses (15 hours)
The following courses must be completed with a "C" or better:

IDSS310 Perspectives on Interdisciplinary Studies	3 hours
IDSS490 Interdisciplinary Studies Appraisal	3 hours
Interdisciplinary Requirements	6 hours

(Students must take upper division courses in at least two different disciplines.)

Technology Intensive Course	3 hours
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- III. Electives (64-68 hours)
Students may not exceed a maximum of 80 hours of lower division credit between number I. and III. Students must complete a minimum of 28 hours of upper-division hours, if number I. is completed through coursework taken at the lower division.

Minors and Certificates

Interdisciplinary Studies students are encouraged to consider completing one or more of the minors available at GSU. Choosing a minor helps to:

- Enhance your academic credentials and provide you with a specialty area
- Build a field of knowledge for career entry
- Prepare for graduate studies

If a minor fits your academic plan, discuss choosing a minor with your academic advisor.

Below is a list of minors available. Please refer to the GSU catalog (www.govst.edu/catalog) or contact your advisor for more information.

Available Minors

- Business Administration
- Management Information Systems
- Criminal Justice
- Psychology

GSU transcripts:

Online: Order via the Internet 24/7 through the National Student Clearinghouse. You can place as many orders as you like in one session using any major credit card. The charge for transcripts via the internet is \$12.25 (\$10.00 per copy with a \$2.25 processing fee added to the transaction total). Your card will only be charged after your order has been completed. Order updates will be emailed to you. You can also track your order online using your email address and order number.

Order online at:

https://www.studentclearinghouse.org/secure_area/Transcript?login.asp?FICEcode+00914500

By mail: \$10.00 per copy.

Download Official Transcript Request Form

http://www.govst.edu/appreg/t_registrar.aspx?id+1758

Mail transcript requests to:

Governors State University
Office of the Registrar
1 University Parkway
University Park, IL 60484-0975

Request for a SOCNAV Agreement:

A SOCNAV Agreement can be requested from the Interdisciplinary Studies Program at 800-478-8478 x4092 or email idss@govst.edu. If requesting a SOCNAV Agreement, you must submit a SMART Transcript along with official transcripts from any college or university you have attended. To print out the SCO Evaluation Request Form, go online to <http://www.govst.edu/military> and click on the SOC link.

Accreditation:

GSU is accredited through the Higher Learning Commission of the North Central Association of Colleges and Schools.

SOCNAV Degree Map						
Governors State University						
Bachelor of Arts in Interdisciplinary Studies						
Degree Objective	A flexible bachelor's degree-completion program that maximizes military and transfer credits and allows for credit through prior learning. The B.A. program accepts up to 80 semester hours of lower division credit. Completion of an associate degree or at least 30 semester hours is encouraged prior to entry into the B.A. Program.					
Academic Residency	24 semester hours. (May be completed entirely by CD-ROM courses available through NCPACE)					
Points of contact	1) For information concerning the B.A. in Interdisciplinary Studies, degree plans, or admission, email us at idss@govst.edu or call 800-478-8478 x4092. 2) For information concerning courses for the NCPACE Program, email ncpace@govst.edu or call 800-478-8478 x4091.					
Degree Requirement Summary						
Degree requirement	Semester Hours	SOC Code	Navy Rating	Navy School	Tests	NCPACE
Communications						
English Communication I	3	EN024AB			X	X
English Communication II	3	EN025AB			X	X
Speech	3	CM001AB	X	X	X	X
Mathematics						
Selected by Sailor	3		X	X	X	X
Physical & Life Sciences						
Physical Science Course	3		X	X	X	X
Life Science Course	3		X	X	X	X
Lab component with one of the above science courses	1				X	X
Social/Behavioral Sciences						
ANTH 3501 Beliefs & Believers	3		X	X	X	X
PSYC 3345 Social Psychology	3	PS301B	X	X	X	X
Select additional Social Science Course	3		X	X	X	X
Humanities & Fine Arts						
ENGL 3108 Living Lit: The Classics & You	3		X			X
ENGL 3123: Modern American Poetry	3		X			X
Fine Arts Elective	3		X			X
Elective Credits						
ADDS 5100 Substance Abuse: Current Concepts	3		X	X	X	X
COMS 5140 Family Communication	3		X	X	X	X
INST 4110 Worlds of Art	3					X
MGMT 3100 Introduction to Management Strategies	3	MG106B	X	X	X	X
PSYC 3605 LOVE: What Everyone Needs to Know About Relationships	3					X
SOSC 3200 Dealing with Diversity	3		X	X	X	X
Elective hours selected by sailor (may include military credits, transfer credits or portfolio credits)	71		X			X
Total Semester Hours	120					

Governors State University

All courses are CD-ROM Delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.
Governors State University courses are designed for use on contractor provided laptops or personal computers.

ADDS 5100 3.00 credits **ANTH 3501** 3.00 credits **COMS 5140** 3.00 credits

Substance Abuse: Current Concepts

Examines physiological, psychological, and sociological aspects of drug abuse and includes historical and contemporary patterns. Examines past and present drug abuse treatment modalities and analyzes factors and institutions at the local, state, and national level that affect the delivery of drug abuse services. Includes legal and ethical issues in drug abuse.

Beliefs and Believers

An exploration into the nature and function of belief structures or "worldviews" with representatives from a wide variety of religious and secular perspectives. Students will gain some initial exposure to the religious systems of major world religions systems of major world religious institutions and develop an understanding of their personal beliefs.

Family Communication

Family Communication is a course that explores family interaction patterns. Examines the ways in which family members communicate, make decisions, settle conflict, and learn to relate to one another. This course is especially relevant because of the profound changes that are currently affecting the family unit. More children are born to single parents, more families have both partners working, more couples are commuting, more couples are divorcing, and more stepfamilies are being formed than ever before.

Prerequisites: For those who do not have an Associates degree, three(3) credit hours of EITHER a course in basic Communication Studies, English 1301, Philosophy 120, Psychology 100 or the equivalent to any of those listed here. Strong writing skills are necessary.

ENGL 3108 3.00 credits **ENGL 3123** 3.00 credits **INST 4110** 3.00 credits

Living Literature: The Classics and You

An introduction to a selection of the "classics" of Western Literary Tradition. Beginning with Genesis, students will read and discuss Homer, Sophocles, Virgil, Dante, Shakespeare, Moliere, Milton, Voltaire, Goethe, Flaubert, Dostoevsky, Tolstoy, and Kafka. The orientation of the course is the relevance of these texts to our lives.

Modern American Poetry: Voices and Visions

An introductory literature course emphasizing relationships of the poets, their influence on each other and on those who followed them, and their place in American literature. Compares and contrasts the American vernacular voice with modern European idiom, the democratic image of society with the poet as a privileged visionary, and the poetry of social conscience with a poetry of metaphysical rumination.

Prerequisites: Three (3) credit hours of English composition at the lower-division level.

Worlds of Art

This course compares objects from eight differing contexts and diverse geographical world areas and contrasts the imagery, cultural circumstances, and the world view within which the art was created and in which it functioned. Course includes video of discussions with instructor and experts on particular objects as guest correspondents.

MGMT 3100 3.00 credits **PSYC 3605** 3.00 credits **PSYC 3345** 3.00 credits

Introduction to Management Strategies

Introduces classical management, behavioral, and management science. Reviews the fundamental functions of management emphasizing the interrelationships among planning, organizing, directing, and controlling. Both the impact of organizations upon participants and the impact of participants upon organizations are studied. Examines systems approach to solving operational problems.

Love: What Everyone Needs to Know

Explores the intricacies and problems of close, committed, interpersonal relationships, including marriage. Discusses important relationship concepts and standards. This course includes a unit on military marriage and the challenges. This course is intended both as a "primary prevention and as a sort of immunization against serious marital troubles and divorce in later life."

Social Psychology

Evaluation of methods of inquiry and identification of levels of analysis as applied to problems of thought and behavior in American society. Study of interpersonal relations and communications, social power, persuasion, decision making, attitude change, and group membership.
Prerequisites: Three (3) credit hours of Psychology 100, Introduction to Psychology, or the equivalent.

SOSC 3200

3.00 credits

Dealing With Diversity

A course designed to help students recognize and appreciate the differences between diverse groups and individuals in our multicultural society, such as those distinguished by race, ethnicity, gender, class, sexual orientation, and age.



ODU Toll Free Access:
(800) 968-2638

FAX:
(757) 683-3106

**For more information, visit
our website at:**
[http://dl.odu.edu/military-
veterans](http://dl.odu.edu/military-veterans)

or send email to:
navycollege@odu.edu

Old Dominion University
Military Distance Learning
Gornto Center, 4th Floor
Norfolk, VA 23529

Old Dominion University (ODU) has enjoyed a wide variety of successful academic and research partnerships with the military since the University's inception in 1930 as the Norfolk Division of the College of William and Mary. Nearly a third of today's 24,000 students have military affiliations, and one-half of the institution's 40 formal academic and research partnerships are with the military sector. ODU is a recognized leader in the field of distance education. The University's military outreach has led to the design and development of specific programs tailored to a military audience to include undergraduate courses (upper division) in Engineering Technology and graduate offerings in Engineering Management provided through NCPACE and the Navy College Program Distance Learning Partnership (NCPDLP).

Old Dominion University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, educational specialist, and doctoral degrees. Some 33 bachelor's, 30 master's, and 3 doctoral programs are globally available.

Getting Started with the BSET degree

Old Dominion University offers upper division Engineering Technology courses through NCPACE, with the remaining upper division courses available at a distance through NCPDLP. The courses have the following prerequisites:

- 2.50 GPA (on a 4 point scale), earned with grades on at least 25 semester hours or 42 quarter hours of college courses. Associate's degree recommended, but not required.
- College credit for calculus (integral and differential).
- Advisor approval to confirm course prerequisites have been met – send unofficial copies of your SMART and college transcripts to rcurry@odu.edu or fax to 757-683-3106 (Attn: Dr. Curry).

Substantial credit is offered for military training. More details are provided in the catalog pages that follow and through the website at <http://dl.odu.edu/navycollege>.

Master of Engineering Management

For Master of Engineering Management candidates, graduates of the Navy's officer nuclear power school and prototype are eligible. ONPS/prototype graduates receive twelve hours of advanced standing toward the degree.

More details are provided in the catalog pages that follow, and through the MEM website at <http://dl.odu.edu/mem>.

Required Documents

- Proof of graduation from the Officer Navy Nuclear power School as well as proof of Prototype School or Bettis Program (SMART Transcript/Officer Data Card/Additional Qualifications Designator/FITREP/Employee evaluation/DOE certification)
- Official transcript(s) from all educational institutions you have attended beyond high school
- Application for Graduate Admission – Navy Format Form (PDF)

Students with qualifying undergraduate degrees and work experience, who are not graduates of NPS-O/Prototype or BRES may be considered to take MEM courses by portable media on a case-by-case basis. Pre-approval by the Engineering Management and Systems Engineering (EMSE) Department is required. Pre-approvals and program admissions are at the discretion of the Department. Students who meet regular graduate admissions requirements and wish to seek pre-approval should contact MEM Advisor Kim Sibson (ksibson@odu.edu) to determine their eligibility and, if eligible, initiate the process.

Send application and documents to:

Old Dominion University
Military Distance Learning Programs
Gornto Center, 4th Floor
ATTN: MEM Processing
Norfolk, VA 23529

The Department of Engineering Management and Systems Engineering at Old Dominion University is a multiple recipient of the American Society of Engineering Management's (ASEM) Award for "Excellence in Academic Leadership of Graduate Programs in Engineering Management." During the last decade ODU has been recognized five times with this prestigious award as the number one engineering management program in the nation.

You can also visit the MEM website at <http://www.dl.odu.edu/mem>.

SOCNAV Degree Map
Old Dominion University
Bachelor of Science in Engineering Technology
General Engineering Technology Major

Degree Objective - The primary goal of this program is to provide broad-based engineering technology studies at the advanced level combined with complementary engineering management studies and general education. This combination should provide a strong base to enhance the individual's technical career progress in either the military or in a civilian capacity. In particular, the graduate should be well prepared to progress into technical leadership or management positions requiring both a knowledge of the technology as well as the ability to manage personnel and projects of an engineering nature.

Academic Residency - 30 semester hours of credit. Old Dominion University will offer 39 semester hours of engineering technology and engineering management courses through CD-ROM. Residency requirements can be met by taking these CD-ROM courses.

Points of Contact

Dr. Rob Curry, Director of Advising
David Chase, Asst. Vice President, Site Operations & Military Distance Learning
Dr. William Gideon, Associate Director for Military Distance Learning
Gornto Center, 4th floor, 1 Old Dominion University
Tel: 800-968-2638 or 757-683-5658 Fax: 757-683-3106
Email: navycollege@odu.edu Web Site: www.dl.odu.edu/navycollege

Degree Requirement Summary - An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirement	SH	SOCCode	NAVYRating	NAVYSchool	Tests	NCPACE
English Composition I	3	EN024B			X	
English Composition II or Technical Writing	3				X	
Oral Communication	3	CM001B		X		
Precalculus I	3	MH054B			X	
Precalculus II	3				X	
Calculus (Integral and Differential)	4					
Foreign Language 1**	0-3			X	X	
Foreign Language II**	0-3			X	X	
Human Creativity	3	MULTIPLE				
Interpreting the Past	3	HI001B*			X	
Literature	3	EN026B			X	
Philosophy and Ethics	3	PL079B*				
Human Behavior	3	SO001B*		X		X
Physics with lab I	4			X		
Physics with lab II	4			X		
Information Literacy and Research	3					
Impact of Technology	3					
Electives	3-9	MULTIPLE	X	X	X	
Technical Base	24		X	X		
MET 305 Fundamentals of Mechanics	3					X
MET 300 Thermodynamics	3			X		
MET 310 Dynamics	3					X
MET 330 Fluid Mechanics	3					
MET 335 Fluid Mechanics (Lab)	1					
EET 350 Fundamentals of Electrical Tech.	3					X
EET 360 Electrical Power & Machinery	3					X
EET 365W Electrical Power & Machinery (Lab)	2					
EET 410 Communications Principles	3					
EET 415 Programmable Machine Controls	3					
ENMA 301 Engineering Management	3					
ENMA 302 Engineering Economics	3					
ENMA 401 Project Management	3					
ENMA 420 Statistical Concepts	3					
Total Semester Hours	120					

* Other SOC coded courses may also be credited.

** The foreign language requirement is not required of students who completed high school before December 1985; or those who completed 3 years in one foreign language or 2 years each in two foreign languages in high school.

Graduate Degree Map
Old Dominion University
Master's Degree

Master of Engineering Management (MEM)

Degree Objective - The program builds upon the technical background of engineers and emphasizes project management skills specifically required in technology-based, project-driven enterprises, such as leadership, planning, scheduling, logistics, information systems, cost-estimating, systems engineering and quality. The MEM seeks to prepare individuals to lead, organize, implement, manage and successfully complete technical projects.

Academic Residency - 19 credit hours. The MEM degree is 31-credit hours, of which 19 hours (six courses plus capstone) are delivered in CD-ROM format. Residency requirements can be met by completion of these CD-ROM courses. The remaining twelve (12) hours of Graduate credit will be awarded to graduates of the Navy's Officer Nuclear Power School (including Prototype).

Points of Contact

Mr. David Chase, Asst. Vice President, DL Programs Direction & Management
 Dr. William Gideon: Instructional Support for Faculty & Students
 Ms. Debi Lane: Student Admission, Registration & Support
 Gornito Center, 4th floor, 1Old Dominion University
 Tel: 800-968-2638 Fax: 757-683-3106

Ms. Kim Sibson: Academic Advising, Program Management & Student Support
 Kaufman Hall 242F, 1Old Dominion University Tel: 757-683-4938

Email: navycollege@odu.edu Web Site: www.dl.odu.edu/mem

Degree Requirement Summary - An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirement	SH	SOC ID	NAVY Rating	NAVY School Credit*	Tests
ENMA 600	3	N/A	N/A		X
ENMA 614	3	N/A	N/A		X
ENMA 603	3	N/A	N/A		X
ENMA 604	3	N/A	N/A		X
ENMA 605	1	N/A	N/A		NO
ENMA 613	3	N/A	N/A		X
ENMA 715 or ENMA 724 (student's option)	3	N/A	N/A		X
ENMA 601*	3	N/A	N/A	X	N/A
ELECTIVES*	9	N/A	N/A	X	N/A
Total Semester Hours	31				

*Credit to graduates of the Officer Nuclear Power School and Prototype.

Old Dominion University

Undergraduate Courses

All courses are CD-ROM delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.

EET 350	3.00 credits	EET 360	3.00 credits	MET 305	3.00 credits
Fundamentals of Electrical Technology		Electrical Power and Machinery		Principles of Mechanics	
A comprehensive course in the basic principles of electrical engineering technology utilizing calculus as appropriate. Topics include dc and ac circuit analysis and theorems, transient analysis, linear electronics, and digital electronics.		A study of ac and dc motors and generators, transformers, power distribution, three-phase systems, and instrumentation. Steady-state phasor analysis using complex numbers is employed throughout the course. Prerequisites: EET 350 is a prerequisite for taking EET 360.		Selected topics in statics and strength of materials are applied to mechanical engineering technology utilizing calculus as appropriate. Coverage includes force systems, equilibrium, friction, and stress-strain relationships and their application to the mechanical behavior of materials.	
MET 310	3.00 credits				
Dynamics					
A fundamental treatment of coplanar and three-dimensional kinematics and kinetics of particles and rigid bodies, including relative motion, mass moments of inertia. Newton's laws, work and energy, impulse and momentum, and simple vibration. Prerequisites: MET 305 is a prerequisite for taking MET 310.					

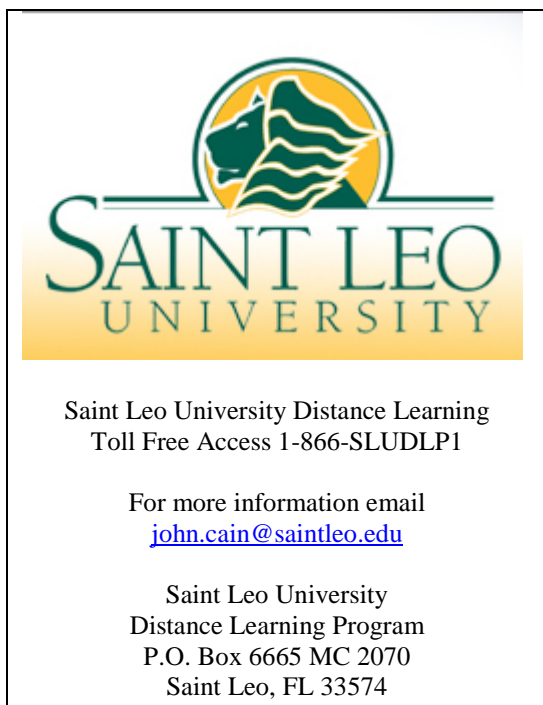
Old Dominion University

Graduate Courses

These courses are CD ROM delivered courses.

The student is responsible for purchasing/providing all textbooks and materials for the course.

<p>ENMA 600 3.00 credits</p> <p>Cost Estimating & Financial Analysis</p> <p>Introduction to the monetary aspects of engineering projects, including accounting principles; financial reports and analysis; capital budgeting; cost estimation and control; inventory management; depreciation; investment decisions.</p> <p>Prerequisites: Graduation from Navy Nuclear Power School/Prototype Officer program. (See website for details and options at http://dl.odu.edu/admissions/military-students)</p>	<p>ENMA 603 3.00 credits</p> <p>Operations Research</p> <p>Introduction to optimization methods and deterministic models for decision making, linear, integer and non-linear programming; transportation, assignment, and inventory models; network techniques; sensitivity analysis.</p> <p>Prerequisites: Graduation from Navy Nuclear Power School/Prototype Officer program. (See website for details and options at http://dl.odu.edu/admissions/military-students)</p>	<p>ENMA 604 3.00 credits</p> <p>Project Management</p> <p>Explores the basic tools of project management, employing a systems approach for managing the selection, design, execution, control, evaluation, and completion of projects to meet objectives and expectations within allocated resources.</p> <p>Prerequisites: Graduation from Navy Nuclear Power School/Prototype Officer program. (See website for details and options at http://dl.odu.edu/admissions/military-students)</p>
<p>ENMA 605 1.00 credits</p> <p>MEM Program Capstone</p> <p>This one-credit hour capstone project serves as a comprehensive examination of the program. To be completed by each student after they have finished the six core MEM courses. This course can be taken in conjunction with another course, but it is not recommended.</p> <p>Prerequisites: Completion of all other core MEM courses and graduation from Navy Nuclear Power School/Prototype Officer program. (See website for details and options at http://dl.odu.edu/admissions/military-students)</p>	<p>ENMA 613 3.00 credits</p> <p>Logistics and Supply Chain Management</p> <p>Management systems for distribution, materials handling, inventory control, transportation planning, and facilities location and analysis. Special emphasis on logistic information systems and the development of logistics strategy. Includes case studies.</p> <p>Prerequisites: Graduation from Navy Nuclear Power School/Prototype Officer program. (See website for details and options at http://dl.odu.edu/admissions/military-students)</p>	<p>ENMA 614 3.00 credits</p> <p>Quality Systems Design</p> <p>Integrated analysis of the quality assurance function. Quality Deming's way. On-line quality engineering, scientific sampling, control charts, acceptance sampling; the quality cost concept and economic aspects of quality decisions. Emphasis on statistical process control.</p> <p>Prerequisites: Graduation from Navy Nuclear Power School/Prototype Officer program. (See website for details and options at http://dl.odu.edu/admissions/military-students)</p>
<p>ENMA 715 3.00 credits</p> <p>Systems Analysis</p> <p>Interdisciplinary aspects of systems development, operation, and support. Focuses on application of scientific and engineering efforts to transform an operational need into a defined system configuration through the interactive process of design, test and evaluation.</p> <p>Prerequisites: Graduation from Navy Nuclear Power School/Prototype Officer program. (See website for details and options at http://dl.odu.edu/admissions/military-students)</p>	<p>ENMA 724 3.00 credits</p> <p>Risk Analysis</p> <p>Approaches to the management of risk; probability assessment methods; risk modeling; use of software packages; extensions of decision analysis; including stochastic dominance and multivariate methods; applications to project management, scheduling, and cost estimation.</p> <p>Prerequisites: Graduation from Navy Nuclear Power School/Prototype Officer program. (See website for details and options at http://dl.odu.edu/admissions/military-students)</p>	



Saint Leo University is a Catholic, coeducational liberal arts university offering programs leading to the associate, baccalaureate, and graduate degrees. Chartered on June 4, 1889, Saint Leo originated when the Florida legislature authorized the Order of St. Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this State."

In 1973, the College responded to requests from the armed services to offer degree programs on military bases. Now, Saint Leo University is a leading provider of higher education to military-related personnel in the United States. Saint Leo is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

Getting started is easy. Admission requirements for students who wish to qualify as a fully matriculated, degree-seeking student at one of Saint Leo University's Centers must show official evidence of either high school graduation or a GED. Official evidence means either original copies of diplomas or certificates, notarized copies or verification on other official documents such as a DD214. Exceptions to general admission regulations are made for all students serving on active duty and for those applicants for whom an exception has been granted by the Vice President for Enrollment.

Servicemembers Opportunity College

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo University supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students.

Bachelor of Arts in Criminal Justice

Saint Leo University has been educating both active and aspiring criminal justice professionals for more than 30 years with class sizes small enough for innovative teaching and individualized attention. Our 39-hour major based on the input of a diverse criminal justice advisory board that is designed to prepare students for careers and rapid advancement in the criminal justice system and related fields. We have recently added specializations in Criminalistics and Homeland Security.

This program of study will enhance the effectiveness of working professionals, provide a foundation for advancement to administrative levels, and prepare students for graduate study in criminal justice administration and related fields.

SAINT LEO DEGREE MAP

BACHELOR OF ARTS IN CRIMINAL JUSTICE

DEGREE OBJECTIVE — Occupational						
ACADEMIC RESIDENCY – 30sh in Saint Leo University Classes are required.						
POINT OF CONTACT JOHN CAIN, AVP OF CONTINUING EDUCATION FOR DISTANCE LEARNING						
352-397-5829 or 1-866-SLUDLP1 john.cain@saintleo.edu						
Degree Requirements Summary						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE
ENG-121 Academic Writing 1	3	EN024A EN024B			X	
ENG-122 Academic Writing 2	3	EN025A EN025B			X	
MAT-128 Algebra and Functions or higher.	3	MH047A MH047B	X		X	
SCI-101 Integrated Physical Science	3		X		X	
SCI-102 Integrated Life Science	3				X	
FAS-101 Integrated Fine Arts	3				X	
ART-123 Art Appreciation or MUS-123 Introduction to Music or FAS-123 Introduction to Film or FAS-125 Introduction to Theater	3	FA001A			X	
ENG-225 Survey of World Literature 1 or ENG-226 Survey of World Literature 2 or ENG-311 Major Writers of the 20 th Century	3	EN027A EN027B EN207A EN207B				
PHI-101 Quest for Wisdom	3					
REL-201 Introduction to the New Testament or REL-223 Religions of the World 1 or REL-224 Religions of the World 2 or REL-330 Christian Morality	3				X	X
REL-401 The Catholic Tradition						
SSC-101 The Human Behavior Perspective	3				X	
PSY-121 Introduction to Psychology or SOC-121 Introduction to Sociology	3	PS082A PS082B SO001A SO001B			X	
SSC-102 The Global Perspective	3				X	
ECO-201 Macroeconomics or POL-223 American Federal Government or HTY-121 United States History to 1865 or HTY-122 United States History from 1865	3	EC002A EC002B PO077A PO077B HI001A HI001B			X	
COM-130 PC Applications	3	OF033B	X			
General Electives	33	Multiple	X	X	X	
POL-123 Introduction to Law and the Legal System	3		X			X

CRM-220 Survey of the Criminal Justice System	3	CJ101B			X	
CRM-321 Substantive Criminal Law	3	LW002B				X
CRM-322 Law of Criminal Procedure	3	LW046B				
CRM-350 Criminal Justice Ethics	3					
CRM-370 Juvenile Justice	3	CJ112B				
CRM-426 Theories of Criminal Behavior	3	CJ102B	X			
CRM-496 Comprehensive Exam in Criminology	0					X
CRM-499 Senior Seminar in Criminology	3	CJ127B				X
Choose five of the following eleven choices:						
CRM-222 Introduction to Homeland Defense	3		X			X
CRM-300 Special Topics	3					
CRM-325 Criminal Investigation	3	CJ201B	X			
SSC-328 Drugs, Society and Human Behavior	3	SO005B			X	
CRM-330 Organized Crime	3					X
CRM-331 White Collar Crime	3					
CRM-332 Terrorism	3					X
CRM-333 Violent Crime	3					X
CRM-361 Legal Issues in Counter Terrorism	3		X			X
CRM-363 Exploitable Weakness in Terrorist Organizations	3		X			X
CRM-365 Local Response to Terrorism	3		X			X
CRM-419 Police Org & Adm	3	CJ204B				
CRM-422 Law Enforcement Systems	3	CJ201B			X	
CRM-430 Correctional Systems	3	CJ401B				X
HTY-233 Modern Middle East	3		X			X
PSY-330 Forensic Psychology	3					X
Total Hours Required	122					

An X indicates that the college may grant credit for this requirement from the source marked for at least part of the requirement. Contact Saint Leo University for details for credit awarded.

Courses in the NCPACE column not marked with an X may be offered by other NCPACE participating institutions.

Note 1: A student completing CRM 222, CRM 361, CRM 363, CRM 365, HTY 233 and REL 223 maybe awarded a Homeland Security Certificate and they may also have a specialization in Homeland Security.

Master of Business Administration

Raise your profile with Saint Leo University! We offer what you need for where you're going with our Master of Business Administration degree. Saint Leo University honors the person that you already are and supports the person you want to become. **Claim your future** today!

Saint Leo University's MBA program encourages you to expand your professional competencies within and beyond the classroom. We emphasize managerial skills in addition to technical know-how.

As a Saint Leo MBA student, you will gain a deeper understanding of the key functional areas of business. Courses focus on managing the complex interactions between these functions when defining and solving real-world business challenges. In addition to learning analytical tools, emphasis is placed on leadership, communications, teamwork, ethics, and the skills for managing diversity.

SAINT LEO DEGREE MAP

MASTER OF BUSINESS ADMINISTRATION

DEGREE OBJECTIVE — Occupational						
ACADEMIC RESIDENCY – 30sh in Saint Leo University Classes are required.						
POINT OF CONTACT JOHN CAIN, AVP OF CONTINUING EDUCATION FOR DISTANCE LEARNING						
352-397-5829 or 1-866-SLUDLP1 john.cain@saintleo.edu						
Degree Requirements Summary						
Requirement	SH	SOCNAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE
MBA-525 Professional Development	3					X
MBA-530 Organizational Behavior	3					X
MBA-533 Human Resource for Managers	3					X
MBA-535 Legal Environment of Business	3					X
MBA-540 Managerial Economics	3					X
MBA-550 Decision Support Systems	3					X
MBA-560 Financial & Managerial Accounting	3					X
MBA-565 Marketing	3					X
MBA-570 Corporate Finance	3					X
MBA-575 Global Business Management	3					X
MBA-557 Entrepreneurship	3					X
MBA-595 Current Issues in Leadership						X
MBA-599 Strategic Management	3					X
Total Hours Required	36					

MBA 565, MBA 595 & MBA 599 Requires independent research using the resources of the Saint Leo University Library. If you do not have access to the library please email john.cain@saintleo.edu for access to the library. If you will not have internet access during the course period, do not sign up for the course.

Initial enrollment into MBA courses thru NCPACE requires the student to:

1. Submit a completed application form.

*Students are allowed to take a **maximum** of 2 courses prior to full admissions into the MBA program*

Full Admissions into MBA program requires:

1. Completed application form
2. Current resume
3. Two professional recommendations from work associates completed on the forms provided in the application package. Work associates include current and former supervisors and co-workers.
4. Applicants must provide a statement of professional goals outlining how your educational and career goals match Saint Leo University's program (250 words or more).
5. Official transcripts from all post-secondary institutions previously attend sent directly from the former institution to the Office of Graduate Admission:

Graduate Admissions
Saint Leo University
32223 Michigan Avenue
San Antonio, FL 33576

A United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts if they have previously submitted them and are on file at the University.

6. Official Graduate Management Admissions Test (GMAT) scores are required for applicants with less than a 3.0 G.P.A. in the last 60 hours of their bachelor's degree and less than five (5) or more years of progressively responsible professional work experience. An applicant who does not meet this standard must submit official GMAT scores. In some instances, an applicant meeting the five year standard, may be required to submit official GMAT scores and/or demonstrate his or her command of basic quantitative (i.e., mathematical) and verbal skills by the faculty admissions committee. Official score on the Graduate Management Admissions Test are to be sent directly from the Educational Testing Service to the Director of Graduate Admissions. Test scores more than five years old are not accepted.
7. Application fee is waived for NCPACE students



Professional Recommendation Form

Programs of Study

Master of Business Administration - NCPACE Program

To be Completed by Applicant: I do ___ do not ___ waive my right to read this confidential recommendation

Name of Applicant: Last First Middle

Signature Date

Last four digits of Social Security Number# XXX - XX - _ _ _ _

To be Completed by Recommender: Professional Capacity in which you know this applicant: _____

How long have you known this applicant? _____

Please rate the applicant in each of the following characteristics by circling the appropriate point on the scale shown.

	No Basis	Low	Average	High		
1. Motivation for graduate work	0	1	2	3	4	5
2. Intellectual ability	0	1	2	3	4	5
3. Creativity	0	1	2	3	4	5
4. Breadth of knowledge	0	1	2	3	4	5
5. Oral communication	0	1	2	3	4	5
6. Written Communication	0	1	2	3	4	5
7. Initiative	0	1	2	3	4	5
8. Resourcefulness	0	1	2	3	4	5
9. Emotional maturity	0	1	2	3	4	5
10. Cooperation	0	1	2	3	4	5
11. Promise as a manager/leader	0	1	2	3	4	5
12. Overall Recommendation	0	1	2	3	4	5

Additional Comments: _____

Name of Recommender Signature of Recommender Date

Address of Recommender Phone

Please mail/fax to: Saint Leo University
 Dr. John Cain
 Distance Learning MC2070
 PO Box 6665
 Saint Leo, FL 33574

UPS shipping to: Saint Leo University
 Dr. John Cain
 Distance Learning
 12203 Wichers Road
 Saint Leo, FL 33574

Toll free: (866)758-3571 Direct: (352) 588-7580 Fax (352) 588-8196

SAINT LEO DEGREE MAP MASTER OF SCIENCE CRIMINAL JUSTICE

DEGREE OBJECTIVE — Occupational						
ACADEMIC RESIDENCY – 30sh in Saint Leo University Classes are required.						
POINT OF CONTACT JOHN CAIN, ASSISTANT VICE PRESIDENT OF DISTANCE LEARNING PROGRAM 352-397-5829 or 1-866-SLUDLP1 john.cain@saintleo.edu						
Degree Requirements Summary						
Requirement	SH	SOC NAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE DL
CRJ 521 Offender Treatment Mythology	3					X
CRJ 530 Ethical Issues in Criminal Justice Administration	3					X
CRJ 535 Management of Human Resources in Criminal Justice Agencies	3					X
CRJ 540 Planning and Financial Management in Criminal Justice Agencies	3					X
CRJ 545 Introduction to Forensic Science	3					X
CRJ 550 Legal Issues in Criminal Justice Administration	3					X
CRJ 560 Public Policy Making in Criminal Justice	3					X
CRJ 565 Leadership Applications in Criminal Justice	3					X
CRJ 570 Future Studies in Criminal Justice	3					X
CRJ 575 Contemporary Issues in Criminal Justice Administration	3					X
CRJ 590 Applied Project in Criminal Justice Administration	6					X
Total Hours	36					

Initial enrollment into MSCJ courses through NCPACE requires the student to:

1. Submit a completed application form.

*Students are allowed to take a **maximum** of 2 courses prior to submission of the application package and full admission into the MSCJ program*

Full Admissions into MSCJ program requires:

1. Completed application form
2. Official transcripts from all post-secondary institutions previously attend sent directly from the former institution to the Office of Graduate Admission.

Saint Leo University
Graduate Admissions
MC2248 University Campus
PO Box 6665
Saint Leo, FL 33574-6665

A United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts if they have previously submitted them and are on file at the University.

3. Minimum GPA 3.0 on a 4.0 scale.
4. Application fee is waived for NCPACE students.

SAINT LEO DEGREE MAP

MASTER OF SCIENCE CRITICAL INCIDENT MANAGEMENT

DEGREE OBJECTIVE — Occupational						
ACADEMIC RESIDENCY – 30sh in Saint Leo University Classes are required.						
POINT OF CONTACT JOHN CAIN, ASSISTANT VICE PRESIDENT OF DISTANCE LEARNING PROGRAM						
352-397-5829 or 1-866-SLUDLP1 john.cain@saintleo.edu						
Degree Requirements Summary						
Requirement	SH	SOC NAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE DL
CIM 575 Legal and Regulatory Aspects of Critical Incident Management	3					X
CIM 576 Financial Management	3					X
CIM 577 Policy and Politics in Critical Incident Management	3					X
CIM 578 Leadership Applications in Critical Incident Management	3					X
CIM 579 Applied Research and Methods	3					X
CRJ 581 Impact of Terrorism on Homeland Security	3					X
CRJ 582 Management of Critical Incident Operations	3					X
CRJ 583 Risk Identification and Assessment	3					X
CRJ 584 Psychological Aspects of Critical Incidents	3					X
CIM 585 Social Dimensions of Disaster	3					X
CIM 586 Hazard Mitigation	3					X
CIM 590 Applied Project in Critical Incident Management	3					X
Total Hours	36					

Initial enrollment into MSCIM courses through NCPACE requires the student to:

2. Submit a completed application form.
*Students are allowed to take a **maximum** of 2 courses prior to submission of their transcripts.*

Full Admissions into MSCIM program requires:

5. Completed application form
6. Official transcripts from all post-secondary institutions previously attend sent directly from the former institution to the Office of Graduate Admission.

Saint Leo University
Graduate Admissions
MC2248 University Campus
PO Box 6665
Saint Leo, FL 33574-6665

A United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts if they have previously submitted them and are on file at the University.

7. Minimum GPA 3.0 on a 4.0 scale.
8. Application fee is waived for NCPACE students.



Graduate Program Application

Application Requirements:

- Complete and sign your application
- Request official transcript from postsecondary institutions where last 60 credit hours were completed.
- Must have a Bachelors degree conferred from regionally Accredited College or University (3.0 GPA).

MSCJ - MSCIM - NCPACE Program

Please complete application in full. Incomplete applications may result in processing delays.

Name: _____
Last First Middle

Maiden name or other name that may appear on documents

Mailing Address: _____
Street Apartment # City

State _____ Zip _____ Non U.S. State/Providence/Country _____

Home Telephone _____ Work Telephone _____ E-mail address _____

Permanent Address (if different than above) _____
Street Apartment #

City _____ State _____ Zip _____ Non U.S. State/Providence/Country _____

Social Security Number: ____-____-____ **Date of Birth:** ____/____/____ **Gender:** Male Female
Month Day Year

Citizenship:
 Yes, I am a citizen of the United States No, I presently have a U.S. Visa. If no, Country of Citizenship: _____ Visa Type: _____

Military Information

U. S. NAVY: _____ Officer: _____ Enlisted: _____

Education: List all postsecondary institutions attended, with most recent listed first

Institution Name	Major	Dates Attended	Degree

Test Taken:

I certify that the information given on this application is complete and correct to the best of my knowledge, and that I have attended no postsecondary institutions other than those listed.

Signature: _____ **Date:** _____

Please mail/fax to: Saint Leo University
 Dr. John Cain
 Distance Learning MC2070
 PO Box 6665
 Saint Leo, FL 33574

UPS shipping to: Saint Leo University
 Dr. John Cain
 Distance Learning
 12203 Wichers Road
 Saint Leo, FL 33574

Toll free: (866)758-3571 Direct: (352) 588-7580 Fax (352) 588-8196

Saint Leo University Undergraduate Courses

All courses are CD-ROM and PDA delivered.

Student must specify delivery method when registering for course.

The student is responsible for purchasing/providing all textbooks and materials for the course.

Students must provide their own PDA or may purchase one from MBS. A rebate is available from MBS if certain conditions are met when the device is returned. PDA courses are designed for the Nokia N810 or Nokia N800. If the student's PDA is not one of the models listed, please contact John Cain (john.cain@saintleo.edu) to determine compatibility.

<p>CRM 222 3.00 credits</p> <p>Introduction to Homeland Defense</p> <p>An introductory look at the Department of Homeland Security (DHS). This class is designed to help students understand the Department of Homeland Security. It provides a comprehensive overview of the Department's history, mission, organization, and programs designed to reduce America's vulnerability to attack and quickly recover from disaster.</p>	<p>CRM 321 3.00 credits</p> <p>Substantive Criminal Law</p> <p>This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability and the elements of crimes against persons, habitation, property, the public order and morals. Prerequisite: POL 123</p>	<p>CRM 330 3.00 credits</p> <p>Organized Crime</p> <p>This course presents a comprehensive overview of the history and current activities of organized crime groups in the United States. An international perspective is taken, and there is strong emphasis on law enforcement, persecution, and public policy considerations.</p>
<p>CRM 332 3.00 credits</p> <p>Terrorism</p> <p>This course provides a comprehensive overview of international and domestic terrorism, arising from either religious or secular roots. It will examine the historical and philosophical underpinnings of terrorism in general and identified terrorist organizations in particular. A special emphasis will be on the impact of weapons of mass destruction, i.e., nuclear/radiological biological and chemical means, on the changing face of terrorism throughout the world.</p>	<p>CRM 333 3.00 credits</p> <p>Violent Crime</p> <p>This course is a comprehensive overview of the problems and types of violent crime occurring in the United States. Course analysis includes youth gang violence, serial homicide, mass murder, domestic violence and sexual battery in contemporary society. The nature and extent of these deviant acts along with official reports and surveys that provide measurement techniques of violent crime will be detailed. Included will be coverage of law enforcement, prosecution and correctional efforts aimed at curtailing violent crime.</p>	<p>CRM 361 3.00 credits</p> <p>Legal Issues in Counter-Terrorism</p> <p>This course provides a comprehensive overview of legal issues attendant to international terrorism. In particular, students will examine the War on Terror and the tension between approaches based on criminal law enforcement versus a military or warrior basis. A special emphasis will be placed on the interrelationship between United States law and international law and agreements. The course will address current efforts in counter-terrorism, with special emphasis on recent federal prosecutions for terrorist acts or aiding terrorist organizations. As a Criminal Justice course, this study will include historical and political information, and current, relevant information on counter-terrorism objectives and methods.</p>

CRM 363 3.00 credits**Exploiting Weaknesses of Terrorists**

This course provides a comprehensive overview of international and domestic terrorism, arising from either religious or secular roots. It will examine the historical and philosophical underpinnings of terrorism in general, and identified terrorist organizations in particular. This course will examine exploitable weaknesses of terrorists; terrorist typology; human factors as applied to terrorists; modus vivendi of terrorists; conspiratorial association theorems; weaknesses of terrorist groups; and proactive measures in support of terrorist investigations. The course will address current efforts in counter-terrorism, with special emphasis on the federal and state responses. As a Criminal Justice course, this study will consist of a hybrid of historical and political information, and current, relevant information on counter-terrorism objectives and methods.

CRM 365 3.00 credits**Local Response to Terrorism**

This course provides a comprehensive overview of the need to plan for the possibility of a terrorist event on the local level. A terrorist event could take place which restricts or retards the state and federal government's response to a local community. The course will give the student the tools needed to prepare a local agency for immediate response to an event in his/her community. The course will give an introduction to the National Incident Management System, and will provide the student with information necessary to insure local government compliance with federal law.

CRM 430 3.00 credits**Correctional Systems**

This course is designed to be a comprehensive overview of our government's response to convicted criminal offenders. The origins, evolution, processes and current problems of correctional systems will be the topics of study. More specifically, the course will cover: the history of corrections in the U.S., short-term detention, state and federal prisons, inmate topologies, capital punishment, correctional law, probation/parole and community corrections.

Prerequisites: Introduction to Law and the Legal System and Survey of the Criminal Justice System

CRM 499 3.00 credits**Senior Seminar in Criminal Justice**

This capstone course is designed to synthesize the information and insights from the other courses in the criminology curriculum. It includes computer-based research in crime trends and causes, a research project that evaluates criminal justice policy-making, an assessment of each senior criminal justice major's knowledge level through the administration of a nationally based criminology achievement examination, and exposure to components of the criminal justice system through volunteer experience at local agencies

Prerequisites: Senior standing in criminal justice

HTY 233 3.00 credits**Modern Middle East**

A study of the social, political, religious and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict and oil.

POL 121 3.00 credits**Introduction to Politics**

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders.

POL 123 3.00 credits**Introduction to Law and the Legal System**

This course is an introductory survey of the history, structures and processes of the American legal system. It is designed to be taken as a first University-level course in law, and should precede more specialized courses such as criminal, business or constitutional law. Covered are basic legal concepts such as due process, the structure of the U.S. court system and the major subdivisions of law such as civil procedure, criminal procedure or the law of torts. Understanding the role of law in society, the analysis of judicial reasoning and the application of legal concepts to factual situations are stressed.

POL 325 3.00 credits**Public Administration**

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations and public relations.

REL 223 3.00 credits**Religions of the World I: Western Religions**

A study of Western religions, including religions of nonliterate societies and ancient religions, Judaism, Christianity and Islam.

REL 230 3.00 credits**Islam**

An in-depth study of Islam beginning with the pre-Islamic history of the Arabian Peninsula, the life of the Prophet Muhammad, the spread and rise of Islam and variations within Islam including early divisions between Sunni's and Shiites. The course will also address key and critical topics including the role of women, fundamentalism, "Jihad", Arab-Israeli conflict and Islam as a political tool.

REL 325 3.00 credits**The Gospels of Matthew, Mark and Luke**

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus and their theological significance.

REL 330 3.00 credits**Christian Morality**

Christian morality is concerned with the ethical principles grounding Catholic morality and charged with envisioning an "ethics of being" in the Christian context. The course examines the theoretical foundations of morality (ethics), the practical level of human conduct, rule-keeping, virtues and attitudes.

REL 424 3.00 credits**Death and the Meaning of Life**

People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered.

Saint Leo University Graduate Courses

All courses are CD-ROM delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.

<p>CIM 575 3.00 credits</p> <p>Legal & Regulatory Aspects in Critical Incident Management</p> <p>This course examines various legal and regulatory issues impacting the critical incident management arena. Provides a historical analysis of emergency management law, including various homeland security and emergency management legal issues since September 11, 2001. Students will examine the role of federal, state, and local governments within this legal framework.</p>	<p>CIM 576 3.00 credits</p> <p>Financial Management</p> <p>This course will examine various financial management and performance measurement concepts and techniques applicable to critical incident management. Students will analyze how the strategic management process impacts budgeting, financial management, and performance measurement. Case studies will be used to illustrate how governmental agencies are impacted by strategic planning and financial management strategies and outcomes.</p>	<p>CIM 577 3.00 credits</p> <p>Policy & Politics in Critical Incident Management</p> <p>This course will explore the political and public policy environment applicable to critical incident management. The course considers the political dynamics of critical incident management and how politics plays a role in all phases of emergency and disaster management. Through the use of case studies, students will examine various public policy formulation and implementation issues, to include problem identification, stakeholder analysis, agenda setting, and interest groups.</p>
<p>CIM 578 3.00 credits</p> <p>Leadership Application in Critical Incident Management</p> <p>This course is designed to provide students with an overview of contemporary organizational leadership theories and concepts. Special emphasis will be on effective leadership principles and practices applicable to the critical incident management arena. Students will analyze topics such as transformational leadership, motivation, effective organizational communication, group dynamics, how organizational culture impacts organizational climate, professional development, and individual and organizational ethics.</p>	<p>CIM 579 3.00 credits</p> <p>Applied Research Methods</p> <p>This course will expose students to various techniques and concepts used in research and evaluation. Students will have the opportunity to practice the application of empirical findings to agency policies, procedures, practices, and programs applicable to critical incident management. This course will prepare students to identify a specific problem or program initiative for the Applied Project in Critical Incident Management (CIM 590).</p>	<p>CIM 585 3.00 credits</p> <p>Social Dimensions of Disaster</p> <p>This course provides an overview of sociological research regarding disasters. Students will examine research findings relevant to individual, group, organization, and community responses to, and recovery from, disasters. Special focus will be on principles and concepts that govern the design and implementation of effective disaster warning systems, myths regarding disaster response and how people will behave, and theoretical principles and practices most applicable to the implementation of an effective local emergency management program.</p>
<p>CIM 586 3.00 credits</p> <p>Hazard Mitigation</p> <p>An examination of the principles and practice of hazard mitigation at the local, state, regional, and federal levels. Students will explore the tools, techniques, and resources applicable to planning for and implementing successful hazard mitigation programs. Emphasis will be on the intergovernmental relationships and strategies necessary for preventing future losses of life and damage to both public and private property.</p>	<p>CIM 590 3.00 credits</p> <p>Applied Project in Critical Incident Management</p> <p>This course is designed to be a capstone course in which the student will use various knowledge and skills acquired from the program curriculum to address an important problem or launch a program initiative related to critical incident management. The objective of this course is tied to outcomes assessment for the Graduate Program. For successful completion of this course and the Master of Science in Critical Incident Management degree requirements, students must demonstrate both a mastery of the curriculum content and an articulated ability to apply what has been learned to professional endeavors. Prerequisites: CIM 575, 576, 577, 578, 579, 585, 586, CRJ 581, 582, 583, and 584</p>	<p>CRJ 521 3.00 credits</p> <p>Offender Treatment Methodology</p> <p>This course examines the "evidence-based practice" of the methodology of offender treatment and the evaluation of programs relevant to the administration of corrections and community-based programs. Emphasis is placed on risk assessment, treatment methodology, types of offender issues, and evaluation of treatment options.</p>

CRJ 530 3.00 credits**Ethical Issues in Criminal Justice Administration**

This course examines the ethical issues relevant to the administration of criminal justice. The origins of ethical standards, the effect of these standards on the administration of justice, and issues of ethical leadership will be addressed. Emphasis will be placed on the integration of ethics into criminal justice policy making and the establishment of defined values as a means of agency direction and activity.

CRJ 535 3.00 credits**Management of Human Resources in Criminal Justice Agencies**

This course will examine the critical issues and strategic questions regarding managing human resources in criminal justice agencies. It will focus on human resource administration as a coherent, proactive management model. Current and future trends in personnel management will be examined in depth.

CRJ 540 3.00 credits**Planning and Financial Management in Criminal Justice Agencies**

This course is an examination of the interactive process of strategic planning and financial management within an agency. An emphasis will be placed upon this process as a system of organizational development, with program budgeting as the visible product. Topics will include identifying, developing, and securing fiscal resources; comparisons of levels of planning; distinguishing between operational and managerial plans; the political context of criminal justice planning/budgeting as it relates to preparation, presentation, executive and legislative approval, execution, and audit; and enhancements and alternatives to an agency's routine funding base.

CRJ 545 3.00 credits**Introduction to Forensic Science**

This course will serve as an introduction to the disciplines most recognized in the field of forensic science and how they apply to the criminal justice practitioner/administrator. This course is designed to offer information on the history of forensic science and "criminalistics" as well as the current technologies available today, including the procedures and methods of laboratory analysis. Methods to be covered include the recognition, protection, documentation, and collection of physical evidence; laboratory analysis of such physical evidence; and courtroom acceptance of new forensic technologies.

CRJ 550 3.00 credits**Legal Issues in Criminal Justice Administration**

This course is an overview of the legal issues commonly facing managers in criminal justice agencies. Particular emphasis is placed on public employment law, including the hiring, promoting, disciplining, and discharging of employees; fair employment practices; and agency and administrator civil liability. Both state and federal statutory and case law will be examined.

CRJ 560 3.00 credits**Public Policy Making in Criminal Justice**

This course is designed to increase the knowledge of the student about policy development in criminal justice. Of specific concern will be problem identification and the movement of an idea or issue into public policy, with special emphasis on the participants in the criminal justice policy-making process. Course content will include indicators of problems that cause concern in criminal justice and elevate that problem to such a level that public policy making is required, strategic management of criminal justice policy, and the role of the criminal justice executive as an agent of change.

CRJ 565 3.00 credits**Leadership Applications in Criminal Justice**

Contemporary literature holds that "managers do things right; leaders do the right thing." This course will offer an analysis of the most effective theories of organizational leadership, with a focus on their appropriate applications within criminal justice. Of critical importance will be the identification and discussion of those critical leadership skills necessary to advance a criminal justice agency.

CRJ 570 3.00 credits**Future Studies in Criminal Justice**

Since Alvin Toffler's work in *Future Shock*, an increasing focus has been placed on "future studies", the analysis of trends and conditions affecting society or specific organizations. This course will examine the social, technological, economic, environmental, and political issues shaping Florida, its communities, and its criminal justice agencies now and in the future. A particular emphasis will be on preparing the student to anticipate and identify such future conditions, trends, and issues.

CRJ 575 3.00 credits**Contemporary Issues in Criminal Justice Administration**

This course will provide in-depth informational coverage regarding various current issues relevant to the administration of criminal justice. The focus will be on the application of this knowledge to both public policy making and the effective management of criminal justice organizations.

CRJ 581 3.00 credits**Impact of Terrorism on Homeland Security**

This course is an introduction to political terrorism, ranging from low-level acts of threats and acts of violence that may represent significant risk to human life and property to large-scale acts of violence using "weapons of mass destruction" that may have devastating, long-term effects.

CRJ 582 3.00 credits**Management of Critical Incident Operations**

This course will explore the role of various public safety personnel in managing disaster response operations. The nature of disaster, the complexities of disaster response operations, and the roles and responsibilities of various emergency management personnel will be examined. Students will gain an understanding of common post-disaster problems and how the emergency management community may overcome these challenges.

CRJ 583 3.00 credits**Risk Identification and Assessment**

The overall goal of this course is to contribute to the reduction of the growing toll (deaths and injuries, property loss, environmental degradation, etc.) of disasters in the United States by providing an understanding of a process (the hazards risk management process) that provides a framework that may be applied at all levels of communities and governments to identify, analyze, consider, implement, and monitor a wide range of measures that can contribute to their well-being.

CRJ 584 3.00 credits**Psychological Aspects of Critical Incidents**

This course is an examination of the psychological trauma that one experiences when involved in a catastrophic event. The learner will examine terrorism and natural and man-made disasters. The learner will also examine how the aforementioned catastrophic events cause psychological trauma, related psychological and physiological disorders, sense of community trauma and loss, and the impact of such incidents on the first responder. In addition, the course will examine preparedness and the role of the mental health profession, community response teams, peer support groups, critical incident stress management (CISM), and post-traumatic stress disorder (PTSD). The study of this phenomenon by first responders and emergency managers is essential in understanding the impact of trauma and allows for the development of treatment strategies that can effectively combat the debilitating effects of catastrophic events.

CRJ 590 6.00 credits**Applied Project in Criminal Justice Administration**

This course is designed to be a capstone project in which the student will use all the skills, attitudes, and knowledge acquired from the program curriculum to address an important problem or launch a program initiative related to the administration of criminal justice. The objective of this course is primarily outcomes assessment for the Graduate Program. For successful completion of this course and the Master of Science in Criminal Justice degree requirements, students must demonstrate both a mastery of the curriculum content and an articulated ability to apply what has been learned to professional endeavors. The curriculum guide to be developed for this course will contain a grading rubric to ensure systematic evaluations of students' levels of mastery.

Prerequisites: *CRJ 530, 550, 560, 565, and six electives*

MBA 525 3.00 credits**Professional Development**

This course is designed to give MBA students a tangible head start in acquiring and honing numerous core skills essential for success in the MBA program and the business world. The emphasis will be on the development of professional skills and perspectives, such as business writing, coaching and counseling, conflict resolution, effective business protocol, interviewing, intercultural awareness and sensitivity, negotiating agreement, and public speaking.

MBA 530 3.00 credits**Organizational Behavior**

This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. Included are the topics of perception, motivation, leadership, job satisfaction, group dynamics, stress, organizational climate, and communication processes. Organization theory and design concepts are also incorporated to give the student a more complex framework for managerial decision making.

MBA 533 3.00 credits**Human Resource Management**

This course is designed to focus on an in-depth analysis of the major functions of a manager dealing with human resource issues. Issues to be covered include, but are not specifically limited to, staffing, employee training and development, compensation and benefits, legal issues, union versus non-union issues, safety and health issues, cross cultural and expatriate issues. Prerequisites: MBA 525 and MBA 530

MBA 535 3.00 credits**The Legal Environment of Business**

This course is a comprehensive study of commercial law as it affects day-to-day business management. Emphasis is placed on development of a manager's ability to recognize the circumstances under which a legal professional should be contacted for advice and/or assistance.

MBA 540 3.00 credits**Managerial Economics**

This course explores the concepts of economic optimization, the estimation of demand, and cost and pricing analysis. An introduction to economic forecasting and decision making under conditions of risk and uncertainty is also included. Prerequisite: MBA 525 plus undergraduate course in economics strongly recommended.

MBA 550 3.00 credits**Decision Support Systems**

This course considers the study of decision science and its application in the business environment through the use of computers. This course is designed to provide the student with the theoretical knowledge and practical skills necessary to understand and use computerized decision support methodology in support of business requirements. The student will use commercial software packages in the laboratory to develop and use graphical and numerical outputs in business presentations for enhanced decision making. Prerequisite: Basic literacy regarding Windows and Microsoft Office is expected.

MBA 557 3.00 credits**Entrepreneurship**

Entrepreneurship and the entrepreneurial process are now, and will continue to be, the major economic force driving the national economies around the world. At the heart of this movement are men and women who demonstrate the courage to undertake the creation and management of new business ventures. Across the globe millions of new businesses are formed each year. Those individuals who possess the spirit of entrepreneurial leadership will lead the economic revolution that has proven to repeatedly raise the standard of living for people everywhere. In this class, students will be introduced to the essential components of entrepreneurship and the critical knowledge needed to start and manage a new business venture. Prerequisites: MBA 525, MBA 530, and MBA 533

MBA 560 3.00 credits**Financial and Managerial Accounting**

This course focuses on the study of accounting concepts and standards applicable to presentation of financial information to interested users, structure, uses and limitations of financial statements and measurement systems related to income determination and asset valuation. The course also considers the discussion of internal and external influences on accounting decisions. Prerequisite: Undergraduate course in financial accounting and managerial accounting is strongly recommended.

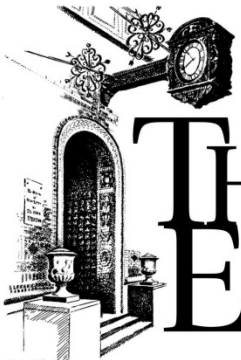
MBA 565 3.00 credits**Marketing**

This course considers the operational and strategic planning issues confronting managers in marketing. Topics include buyer behavior, market segmentation, product selection and development, pricing, distribution, promotion, market research, international and multicultural marketing. This course requires internet access for independent research using the resources of the Saint Leo University Library. If you do not have access to the library, please email john.cain@saintleo.edu for access. If you will not have internet access during the course period, do not sign up for the course. Prerequisites: MBA 525 and MBA 530.

MBA 570 3.00 credits**Corporate Finance**

This course considers the financial management decision-making role within the organization. Subjects include valuation concepts, including financial ratio analysis; short-term financial management, including the management of current assets and liabilities; management of long-term investments, including capital budgeting techniques; a discussion of leverage and its relationship to the capital structure; and an introduction to financial markets and financial institutions. Prerequisites: MBA 540 and MBA 560.

MBA 575	MBA 595	MBA 599
<p data-bbox="500 163 597 184">3.00 credits</p> <p data-bbox="164 191 597 222">Global Business Management</p> <p data-bbox="164 222 597 478">The student will develop an understanding of international/multinational management by examining the challenges and opportunities of operating globally. Emphasis will be on developing an understanding of the complexities of dealing with diverse social, cultural, economic, and legal systems. The role of business in this dynamic world environment will be analyzed.</p> <p data-bbox="164 478 597 527">Prerequisites: MBA 525, MBA 530, and MBA 533</p>	<p data-bbox="922 163 1024 184">3.00 credits</p> <p data-bbox="597 191 1024 222">Current Issues in Leadership</p> <p data-bbox="597 222 1024 401">This course is an advanced overview of more traditional approaches to understanding the leadership process and an in-depth look at recently developed perspectives on leadership of the future. Ethical issues pertaining to leadership are also incorporated.</p> <p data-bbox="597 401 1024 632">This course requires internet access for independent research using the resources of the Saint Leo University Library. If you do not have access to the library, please email john.cain@saintleo.edu for access. If you will not have internet access during the course period, do not sign up for the course.</p> <p data-bbox="597 632 1024 682">Prerequisites: MBA 525, MBA 530, and MBA 533.</p>	<p data-bbox="1352 163 1459 184">3.00 credits</p> <p data-bbox="1024 191 1459 222">Strategic Management</p> <p data-bbox="1024 222 1459 506">This capstone course integrates knowledge gained in previous graduate business courses. It centers on the theme that organizations achieve sustained success when their managers have astute, timely strategic game plans and they implement these plans with proficiency. Strategic management theory is used in the analysis of case studies of companies operating in the domestic and global marketplace.</p> <p data-bbox="1024 506 1459 709">This course requires internet access for independent research using the resources of the Saint Leo University Library. If you do not have access to the library, please email john.cain@saintleo.edu for access. If you will not have internet access during the course period, do not sign up for the course.</p> <p data-bbox="1024 709 1459 760">Prerequisites: MBA 525, MBA 530, MBA 533, MBA 540, MBA 560, MBA 565, and MBA 570.</p>



**THOMAS
EDISON**
STATE COLLEGE

**Higher Education.
For Adults with Higher Expectations.®**
military.tesc.edu

(609) 777-5696 or (866) 446-1804
NCPACE@tesc.edu

Throughout its history, Thomas Edison State College (TESC) has served military personnel worldwide. The College has played a pioneering role for over 40 years in developing military educational degree maps as well as career-related degrees that optimize military training and experience.

Thomas Edison State College has also enjoyed a long-standing relationship with the U.S. Navy. As a participant in the Navy College Program Distance Learning Partnership (NCPDLP), our steadfast commitment to serve the educational needs of Sailors' worldwide is even more evident.

The NCPDLP program was created by the U.S. Navy in response to the needs of Sailors for greater access to higher education. The program provides associate and bachelor degree programs related to each rating and offers maximum use of military professional training and experience to fulfill degree requirements. The program builds on the existing Servicemembers Opportunity Colleges-Navy (SOCNAV) foundation, which supports both the Sailor's mobile lifestyle and educational goals.

Chartered in 1972 and regionally accredited by the Middle States Association of Colleges and Schools, the College is one of New Jersey's 12 senior public institutions of higher learning. It offers educationally valid alternatives to college classroom study appropriate to the varied needs and learning styles of adults, especially those in the military. We want to help you make your goal of a college education a reality. Once you have completed your degree, you will be glad you made the investment.

Thomas Edison State College has been a proud participant in the Navy College Program for Afloat College Education (NCPACE) since 2004. We offer 14 general education CD-ROM based courses and 3 degree programs. These courses allow students to continue their education while deployed and without reliable, consistent Internet access. Our degree programs can be completed utilizing a combination of SMART credits, NCPACE and standard TESC classes, DANTES Subject Standardized Tests (DSST), College Level Examination Program exams (CLEPS), and credits earned from other regionally accredited colleges and universities. In addition, college credit may be awarded for professional training programs or licenses and certifications that have been evaluated and approved by the American Council on Education (ACE). By participating in the NCPACE program, a sailor can continue his or her goal of earning a degree confidently from sea to shore without interruption.

To support students earning degrees at a distance, TESC provides a complete network of resources to serve military students worldwide. Through the NCPDLP, courses are delivered in various ways: Guided Study, Online courses, e-Pack and FlashTrack courses. To learn more about each of these credit-earning options, please visit: <http://www.tesc.edu/academics/Taking-Courses.cfm>.

Conveniently, through NCPDLP as well as our other branch specific military and civilian programs, we offer twelve semesters a year beginning on or around the first of each month. NCPACE course start dates will be determined by the individual commands. To see a listing of course options and a full list of available degree programs, please visit our website at: <http://www.tesc.edu/academics/>.

To enroll in a degree program with Thomas Edison State College, an NCPACE student will need to apply to the College using the online application, which can be found at <https://ssl.tesc.edu/application/> and send official transcripts from each institution previously attended. An official degree audit will be completed for the student once the application and all transcripts have been received. To earn an Associate's degree through the NCPDLP program at TESC, students must complete at least 12 semester hours of TESC credit to meet the academic residency requirement. For a Bachelor's degree, there is an academic residency requirement of 24 credits. Thomas Edison State College NCPACE courses help to meet this academic residency requirement. For more information on the application process, please visit: <http://www.tesc.edu/apply/>.

Thomas Edison State College graduates students four times a year: March, June, September and December. An Annual Commencement ceremony is held in the Fall at the College's Trenton, NJ campus to recognize all graduates from the previous year. Please note that it is not a requirement for Graduates to attend the ceremony.

To learn more about the NCPDLP or the NCPACE program, visit your Navy College Office or visit the Navy College Center's Web site at <https://www.navycollege.navy.mil>. For more information about Thomas Edison State College, the NCPACE program, or the NCPDLP, call (866) 446-1804 or e-mail NCPACE@tesc.edu to contact a specialized military education counselor.

SOCNAV Degree Map

Thomas Edison State College

Bachelor of Arts

Liberal Studies Social Sciences Humanities Natural Science/Mathematics
 History Psychology

Degree Objective - The Bachelor of Arts (BA) degree enables the student to develop a broad general knowledge of the traditional liberal arts disciplines while providing the opportunity to develop a greater depth of knowledge in particular areas of interest to the student. This flexibility can prepare you for a career change or advancement, graduate education or provide personal satisfaction.

Academic Residency - Student must complete a minimum of 18 credits of Thomas Edison State College course work.

Points of Contact

Office of Military and Veteran Education
 Thomas Edison State College
 101 West State Street
 Trenton, NJ 08608-1176

609-777-5696 or 866-446-1804
 NCPACE@tesc.edu

Degree Requirement Summary

An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirement	SH	SOCCode	NAVYRating	NAVYSchool	Tests	NCPACE
English Composition I	3	EN024B			X	X
English Composition II	3	EN025B			X	X
Humanities (Must include at least two subject areas)	12		X	X	X	X
Social Sciences (Must include at least two subject areas)	12		X	X	X	X
College-Level Mathematics (Non-developmental)	3		X	X	X	X
Natural Science and additional Mathematics (Must include at least two subject areas) (One computer science course recommended)	9		X	X	X	X
General Education Electives	18		X	X	X	X
AREA CONCENTRATION, AREA OF STUDY OR LIBERAL STUDIES AREA (student may choose A, B, or C) A. AREA CONCENTRATION - Complete 24 credits in at least THREE different subjects for breadth of knowledge. A minimum of 12 semester hours in ONE subject; a maximum of 18 semester hours in ONE subject area in order to have a balanced, interdisciplinary concentration. Complete 6 additional semester hours of degree specific (Humanities, Social Sciences, or Natural Sciences) coursework. B. AREA OF STUDY - Includes 30 credits in one subject area and may contain specific course requirements. C. LIBERAL STUDIES AREA - The liberal studies area includes 30 credits which include two or more liberal arts subject areas (i.e. Humanities, Social Sciences, Natural Sciences, Mathematics).	30		X	X	X	X
LIB-495 Liberal Arts Capstone (Students should contact institution for additional information on this area.)	3					
Free Electives	27		X	X	X	X
Total Semester Hours	120					

SOCNAV Degree Map

Thomas Edison State College

Bachelor of Sciences in Business Administration

General Management

Degree Objective - The Bachelor of Science in Business Administration (BSBA) degree is composed of a curriculum that ensures college-level competence in business and the arts and sciences.

Academic Residency - Student must complete a minimum of 18 credits of Thomas Edison State College course work.

Points of Contact

Office of Military and Veteran Education
Thomas Edison State College
101 West State Street
Trenton, NJ 08608-1176

609-777-5696 or 866-446-1804
NCPACE@tesc.edu

Degree Requirement Summary

An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirement	SH	SOCCode	NAVYRating	NAVYSchool	Tests	NCPACE
English Composition I	3	EN024B			X	X
English Composition II	3	EN024B			X	X
Managerial or Business Communications	3	MG103B	X	X	X	X
Humanities Electives (Must include at least two subject areas)	9		X	X	X	X
Macroeconomics	3	EC201B			X	X
Microeconomics	3	EC301B			X	X
Social Science Electives	6		X	X	X	X
Precalculus Mathematics or Quantitative Business Analysis	3				X	X
Principles of Statistics	3	MH053B			X	X
Natural Science Elective	3		X	X	X	X
General Education Electives	21		X	X	X	X
Business Law	3	BU123B			X	X
Computer Concepts & Applications/ Introduction to Computers/ Introduction to Computer Information Systems	3	CS001B	X	X	X	X
Principles of Financial Accounting	3	AC022B			X	X
Principles of Managerial Accounting	3	AC024B			X	X
Business Finance	3	BU201B			X	X
Introduction to Marketing	3	BU301B	X	X	X	X
Business in Society or International Management	3	MG106B			X	X
Business Policy	3	MG123B			X	X
Principles of Management	3	MG101B	X	X	X	X
General Management area of Study (Credits must be distributed among subjects in management, accounting, finance and marketing. At least 3 subjects must be represented)	18		X	X	X	X
Business Electives	9		X	X	X	X
Free Electives	6		X	X	X	X
Total Semester Hours	120					

SOCNAV Degree Map

Thomas Edison State College

Bachelor of Science in Applied Science and Technology (BSAST)

Air Traffic Control Electronics Engineering Technology Electrical Technology Nuclear Engineering Technology
 Clinical Laboratory Science Medical Imaging Nuclear Medicine Biomedical Electronics

Degree Objective - The Bachelor of Science in Applied Science and Technology (BSAST) degree is intended to be a degree completion program to meet the educational and professional needs of mid-career individuals. Students must be working or have worked in a rating related to the area of study. Some programs such as Air Traffic Control require the student to hold a professional certificate or license to be eligible for this degree.

Academic Residency - Student must complete a minimum of 18 credits of Thomas Edison State College course work.

Points of Contact

Office of Military and Veteran Education
 Thomas Edison State College
 101 West State Street
 Trenton, NJ 08608-1176

609-777-5696 or 866-446-1804
 NCPACE@tesc.edu

Degree Requirement Summary

An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirement	SH	SOCCode	NAVYRating	NAVYSchool	Tests	NCPACE
English Composition I	3	EN024B			X	X
English Composition II	3	EN025B			X	X
Technical Report Writing	3	EN032B	X	X	X	X
Humanities Electives (Must include at least two subject areas)	9		X	X	X	X
Psychology or sociology	3		X	X	X	X
Social Science Electives (Must include at least two subject areas)	9		X	X	X	X
General Education Electives	9		X	X	X	X
Precalculus algebra or above (Students in some area of studies will be required to complete a full year of Calculus)	6				X	X
Statistics	3	MH053B			X	X
General Physics or Chemistry depending on area of study	6				X	X
Computer Programming or Computer Concepts (depending on area of study)	3		X	X	X	X
Natural Science Electives	3		X	X	X	X
Area of Study (Students should contact institution for additional information on this area.)	42		X	X	X	X
Technical Core – Current Trends and Applications (Students should contact institution for additional information on this area)	3		X	X	X	X
Free Electives	15		X	X	X	X
Total Semester Hours	120					

Student should contact Thomas Edison State College for specific requirements for degrees. Depending on area of study, various requirements differ.

Thomas Edison State College

All courses are CD-ROM delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.

BIO 208 Science of Nutrition This introductory course is intended to provide accurate and scientifically sound information on human nutrition. Topics include food choices; the digestive system; metabolism; the effects of carbohydrates, fats and proteins on health; nutrition in various stages of life; vitamins and minerals; and the effect of diet in the presence of diabetes and cardiovascular disease. 3.00 credits	COM 330 Interpersonal Communication In Interpersonal Communication, we examine the <i>process</i> of interpersonal communication from various perspectives, including dyadic interactions, how we perceive others, listening skills, emotions, language, and nonverbal communications. By applying and mastering the concepts of interpersonal communication, you can improve your listening and interaction with others, handle conflict and human differences more positively and productively, and form more tractable and supportive relationships in a variety of contexts. 3.00 credits	EAS 201 The Science of Disasters Designed both for professionals working in the field and for students seeking a science elective. Course focuses on developing a scientific understanding of the causes and mechanisms of common natural disasters. The perspective is global and historical while focusing on contemporary events and potential for catastrophe. The emphasis of the course is on earthquakes, volcanic activities, flooding and severe storms, and the consequent secondary disasters they can trigger. The course also addresses some of the social, economic and political ramifications of these events. 3.00 credits
ENG 201 Technical Writing Focuses on developing the skills needed to communicate effectively in the workplace. Provides strategies for writing clear and concise reports, proposals and correspondence, and explores the principles of good design and how to use visuals in documents. Advisory: This is an intense writing course. Students are expected to have the basic expository writing skills developed in an introductory writing course such as English Composition I. Students are responsible for making sure that they have the necessary knowledge.(SOC Code: EN032B) 3.00 credits	HIS 301 African History and Culture Examines the history and evolution of Africa's geography, people and societies, including the impact of the external influences. Identifies and explores geographic and climatic processes and the ecological context in which they occurred. 3.00 credits	HIS 356 War and American Society Focuses on the effects of war on American society, from the Revolutionary War to the present. 6.00 credits
MAN 331 Human Resources Management An upper-level undergraduate course that focuses on human resources as the dynamic foundation for organizational competitiveness. Advisory: It is advisable to have knowledge in a course equivalent to Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. 3.00 credits	MAT 231 Calculus I An intensive, higher-level course in mathematics that helps students become efficient and creative problem solvers. Topics include the Cartesian plane, limits and continuity, problems of tangents, velocity and instantaneous rates of change, rules for differentiation, implicit differentiation, maxima and minima theory, antiderivatives and the indefinite integral, exponential and logarithmic functions and the area between curves. Advisory: It is advisable to have knowledge in a course equivalent to MAT 129 Precalculus for Technology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted during examinations. Calculus I credit not granted for nuclear power school/prototype. 4.00 credits	MAT 232 Calculus II An intensive, higher-level course in mathematics that builds on Calculus I. Topics include inverse functions, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, three-dimensional analytic geometry and vectors, and partial derivatives. Advisory: It is advisable to have knowledge in a course equivalent to MAT 231 Calculus I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted during examinations. Calculus I credit not granted for nuclear power school/prototype. 4.00 credits

PHI 384 3.00 credits

Ethics and the Business Professional

Prepares students to meet the ethical demands facing employees in modern organizations. Places emphasis on equipping participants with the concepts, strategies and skills needed to improve ethical performance. Students will assess and develop their ability as ethical decision makers.

PSY 300 3.00 credits

Thanatology: An Understanding of Death and Dying

Provides an introduction to the concept of death in society. Designed to help students understand the many dimensions of death and to become empathetic and effective caregivers.

PSY 350 3.00 credits

Abnormal Psychology

Explores the complex causes, manifestations and treatments of common behavioral disorders. **Advisory:** It is advisable to have knowledge in a course equivalent to Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY 352 3.00 credits

Psychology of Personality

This course surveys major theoretical approaches to the study of personality. Students explore concepts regarding the basic components of personality, processes underlying behavior and methods of research. Both scientific discoveries and personal insights are explored.

REL 406 3.00 credits

Eastern Religions

A detailed examination of the major expressions of Asiatic religions, with special attention to Hindu, Buddhist, Jain, Confucian, Taoist and Shinto traditions. Samples of key texts drawn from the sacred writings of each tradition will be examined.



<http://cidl.ou.edu/pace/npace@ou.edu>

(405) 325-3452

(405) 325-6883

Fax: (405) 325-7687

University of Oklahoma
1600 S. Jenkins
Norman, OK 73072-6507

A degree from the University of Oklahoma (OU) symbolizes a quality education and OU's dedication to excellence. In 1942, the University has been serving the educational needs of the United States Armed Forces. Today, OU offers college course, undergraduate and graduate degree programs online and around the world at 27 OU sites.

The University of Oklahoma College of Liberal Studies is a Servicemembers Opportunity College member with policies and programs designed especially to help meet the needs of Navy Service members. OU provides NCPACE students the opportunity to enroll in **statistics, mathematics, chemistry, geology, physics, human relations, sociology, geography and music** undergraduate courses, as well as the core courses from two distance learning degrees, the **Bachelor of Arts in Administrative Leadership** and the **Master of Arts in Administrative Leadership**. All courses and programs are also available in an online format to allow seamless transition when the NCPACE program is not available to the sailor.

Students interested in taking graduate level courses and students who wish to exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework at the undergraduate level must first be admitted to the University of Oklahoma.

- Contact the University of Oklahoma NCPACE office at npace@ou.edu or refer to the steps outlined in this catalog to get started.

Bachelor of Arts in Administrative Leadership (BA AL):

The Bachelor of Arts in Administrative Leadership is a 120-hour degree program that educates students for success in the 21st century by combining the broad elements of interdisciplinary study with an in-depth understanding of leadership. Topics include organizational leadership, conflict resolution, ethics, marketing, cultural diversity, and quality initiatives.

To meet the 120 semester hour requirement, 46 general education, 35 lower/upper division electives, and 39 upper division core hours are required. Students who wish to exceed 6 credit hours of LSTD/LSAL 3000-4000 must first be admitted to the BA program. Admission applications can be found at http://www.cidl.ou.edu/pace/gettingstarted_baal.cfm or http://www.ou.edu/content/cls/aud/military_students/navy.html.

Getting Started:

If you are interested in obtaining a Bachelor of Arts in Administrative Leadership degree, please follow the steps below.

1. Complete BA Admission Application
 - See OU application included in catalog. Visit the website address above for the BA supplemental application required for full admission
 - NCPACE Students are exempt from paying the OU application fee.
2. Request official transcripts from prior institutions
3. Complete SOC Evaluation Request Form
 - See SOC evaluation request form inside this catalog.
4. Mail completed form(s) and transcripts to: The University of Oklahoma
Attn: NCPACE Office
1600 South Jenkins
Norman, OK 73072

Evaluation of your Military Credits:

For an unofficial evaluation toward the BA AL degree, please fax a copy of all college and military transcripts to the NCPACE Office at (405) 325-7687 along with a request for an unofficial evaluation. You can also email request to npace@ou.edu.

Do I need a calculator for the Math courses offered through The University Of Oklahoma?

Yes. The following calculators are recommended:

Math 1503/1523: TI-83, TI-84, or the TI-86 graphing calculator is recommended

Math 1823/2423/2433/2443: A graphing calculator is required for this course. *Note: TI-86 and below are permitted; TI-89 and above are not permitted.*

Master of Arts in Administrative Leadership (MA AL):

This 33-semester-hour graduate degree provides both general background and specific career information for students interested in leadership and management. The program begins with a focus on theoretical information about leadership and then explores multiple issues that leaders face in a variety of settings. A maximum of 9 hours of transfer credit may be accepted if applicable to the program in the elective area of the degree. Admission applications can be found at http://www.cidl.ou.edu/pace/gettingstarted_maal.cfm or http://www.ou.edu/content/cls/aud/military_students/navy.html.

Getting Started:

If you are interested in obtaining a Master of Arts Administrative Leadership, please follow the steps below.

1. Complete MA Admission Application
 - See OU application and provisional form included in catalog. Visit the website address above for the MA supplemental application required for full admission.
 - NCPACE Students are exempt from paying the OU application fee.
2. Request official transcripts from prior institutions
3. Mail completed form(s) and transcripts to: The University of Oklahoma
Attn: NCPACE Office
1600 South Jenkins
Norman, OK 73072

Admission will not be granted to anyone with an undergraduate degree GPA below 2.75 unless supplemental admission criteria are met. Supplemental admission criteria can be found at http://www.ou.edu/content/cls/aud/prospective_students/admission_requirements.html.

To enroll in graduate level courses while your application is being processed and prior to receiving full admission to the University of Oklahoma Graduate College, you must submit as a minimum the OU application form, the provisional admission application form, and meet the following criteria:

- You must have at least a **3.0 GPA on the last 60 semester credit hours of undergraduate** coursework, if no post-baccalaureate coursework has been attempted. If the 60th hour is in the middle of a semester, the entire semester will be used in the calculation.
- **You must have at least a 3.0 GPA on graduate level course work, if attempted.**
- You are **not** an international student

If this documentation is not received 14 days prior to the course start date, your enrollment will be rejected by the university. Your official transcripts and all supplemental application materials must be received by the end of your first 6 hours of enrollment or you will not be allowed to continue in the program.

How long do I have to complete my graduate degree?

The **Graduate College guidelines** require the completion of a master's program within five calendar years from the time of initial enrollment. As a program of the Graduate College of the University of Oklahoma, the MA AL falls within these and other Graduate College guidelines. If there are extenuating circumstances, and upon petition, the Graduate College may grant an additional year to complete the degree. Students should note the various regulations listed in the university's General Catalog and the University's Graduate Bulletin, <http://gradweb.ou.edu>, concerning the age limitations on courses presented for graduation and other such rules that affect completion of the degree. The college of liberal Studies strongly urges students to complete degree requirements within three years from their initial enrollment.

What if I earned my undergraduate degree overseas?

Graduate students must receive full admission to the university prior to enrolling in graduate level courses. OU requires an English translation to accompany official foreign transcripts in other languages. If the student is not a native speaker of English, they will need to satisfy the University of Oklahoma's English proficiency requirement by TOEFL or other acceptable means. For additional information, please go to <http://gradweb.ou.edu/>.

Can I take graduate courses if I do not plan to pursue the MA degree?

Graduate students in good academic standing at other accredited institutions are welcome to take courses at the University of Oklahoma as a Visitor.

To be admitted as a Visitor, a prospective graduate student must submit the following information:

- A completed application form
- A letter of good standing from the dean of the Graduate College of the student's home institution.

You will not be allowed to take courses until the application and letter of good standing are received in the OU Admissions office. Provisional Admission does not apply to Visitor Status.

In this status, a graduate student has all the rights and privileges of other graduate students except he or she is not pursuing a graduate degree at the University of Oklahoma. A student admitted as a Visitor can take up to 12 hours of coursework.

No academic credentials are required for this type of admission. However, should the Visitor decide to pursue a graduate degree here he or she would be required to file another application and submit official copies of all transcripts.

Who Do I Contact With Questions:

When contacting the University of Oklahoma, please identify yourself as a NCPACE student so we can better assist your specific needs.

Contact the staff at the University of Oklahoma NCPACE Office for questions regarding:

- NCPACE Program
- Getting Enrolled
- Course Format
- Instructor Contact Information
- Status of Your Course Packet/Grade
- Application Status

Phone: (405) 325-6883 or (405) 325-3452

Fax: (405) 325-7687

Email: ncpace@ou.edu

Website: <http://cidl.ou.edu/pace/>

Contact the staff at the College of Liberal Studies for questions regarding:

- BA and MA Degree Programs
- Admission Requirements
- Academic Advisement
- Application Status
- Recommended Course Order
- MA Comprehensive Exam

Phone: (405) 325-1250

Email: rtresner@ou.edu

Website: http://www.ou.edu/content/cls/aud/military_students/navy.html

Transcript Request:

Transcript request must be in writing and include full name, social security number/student ID, date of birth, as well as the complete address to which the transcript is to be sent and the original signature of the student.

Send transcript request to: The University of Oklahoma
Continuing Education Registration & Records
1700 Asp Avenue B-1
Norman, OK 73072-6400

Office: (405) 325-1021

Fax: (405) 325-7273

Degree Map

The University of Oklahoma Bachelor of Arts in Administrative Leadership

Degree Objective - The Bachelor of Arts Administrative Leadership is a 120-hour degree program that educates students for success in the 21st century by combining the broad elements of interdisciplinary study with an in-depth understanding of leadership. Topics include organizational leadership, conflict resolution, ethics, marketing, cultural diversity, and quality initiatives.

Academic Residency - 30 semester hours which can be taken anytime during the student's program of study with The University of Oklahoma. Students may not enroll in excess of 6 semester hours prior to receiving full admission to the College of Liberal Studies.

Points of Contact

College of Liberal Studies
Russ Tresner
Phone: (405) 325-1250
Advising: rtresner@ou.edu

NCPACE Office
Amanda Goodman
Phone: (405) 325-3452
Email: ncpace@ou.edu
Fax: (405) 325-7687

Degree Requirements Summary

An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirements				SOC Code	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE
Subject	Required Hours	General Education (37-47 SH)	Hours					
Core Area I: Symbolic and Oral Communication	9-19	English Composition	6 SH					
		English Composition I or LSTD 1233 – Interdisciplinary Comp I	3 SH				X	X
		English Composition II or LSTD 1243 - Interdisciplinary Comp II	3 SH					X
		Foreign Language (Two courses in the same foreign language)	6-10 SH				X	
		Mathematics	3 SH					
		COMM 2513 , MATH 1503, and/or MATH 1523	3 SH				X	X
		MATH 1823 and/or MATH 2423	3 SH				X	X
Core Area II: Natural Science	7-9	Non - Lab	3 SH					
		PHYS 2514	4 SH					X
		LSTD 2533 – Science as a Process	3 SH					
		Lab	4 SH					
		CHEM 1315 and/or CHEM 1415	5 SH				X	X
		Replaces a Lab Course						
		LSTD 1513 - Physical Sciences	3 SH					
Core Area III: Social Science	6	LSTD 1313 - What Are Social Sciences	3 SH					X
		LSTD 1333 - Governing Ourselves	3 SH					X
		Western Civilization and Culture	6 SH					
Core Area IV: Humanities	12	Understanding Art Forms	3 SH					
		LSTD 3173 - Renaissance Art	3 SH					X
		U.S. History	3 SH					
		LSTD 1153 - History of the US	3 SH					X
		Western Civilization and Culture	3 SH					

		LSTD 3113*	3 SH					X
		LSTD 3133*	3 SH					X
		Non-Western Culture	3 SH					
		LSTD 3193*	3 SH					X
Upper Division Major Requirements	30	LSTD 3003, LSAL 3173*, LSAL 4143* and LSAL 4163*	3 SH					X
		LSAL 3113*, LSAL 3133, LSAL 3153* and LSAL 4123*	3 SH	Multi				X
		LSTD 3953 - Study in Depth Prospectus	3 SH					
		LSTD 4953 - Study in Depth	3 SH					
Major Electives	9	LSAL 3333, LSAL 3553, LSAL 4263, LSAL 4353, LSAL 4960, LSAL 4970, LSAL 4990, LSTD 3363, LSTD 3373, and/or LSTD 4283	3 SH					
		LSAL 3513*, LSTD 3533*	3 SH					X
		LSTD 3333	3 SH	Y84				X
		LSTD 3343	3 SH	Multi				X
		LSTD 4700 – Advanced Topics	3-6 SH					
Free Electives	35	BAD 3503, CLC 2413, GEOG 1103, HR 3013, LSAL 4700, LSTD 3173, LSTD 4313, MGT 3363, MUNM 1113, SOC 3523 and/or SOC 3723	3 SH					X
		GEOL 1104 and/or GEOL 1124	4 SH					X
		LSTD 3113* and/or LSTD 3133*	3 SH	Multi				X
		Math 2433 and/or MATH 2443	3 SH				X	X
		Total Degree Completion Semester Hours Required:	120					
Please send all transcripts, SOCNAV agreements, transcript request and related correspondence to: The University of Oklahoma Attn: NCPACE Office 1600 South Jenkins Norman, OK 73072								

- * LSTD course numbers changed in Spring 2012. Please refer to the course descriptions for information on the prior equivalent course ID.
- An Associate of Arts (A.A.) or an Associate of Science (A.S.) from an accredited Oklahoma Institution waives the lower-division General Education Requirements.

Degree Map

The University of Oklahoma Master of Arts in Administrative Leadership

Degree Objective - The Master of Arts in Administrative Leadership degree provides both general background and specific career information for students interested in leadership and management. The College of Liberal Studies seeks to fulfill the idea of helping people gain the knowledge, sense of perspective and analytical ability required to function effectively and responsibly in their professional career role of choice.

Academic Residency - The Master of Arts Administrative Leadership is 33 semester hours, of which eight courses are required for residency. Service members may receive up to 9 credits for previous graduate work and professional military education in the elective area if approved.

The Graduate College guidelines require the completion of a master's program within five calendar years from the time of initial enrollment.

Points of Contact

College of Liberal Studies
Russ Tresner
Phone: (405) 325-1250
Advising: rtresner@ou.edu

NCPACE Office
Amanda Goodman
Phone: (405) 325-3452
Email: npace@ou.edu
Fax: (405) 325-7687

Degree Requirements Summary

An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirements	NAVY RATING	NAVY SCHOOL	NCPACE
Administrative Leadership Program (Core Courses) – Two sequential core courses can be taken concurrently if permitted by the Navy.	18 SH		
LSTD 5003* - Introduction to Graduate Interdisciplinary Studies (Course must be taken 1st.)	3		X
LSAL 5113/LSTD 5623* - Theories of Management and Leadership (2nd Course)	3		X
LSTD 5013** - Interdisciplinary Foundations (3rd Course)	3		X
LSAL 5043/LSTD 5903** - Research Methods (4th Course)	3		X
LSAL 5133/LSTD 5633*** - Cultures of Organizations (5th Course)	3		X
LSAL 5153/LSTD 5653*** - Ethics in Leadership (6th Course)	3		X
Elective/Completion Courses (or other courses as approved) can be taken in any sequence <i>after</i> core courses	9 SH		
LSAL 5173/ LSTD 5643 - Individual and Leadership	3		X
LSAL 5203/ LSTD 5673 – Leadership Issues in Decision Making	3		X
LSAL 5243/LSTD 5693 – Project Management	3		X
LSAL 5313/LSTD 5683 – Organizational Communications	3		X
LSAL 5423/LSTD 5663 – Perspectives on Leadership	3		X
LSAL 5483/LSTD 5790 – National Security Leadership	3		X
Completion Courses	6 SH		
6 hours from Elective courses listed above	6		X
Total Master Degree Completion Semester Hours Required	33 SH		

International students are not permitted to enroll in graduate level work without full admission to the University of Oklahoma Graduate College.
--

LSTD course numbers changed in Spring 2012.

*These two core courses must be taken first.
--

**These two core courses must be taken second.
--

***These two core courses must be taken third.
--

THE UNIVERSITY OF OKLAHOMA APPLICATION FOR ADMISSION

COLLEGE OF CONTINUING EDUCATION (CCE)
1700 ASP AVENUE, NORMAN OK 73072-6400
http://www.outreach.ou.edu



COLLEGE OF LIBERAL STUDIES (CLS)
1700 ASP AVENUE, NORMAN OK 73072-6400
http://www.ou.edu/cls

NON-REFUNDABLE APPLICATION PROCESSING FEE:

- ~~\$40 U.S. citizens and permanent residents~~
 - ~~\$90 international students~~
 - ~~\$50 Continuing Education Advanced Programs only~~
- ~~May be paid by check or money order payable to the University of Oklahoma, or credit card~~

PLEASE PRINT OR TYPE. USE DARK INK.

LEGAL NAME						
Last Name	First Name	Middle Name	Suffix (Jr, Sr, II)	Preferred First Name		
OTHER NAMES UNDER WHICH YOUR RECORDS MAY APPEAR						
Other Name 1	Other Name 2	Other Name 3	Maiden Name			
STUDENT INFORMATION						
U.S. Social Security Number*	Birth Date MM/DD/YYYY	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Sooner ID# (to be assigned by OU)			
STUDENT PERMANENT HOME ADDRESS						
Number	Street	City	State	Zip Code	County (if OKLA)	Country
MAILING ADDRESS FOR REPLY						
Number	Street	City	State	Zip Code	Country	
PHONE NUMBERS AND E-MAIL ADDRESS						
Home Telephone () () ()	Cell Phone () () ()		Email Address			
PARENT OR GUARDIAN INFORMATION						
Parent/Guardian 1-Last Name		First Name		Middle Name		Phone () ()
Number	Street	City	State	Zip Code	Country	
Parent/Guardian 2-Last Name		First Name		Middle Name		Phone () ()
Number	Street	City	State	Zip Code	Country	
CITIZENSHIP INFORMATION: Please check the appropriate box						
U.S. Citizen <input type="checkbox"/> U.S. Permanent Resident <input type="checkbox"/> Non U.S. Citizen <input type="checkbox"/>			Country of Birth	Country of Citizenship (If Not U.S.)		
RESIDENCE STATUS						
Resident of Oklahoma <input type="checkbox"/>		How Long: YRS _____ MTHS _____		Non Resident <input type="checkbox"/>		
ETHNICITY						
Hispanic Of Any Race <input type="checkbox"/>		Not Hispanic <input type="checkbox"/>				
RACE INFORMATION						
The following information is voluntary and is requested for reporting purposes only in accordance with the 1964 Civil Rights Act as amended. (U.S. citizens only)						
White <input type="checkbox"/>	Black or African American <input type="checkbox"/>	Asian <input type="checkbox"/>	Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	Hispanic <input type="checkbox"/>		
American Indian or Alaskan Native <input type="checkbox"/> Indicate Tribe of Enrollment _____						
Please list your American Indian or Alaskan Native Tribal Affiliation in the space provided, and submit a copy of your tribal membership card to the Office of Admissions for the purpose of eligibility for programs and services.						
U.S. VETERAN INFORMATION						
Veteran <input type="checkbox"/> YES <input type="checkbox"/> NO						
MILITARY INFORMATION						
Check one of the following if applicable:			Indicate Appropriate Branch of Service:			
Active Duty Military? <input type="checkbox"/> YES <input type="checkbox"/> NO PAY GRADE _____			<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> NATO			
<input type="checkbox"/> Active Duty <input type="checkbox"/> Civilian Contractor <input type="checkbox"/> Civilian DAC			<input type="checkbox"/> DOD <input type="checkbox"/> National Guard <input type="checkbox"/> Coast Guard <input type="checkbox"/> Other			
<input type="checkbox"/> Civilian <input type="checkbox"/> Family Member <input type="checkbox"/> Civilian Service						
AREA BELOW FOR OFFICE USE ONLY						
TERM ENTER	ADMIT TYPE	STUDENT TYPE	RES	APPL FEE <input type="checkbox"/>	EX	FEL

* Not required for admission, but it is used for IRS reporting and Financial Aid. It will not be your student ID. You will be notified of your permanent Sooner ID once it has been assigned. Cube CCE-CLS (08/11)

LEGAL NAME				
Last Name	First Name	Middle Name	Suffix (Jr, Sr, II)	Preferred First Name

TERM YOU PLAN TO ENTER THE UNIVERSITY OF OKLAHOMA (SEE DEADLINES LISTED AT TOP OF PAGE 1)

<input type="checkbox"/> Fall Semester _____ (YEAR)	<input type="checkbox"/> Spring Semester _____ (YEAR)	<input type="checkbox"/> Summer Term _____ (YEAR)	Interession: May <input type="checkbox"/> August <input type="checkbox"/> December <input type="checkbox"/> Year _____ (short session offered between terms)
---	---	---	---

COLLEGE OR PROGRAM	APPLYING FOR
<input type="checkbox"/> CCE Advanced Programs <input type="checkbox"/> College of Liberal Studies <input type="checkbox"/> College of Continuing Education	<input type="checkbox"/> Undergraduate Degree <input type="checkbox"/> Second Undergraduate Degree <input type="checkbox"/> Special Non Degree, Visiting Student <input type="checkbox"/> Graduate Degree (Check One) <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Graduate Unclassified <input type="checkbox"/> Graduate Visitor

MAJOR - See Major Code Sheet	MAJOR CODE	Applicants interested in Pre-Dentistry, Pre-Medicine, Pre-Optometry and Pre-Veterinary Medicine please indicate code - see code sheet	CODE

HAVE YOU EVER ATTENDED OU?	IF YES, LAST OU CAMPUS ATTENDED	HAVE YOU EARNED A DEGREE AT OU?
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Former OU ID Number _____	<input type="checkbox"/> Norman <input type="checkbox"/> Health Sci Center <input type="checkbox"/> Tulsa <input type="checkbox"/> Cont Educ <input type="checkbox"/> CESL From Mo/Yr _____ To Mo/Yr _____	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Degree _____ Date _____

PARENT/GRANDPARENT ALUMNI INFORMATION

IF YOUR PARENT(S) OR GRANDPARENT(S) GRADUATED FROM THE UNIVERSITY OF OKLAHOMA, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Father/Grandfather:	Last Name	First Name	Middle Name	Date of Birth	Year Graduated
Mother/Grandmother:	Last Name	First Name	Middle Name	Date of Birth	Year Graduated

HIGH SCHOOL INFORMATION

Graduation Date: (MM/YY)	Name of High School	City	State	High school completed by Certificate of General Educational Development (GED)?	High School Code
				<input type="checkbox"/>	

OTHER COLLEGES OR UNIVERSITIES ATTENDED (include current or future enrollments as well as concurrent college enrollment while in high school)

If you have not attended any colleges, indicate "None" in the first space below. **New students** must list and provide official credentials from **ALL** colleges or universities attended prior to entering the University of Oklahoma, **including a current or anticipated enrollment**, if applicable. **Former students** must list all colleges or universities attended **including** the University of Oklahoma. Official credentials must be provided from all colleges or universities attended **since leaving** the University of Oklahoma. **Please include any current or anticipated enrollment**, if applicable. If you attend another institution after you have enrolled at OU, you must submit an official transcript from that school. **Failure to list any colleges as instructed will result in expulsion from the University.** All transcripts, test scores, correspondence or other materials submitted in conjunction with an application for admission become the permanent property of the University and will not be returned. Should you need copies of your transcripts for other purposes, you must obtain them from the originating institution(s). If space provided is insufficient, please list additional schools on a separate piece of paper. Please do not write in shaded area.

Code	Name of Institution	City and State	Start	End	Graduated or Will Graduate	Diploma or Degree	Level of Enrollment
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS

All undergraduate transfer students please check YES or NO: Will you have attempted 24 or more semester hours of COLLEGE-LEVEL (non-remedial) coursework prior to attending OU? _____ YES _____ NO
 Cube CCE-CLS (08-11)

Signature and Affirmation

LEGAL NAME				
Last Name	First Name	Middle Name	Suffix (Jr, Sr, II)	Preferred First Name

I understand that, subsequent to submitting this application, I have an affirmative obligation to report to the Office of Admissions at the University of Oklahoma: (1) any suspension or expulsion from any college or university for non-academic reasons within fifteen (15) days of such action becoming final; and/or (2) any felony conviction attributed to me within fifteen (15) days of such conviction being filed with the appropriate court clerk's office.

I affirm by my signature that I have furnished all information requested in this application. I understand that submitting any false information to the University, including but not limited to, false transcripts, test scores or any information contained on this form, or withholding information about my previous academic history will make my application for admission to the University, as well as any future applications, subject to denial, or will result in expulsion from the University. If I am accepted and enroll, I pledge to conduct myself with academic integrity and abide by the tenets of The University of Oklahoma's Integrity Pledge (www.ou.edu/honorcouncil/)

Applicant Signature: _____ **Date** _____

Unsigned applications will be returned to the applicant for signature and will delay further processing of the Application

NOTIFICATION TO STUDENTS: The University of Oklahoma reserves the right at all times to modify admission requirements and to discontinue, modify, or otherwise change its degree programs when it determines it is in the best interest of the University to do so.

The University of Oklahoma is committed to the goal of equal educational opportunities for students with disabilities. Requests for reasonable accommodation for disability-related needs should be submitted to the Disability Resource Center. Phone (405) 325-3852 or (405) 325-4173 (TTY), drc@ou.edu; www.drc.ou.edu.

THIS IS MANDATORY INFORMATION. Failure to complete this section will delay the processing of your application.

Have you ever been expelled from a high school?
 YES NO

Have you ever been expelled or suspended from a college or university as a result of a non-academic issue?
 YES NO

Are you currently under a felony indictment, have you ever been convicted of a felony, entered a plea of guilty or nolo contendere, received a suspended/deferred sentence to a felony charge, or have you ever had a protective order issued against you?
 YES NO

Are you or have you ever been a "prohibited person" within the meaning of 18 U.S.C.A. §922(g) who cannot possess a firearm?
 YES NO

If YES to any of the above questions, please write a description of the circumstances and submit it to the Office of Admissions with your application. Please include your full legal name, date of birth, and current mailing address. No decision will be made on your application until you provide this documentation.

Cube CCE-CLS (08-11)

University of Oklahoma Undergraduate Courses

These courses are CD-ROM delivered.

These courses are designed to run on government and contractor provided computers.

The student is responsible for purchasing/providing all textbooks and materials for the course. Students who wish to exceed 6 credit hours of LSTD/LSAL 3000-4000 must be admitted to the BA program.

Contact OU NCPACE Office at ncpace@ou.edu or (405) 325-3452 or (405) 325-6883.

<p>BAD 3503 3.00 credits</p> <p>Real Estate Principles Introduces the student to the broad field of real estate. Topics covered include real estate valuation, investment analysis, ownership forms, conveyancing, productivity analysis, development, marketing, financing and governmental regulation.</p>	<p>CHEM 1315 5.00 credits</p> <p>General Chemistry with Lab First of a two-semester sequence in general chemistry. Topics covered: basic measurement, gas laws, and changes in state, stoichiometry, atomic theory, electron configuration, periodicity, bonding, molecular structure and thermochemistry. Course includes lab on CD-ROM. Prerequisites: Mathematics 1503, College Algebra, or College Algebra CLEP score of 55 or above, or MATH ACT equal to or greater than 23.</p>	<p>CHEM 1415 5.00 credits</p> <p>General Chemistry with Lab Continued Topics covered include: nature of solutions, equilibrium, thermodynamics, acid and base properties, kinetics and electrochemistry. Course includes lab on CD-ROM. Prerequisites: Chemistry 1315, General Chemistry or equivalent, with a minimum grade of C.</p>
<p>CLC 2413 3.00 credits</p> <p>Medical Vocabulary Designed to be of special use to students of the biological sciences. Study of the basic Greek and Latin elements of medical terminology through the analysis of select vocabularies and word lists.</p>	<p>COMM 2513 3.00 credits</p> <p>Introduction to Statistics This course introduces statistics with the purpose of providing tools for interpreting and conducting social science research. Topics include: central tendency, variability, normal distribution, sampling distributions, correlation, regression, T-tests, anovas, and nonparametric statistics. Advisory: Knowledge in a course equivalent to High School Algebra is advised to succeed in this course.</p>	<p>GEOG 1103 3.00 credits</p> <p>Human Geography An introduction to the humanized Earth; specifically, to the geography of population, the global pattern of cultures and such affiliated elements as language, religion, technology, and political organization, and to the physical expression of those cultures in rural and urban settings.</p>
<p>GEOL 1104 4.00 credits</p> <p>The Dynamic Earth Introduction to the fundamentals of geology and their application to land-use, groundwater, mineral use and fossil fuel problems facing society. Lab included.</p>	<p>GEOL 1124 4.00 credits</p> <p>Earth History Physical history of the earth from its origin as a plan through the Great Ice age. Origin and growth of continents and ocean basins. Systematic survey of the history of continents with emphasis on North America: growth and leveling of mountain chains, rift valley, transgressions and regressions of seas; continental fragmentation, assembly and relative motions. Plate tectonics, particularly as it relates to continent history. Climate and evolutionary changes through geologic time. Principles and methods used to interpret earth history and date rocks. Laboratory included.</p>	<p>HR 3013 3.00 credits</p> <p>Introduction to Human Relations Designed to introduce students to the breadth and depth of the field of human relations. Emphasis is on the processes of communication, problem solving, decision making, conflict and change as they occur in individuals, interpersonal, group and intergroup relations.</p>

LSAL 3113 3.00 credits**Leadership In Organizations**

The general purpose of this course is to learn about contemporary thinking regarding leadership in organizations and the applications of these insights for growth as a leader. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 3613.

LSAL 3133 3.00 credits**Conflict Resolution**

This course reviews several contemporary theories of the nature of conflict and how best to manage it. Students will examine the communication process and will practice effective communication skills through exercise. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 3623.

LSAL 3153 3.00 credits**Ethics In Leadership**

This course will explore various concepts, principles and case studies involved in ethics in the social science, with a particular emphasis on business ethics. Students will examine core values in light of social conditioning, short-term profiteering, and the need for affiliation. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 3663.

LSAL 3173 3.00 credits**Goal Setting and Attainment**

Introduces students to the importance of establishing goals and the goal attainment process in business and other settings. These include perspectives of goal attainment in the industry as they apply to production and to overcoming challenges. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 4613.

LSAL 3513 3.00 credits**Integrated Marketing Strategies**

Focuses on marketing communications by examining many types of retailers, the basic concepts that apply to all areas of promotion, basic selling techniques, and advertising and sales promotions as important parts of a promotion blend. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 3633.

LSAL 4123 3.00 credits**Quality Initiatives In Organizations**

Understanding quality initiatives is the focus of this course. Students will discuss tools that can be used in order to build teams and a good environment in the workplace. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 4643.

LSAL 4143 3.00 credits**Cultural Diversity in the World**

At the end of this course, the learner will be able to apply an in-depth understanding of cultural diversity to issues in human relations and in achieving true diversity in organizations. The course will provide learners with a conceptual framework from which to analyze historical and current legal approaches to cultural diversity, with an emphasis on gaining an understanding of how and why affirmative action programs are implemented. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 4633.

LSAL 4163 3.00 credits**Non-Profit Management**

Provides an overview of nonprofit management, operations, and leadership as well as the problems and environment unique to the various nonprofit entities functioning in society. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 4663.

LSTD 3003 3.00 credits**Interdisciplinary Inquiry**

This course will focus on adult learning theory and development, development of self-directed learning skills, educational and career planning and learning contracts, and the concept of paradigmatic thinking in the natural sciences and other human endeavors. This course will also focus on preparation for academic writing and argumentation. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at npace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

This course formerly listed as LSTD 3503.

LSTD 3113 3.00 credits**Humanities of the Ancient World**

In this course, students will explore a broad variety of cultural themes found concurrently in both western and non-western cultures from Antiquity through the Middle Ages. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>. This course formerly listed as LSTD 3233.

LSTD 3133 3.00 credits**Humanities of the Modern World**

In this course, students will explore a broad variety of cultural themes found concurrently in both western and non-western cultures from the Renaissance through the Enlightenment and into the Modern World. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>. This course formerly listed as LSTD 3243.

LSTD 3193 3.00 credits**Art of the Non-Western World**

Explores a broad variety of cultural themes found in non-western art from the ancient world to the modern world. An introduction to the art of a variety of non-western cultures and examines the role that art history plays in the study of those visual objects. The course consists of four parts: African art; Asian art of India, China and Japan; native American art of North, Meso-American; South American and the Pacific. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>. This course formerly listed as LSTD 3263.

LSTD 3333 3.00 credits**Human Arrangements: Troubled Institutions and Social Inequality**

This course will address issues affecting institutions from family through those affecting the national population, including health care, education, the economy, and the interaction of government with all such questions. It also addresses problems arising from inequality among groups in the society, including poverty, elderly and young, minority and majority, and gender concerns. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

LSTD 3343 3.00 credits**Challenges in a Changing World**

This course deals with questions of conformity and deviance in societies. Topics addressed include sexual behavior, drug use and crime and violence. It also looks at social problems expressed on a broader scale, including those associated with increased population and associated urbanization and the outbreaks of war, terrorism and international conflict arising from inequalities occurring on an international scale. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

LSTD 3513 3.00 credits**The Dynamic Universe**

Select topics including the Big Bang, formation of matter and its association into stars and planets, plate tectonics and the physics and chemistry of the atmosphere. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>. This course formerly listed as LSTD 3433.

LSTD 3533 3.00 credits**Ecology & Evolution**

A study of the interactions of genetic change in organisms with environmental stress, and contributions of these interactions to evolution. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>. This course formerly listed as LSTD 3443.

LSTD 4313 3.00 credits**Global Justice and Security**

Designed to help the student understand how governments deal with the problem of securing the "homeland." Examines what terrorism is, how America has traditionally dealt with homeland security, and how that perspective is evolving. Once we understand what terrorism is, the focus of the course will be on how law enforcement and the courts have taken on the challenge of providing global security while ensuring justice. **Prerequisites:** To exceed 6 credit hours of LSTD/LSAL 3000-4000 level coursework, OU Advisor Approval and admission to the BA program is required. Contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Admission application found at <http://www.cidl.ou.edu/pace/>.

MATH 1503 3.00 credits**College Algebra**

Review of basic algebraic skills such as multiplying and factoring polynomials, rational expressions, linear equations and inequalities, exponents and radicals, absolute values. Other topics include the concept, notation, algebra of functions, functions of linear, polynomial, rational, exponential and logarithmic type, and systems of equations. A TI-83, TI-84 or the TI-86 graphing calculator is recommended for this course. **Prerequisites:** Intermediate Algebra or equivalent, or a score of 38 or higher on the Intermediate Algebra ASSET placement test.

MATH 1523 3.00 credits**Precalculus and Trigonometry**

Review of function concepts. Topics covered include properties of functions, exponential and logarithmic functions, trigonometric functions and their inverses by unit circle and triangle approaches, trigonometric equations and identities, simple conic sections, polar coordinates, Demoivre's theorem, discrete algebra, induction, limits and continuity. A TI-83, TI-84 or the TI-86 graphing calculator is recommended for this course.

Prerequisites: Math 1503, College Algebra, or College Algebra CLEP score of 55 or above.

MATH 1823 3.00 credits**Calculus and Analytic Geometry I**

Topics covered include equations of straight lines; conic sections; functions, limits and continuity; differentiation; maximum-minimum theory and curve sketching. A student may not receive credit for this course and 1743, Calculus I for Business, Life and Social Sciences. A graphing calculator is required for this course. TI-89 and above is not permitted.

Prerequisites: Math 1523, Precalculus and Trigonometry, or College Pre-Calculus CLEP score of 55 or above.

MATH 2423 3.00 credits**Calculus and Analytic Geometry II**

Integration and its applications; the calculus of transcendental functions; techniques of integration; and the introduction to differential equations. A graphing calculator is required for this course. TI-89 and above is not permitted.

Prerequisites: Math 1823, Calculus and Analytic Geometry I.

MATH 2433 3.00 credits**Calculus & Analytic Geometry III**

Polar coordinates, parametric equations, sequences, infinite series, vector analysis. A graphing calculator is required for this course.

TI-89 and above is not permitted.

Prerequisites: Math 2423, Calculus and Analytic Geometry II.

MATH 2443 3.00 credits**Calculus and Analytic Geometry IV**

Vector calculus; functions of several variables; partial derivatives; gradients, extreme values and differentials of multivariate functions; multiple integrals; line and surface integrals. A graphing calculator is required for this course. TI-89 and above is not permitted.

Prerequisites: Math 2433, Calculus & Analytic Geometry III.

MGT 3363 3.00 credits**Organizational Behavior**

Covers the structure of organizations and the dynamics of behavior within organizations. Included are such topics as job design, perception, communication, decision making, motivation, groups, leadership, and organizational change and effectiveness. **Prerequisites:** Introduction to Management Strategies.

MUNM 1113 3.00 credits**The Understanding of Music**

A course in music appreciation covering all of the important fields of music, with the opportunity for students to listen to recordings.

PHYS 2514 4.00 credits**General Physics/Engineering & Science**

Vectors, kinematics and dynamics of particles, work and energy systems of particles, rotational kinematics and dynamics, oscillations, gravitation, fluid mechanics, and waves. A graphing calculator is required for this course.

Prerequisites: Math 1823, Calculus and Analytic Geometry I.

SOC 3523 3.00 credits**Sociology of Crime and Delinquency**

A study of the nature and causes of various forms of deviant and illegal behavior, especially serious personal injury and property crimes (e.g., homicide, burglary). While some consideration is given to biological and psychological explanations, the primary focus is on sociological theories that attempt to explain crime, criminality, and victimization in modern societies.

Prerequisites: Introduction to Sociology

SOC 3723 3.00 credits**Sociology of the Family**

The sociological study of the family as an institution, the origin and development of the family, the interrelationships of the family and the larger society, the environmental conditions that seem to favor the development and continuance of the major family forms, the rise of the modern democratic family, characteristic patterns of change in the contemporary family. **Prerequisites:** Introduction to Sociology

University of Oklahoma Graduate Courses

These courses are CD-ROM Delivered.

These courses are designed to run on government and contractor provided computers.
The student is responsible for purchasing/providing all textbooks and materials for the course.
LSTD/LSAL Graduate courses require Advisor approval from the University of Oklahoma.
Contact OU NCPACE Office at ncpace@ou.edu or (405) 325-3452 or (405) 325-6883.

LSTD 5003	3.00 credits	LSAL 5113	3.00 credits	LSTD 5013	3.00 credits
<p>Introduction to Graduate Interdisciplinary Studies (1st Core Course)</p> <p>Intensive course providing orientation to advanced interdisciplinary study, appreciation for standards of performance and scholarship appropriate to graduate study, development of skills necessary for success in academic research and writing in a graduate interdisciplinary program.</p> <p>Prerequisite or Concurrent Enrollment: LSTD 5003 must be taken first but may be taken in conjunction with LSAL 5113. OU Advisor Approval Required - contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Full Admission to MA program is required unless eligible for provisional admission. Provisional criteria outlined in NCPACE Catalog and at http://www.cidl.ou.edu/pace/.</p>		<p>Theories of Management and Leadership (2nd Core Course)</p> <p>This course explores and analyzes the concept of leadership including such topics as leadership theory, changing leadership roles, power, decision-making, empowerment, vision, communication, diversity, and ethics.</p> <p>Prerequisite or Concurrent Enrollment: LSTD 5003. OU Advisor Approval Required - contact OU NCPACE Office at ncpace@ou.edu, (405) 325-6883 or (405) 325-3452. Full Admission to MA program is required unless eligible for provisional admission. Provisional criteria outlined in NCPACE Catalog and at http://www.cidl.ou.edu/pace/. This course formerly listed as LSTD 5623.</p>		<p>Interdisciplinary Foundations (3rd Core Course)</p> <p>Selected readings designed to reinforce the interdisciplinary approach to graduate studies and to introduce the concept of paradigms as an organizing principle for understanding and interpreting information.</p> <p>Prerequisite or Concurrent Enrollment: LSAL 5113/LSTD 5623. Full admission to MA program is required.</p>	
LSTD 5043	3.00 credits	LSAL 5133	3.00 credits	LSAL 5153	3.00 credits
<p>Research Methods (4th Core Course)</p> <p>Theories and techniques of research designed to prepare students to carry out individual research on a topic within an interdisciplinary program of study.</p> <p>Prerequisite or Concurrent Enrollment: LSTD 5013. Full Admission to MA program is required. This course formerly listed as LSTD 5903.</p>		<p>Cultures of Organizations (5th Core Course)</p> <p>The course looks at the meaning of organizational culture and its significance for leadership behavior, ways of thinking about organizations and the structure of organizations, the implications for leaders, and other relationships between organizations and aspects of leadership.</p> <p>Prerequisite or Concurrent Enrollment: LSTD 5903/LSTD 5043. Full Admission to MA program is required. This course formerly listed as LSTD 5633.</p>		<p>Ethics in Leadership (6th Core Course)</p> <p>The course introduces the nature of ethics, the relationship between ethics and morals, and the function of ethics in a social context. Major emphasis is on the effect of ethical decision-making on successful leadership and the role that ethical behavior plays in the success of organizations.</p> <p>Prerequisite or Concurrent Enrollment: LSAL 5133/LSTD 5633. Full Admission to MA program is required. This course formerly listed as LSTD 5653.</p>	
LSAL 5173	3.00 credits	LSAL 5203	3.00 credits	LSAL 5243	3.00 credits
<p>Individual and Leadership</p> <p>This course explores the social, psychological, and behavioral characteristics of leadership, personal skills that enhance leadership ability, and strategies for dealing with interpersonal problems in organizations.</p> <p>Prerequisites: Students must have completed or be registered for all core courses prior to registering for this course. Full Admission to MA program is required. This course formerly listed as LSTD 5643.</p>		<p>Leadership Issues in Decision Making</p> <p>This course is an interdisciplinary inquiry into the nature and attributes of poor management and leadership decision-making. Decisions and decision-making processes are examined from the psychological and from the socio-economic perspectives.</p> <p>Prerequisites: Students must have completed or be registered for all core courses prior to registering for this course. Full Admission to MA program is required. This course formerly listed as LSTD 5673.</p>		<p>Project Management</p> <p>Students will develop skills needed to manage a project and deliver a useful solution to the client. Course objectives will focus on 1)creating a project schedule, 2)managing project activities, conducting analysis and designing a solution, 3)updating and correcting the schedule as needed and 4)reporting your progress and findings clearly and effectively to the client both in writing and orally.</p> <p>Prerequisites: Students must have completed or be registered for all core courses prior to registering for this course. Full Admission to MA program is required. This course formerly listed as LSTD 5693.</p>	

LSAL 5313 3.00 credits**Organizational Communications**

This course describes the role information and knowledge management plays in making decisions in organizations and discusses the fundamental issues in the management of information, the ways people in organizations exchange information, and ultimately, how effective sharing of information leads to effective problem-solving. **Prerequisites:** Students must have completed or be registered for all core courses prior to registering for this course. Full Admission to MA program is required. This course formerly listed as LSTD 5683.

LSAL 5423 3.00 credits**Perspectives on Leadership**

The course content will vary to include in-depth examination of relevant topics in leadership that meet student interests and add value to the program.

Prerequisites: Students must have completed or be registered for all core courses prior to registering for this course. Full Admission to MA program is required.

This course formerly listed as LSTD 5663.

LSAL 5483 3.00 credits**National Security Leadership**

National Security Leadership is designed to prepare the student to operate within the environment of the U.S. national security system. It addresses the legislation that created the current national security system including the National Security Act of 1974, the Goldwater-Nichols Intelligence Reform Act of 2004, among others. It looks at the structure of the national security community and how it has evolved and addresses, through selected cases, how it has worked in practice. Capping the course is a simulation of a national security crisis decision and a major research paper. **Prerequisites:** Students must have completed or be registered for all core courses prior to registering for this course. Full Admission to MA program is required. This course formerly listed as LSTD 5790.



CONTACT INFORMATION

PHONE:
800.468.7480

E-MAIL:
ncpace@vinu.edu

FAX:
812.888.2076

FOR MORE INFORMATION

Visit our website at:

www.vinu.edu/military

Vincennes University
Military Education Program
1002 North First Street, ES-87
Vincennes, IN 47591

Established in 1801, Vincennes University is Indiana's oldest college. Our mission is based on the philosophy that everyone, regardless of age, economic status, culture, location or educational background, has a right to a college education. This philosophy has been the driving force behind our commitment to education programs for our Nation's Servicemembers and the need to be innovative and flexible to meet their needs. VU Programs serving Sailors include NCPACE, on-site classes at 9 Navy installations on the West Coast, Navy College Program Distance Learning Partnership (NCPDLP) institution with 4 degrees relating to 39 Ratings and former contract provider for Academic Skills Instructor Program.

Vincennes University is accredited by North Central Association of Colleges and Schools and is a core member of Servicemembers Opportunity Colleges Navy (SOCNAV).

RESIDENCY REQUIREMENT:

All SOCNAV students must complete at least fifteen semester hours in courses from accredited colleges and universities. **Of these fifteen, at least six hours must be earned through Vincennes University courses.**

CREDIT TRANSFER:

VU accepts credits in transfer from regionally accredited institutions. College-level courses in which grades of C- or higher have been earned will be evaluated for transfer credit upon receipt of official transcripts.

VU accepts transfer credits earned through specific CLEP and DANTES with ACE recommended passing score. Students are advised to contact the program coordinator to confirm transferability before taking exams. To receive credit, an institutional copy of the transcript needs to be sent directly to Vincennes University, Military Education Program, 1002 North First Street, ES-87, Vincennes, IN 47591.

TRANSCRIPT REQUESTS:

Requests for transcripts must be in writing and include student's signature and ID number. Include the name and address of party to whom an official transcript is to be sent. Either mail request to: Vincennes University, Military Education Program, 1002 North First Street, ES-87, Vincennes, IN 47591 or fax to: 812.888.2076.

SOCNAV REQUESTS:

Complete the NCPACE SOCNAV request form and mail or fax to VU Military Education Program.

MILITARY EXPERIENCE EVALUATIONS:

For students planning to earn a degree through VU:

After completion of one course with VU, students may submit official SMART transcript (online at: <https://navycollege.navy.mil>) by selecting the Vincennes University, Vincennes Campus.

SOCNAV Degree Map

Vincennes University Associate of Sciences

Law Enforcement

Administration of Justice

Criminal Justice

Corrections

Degree Objective - This program option provides a broad base of instruction concerning the criminal justice system and allows students in the Distance Education Program to successfully complete the associate of science degree in the Law Enforcement major.

Academic Residency - A total of 15 semester hours of college coursework, 6 of which must be taken through Vincennes University.

Points of Contact

E-mail: ncpace@vinu.edu

Telephone: 800.468.7480

Fax: 812.888.2076

Web-site www.vinu.edu/military

Office hours: 8:00 a.m. to 5:30 p.m. M-F, EST

Degree Requirement Summary

An 'X' indicates that the college may grant credit for this requirement from the source marked for at least a portion of the requirement. Contact the institution for details on credit awarded.

Degree Requirement	SH	SOC Code	NAVY Rating	NAVY School	Tests	NCPACE
ENGL 101 - ENGLISH COMPOSITION I	3	EN024A	ANY		X	X
MATH 101 - INTERMEDIATE ALGEBRA	3	MH047A			X	X
SPCH 143 - SPEECH	3					X
ENGL 102 - ENGLISH COMPOSITION II	3	EN025A			X	X
COMP 101 - COMPUTER AWARENESS OR EQUIVALENT - WAIVED	1			X		
PFWL 100 - LIFETIME FITNESS / WELLNESS	2			X		
ERTH 100 - EARTH SCIENCE - OR -	4				X	X
CHEM 107 - WORLD OF CHEMISTRY	4				X	X
PSYC 142 - GENERAL PSYCHOLOGY	3	PS082A			X	X
SOCL 151 - PRINCIPLES OF SOCIOLOGY	3	SO001A			X	X
MATH 102 - COLLEGE ALGEBRA	3				X	X
LAWE 100 - SURVEY OF CRIMINAL JUSTICE	3	CJ101A		X		X
LAWE 106 - INTRODUCTION TO TRAFFIC CONTROL	3	CJ212A				X
LAWE 150 - INTRODUCTION TO CRIMINOLOGY	3	CJ102A	X			X
LAWE 155 - SUBSTANTIVE CRIMINAL LAW	3	LW002A				X
LAWE 160 - CRIMINAL INVESTIGATION	3	CJ210A	X			X
LAWE 205 - PRODECURAL CRIMINAL LAW	3	LW046A	X			X
LAWE 210 - POLICE OPERATIONS & COMMUNITY RELATIONS	3	CJ106A	X			X
LAWE 215 - POLICE ADMINISTRATION & ORGANIZATION	3	CJ204A	X			X
LAWE 225 - INTRODUCTION TO FORENSIC SCIENCE	3	CJ112A	X			X
LAWE 250 - JUVENILE DELINQUENCY	3					X
LAWE 275 - PRACTICUM IN LAW ENFORCEMENT	3		X			
Total Semester Hours	64					

NAVY RATING CREDIT AWARDED ON DEGREE MAP IS FOR E6 AND HIGHER.

Vincennes University

All courses are CD-ROM delivered.

The student is responsible for purchasing/providing all textbooks and materials for the course.

ACCT 100 3.00 credits Basic College Accounting A course in the fundamentals of accounting practices. Emphasis is on journalizing, posting, preparing financial statements, reconciling bank statements, and understanding elements of payroll. The course is specifically designed for students with little or no previous accounting or bookkeeping experience and who are enrolled in an occupational program (excluding Accounting) requiring only one accounting course. This course may not be substituted for ACCT 111 or ACCT 201.	ACCT 201 3.00 credits Principles of Accounting I This course is designed specifically for Business Administration (transfer) students and is a study of the principles of financial accounting and reporting as they relate to today's business environment. Both the procedures used and the theory/concepts upon which they are based will be studied. Prerequisites: Prerequisites waived for NCPACE students.	ACCT 202 3.00 credits Principles of Accounting II This course is specifically designed for Business Administration (transfer) majors and is a study of managerial accounting information as it is used by managers in various types of business organizations. The emphasis is on the development, interpretation, and application of managerial accounting for planning activities, controlling operations, and making decisions. Prerequisites: A grade of C or better in ACCT 201.
ACCT 205 3.00 credits Intermediate Accounting An in depth study of accounting theory and skills necessary for reporting financial information. Emphasis is on the development, understanding, and analysis of financial statements. Prerequisites: Successful completion of Beginning Accounting course.	ACCT 206 3.00 credits Payroll Accounting This course will concentrate on the more advanced accounting topics of payroll administration, and receivables and payables. Emphasis will be placed on practical and computerized procedures. Prerequisites: Successful completion of Intermediate Accounting course (ACCT205).	LAWE 100 3.00 credits Survey of Criminal Justice This course will study the history, role, development, philosophy, and Constitutional aspects of the United States criminal justice system. The course will explore the various segments of the criminal justice system, their interrelationship, function, and responsibility.
LAWE 106 3.00 credits Introduction to Traffic Control The course is designed to deal with the many aspects of traffic administration and control. Topics to be discussed are traffic law and its impact as a control method, driver licensing as a control device, the operation of a local traffic control system, accident causation and investigation, the identification and analysis of traffic problems, traffic safety coordination, and the use of selective enforcement as a method of traffic control.	LAWE 150 3.00 credits Introduction to Criminology Introduction to the phenomena of crime and delinquency, the types of offenses and offenders, the basic units of the American Criminal Justice System, and the role of law enforcement in prevention and control of deviant behavior.	LAWE 155 3.00 credits Substantive Criminal Law Study of substantive criminal law with consideration given to constitutional limitations upon legislative power to create and define criminal offenses.

LAWE 160 3.00 credits
Criminal Investigation

Fundamentals of criminal investigation, theory and history; from crime scene to courtroom with emphasis on investigative techniques appropriate to specific crimes.

LAWE 205 3.00 credits
Procedural Criminal Law

Study of the constitutional framework controlling governmental practices and procedures in such areas as arrest, search and seizure, interrogation, etc. Consideration will be given to consequences of governmental overreach.

LAWE 210 3.00 credits
Police Operations and Community Relations

Administration of police line and support operations, including patrol as basic operation of police function, investigation of delinquent and criminal offenders, traffic control, intelligence and other special operational units. Manpower distribution, analysis of operations, enforcement policy, operations during civil disorders and disasters. The role of the police officer in achieving and maintaining public support, human relations, public information, relationship with violators and complainants.

LAWE 215 3.00 credits
Police Administration & Organization

Introduction to the basic principles of law enforcement administration and organizational structure, their functions and activities, records, communications, public relations, personnel and training, policy formation, planning, research, inspection, and control. Principles of command and supervision in personnel management of police organizations, evaluation and promotion, discipline training, employee welfare, problem solving, and leadership.

LAWE 225 3.00 credits
Introduction to Forensic Science

This course is an overview of the following aspects and theories of criminalistics as related to the crime scene and its investigation. Included will be laboratory procedures and capabilities; crime scene searching and sketching; photography; firearms and toolmark identification; fingerprints; shoe and tire impressions; headlamp examination; arson; microanalysis of trace evidence such as glass, hairs, fibers, paint, and explosives; drugs and toxicological analysis; serology; instrumentation; document examination; preservation of evidence; and the importance of forensic science in the courtroom. The course will emphasize the newest techniques and equipment available.

LAWE 250 3.00 credits
Juvenile Delinquency

Overview of the types and causes of juvenile delinquency and youthful offenders; emphasis on the role of police under state and federal laws and court systems and on handling of delinquents, the prevention and deterrence. Helpful if student has an understanding of law research and cases.

MGMT 265 3.00 credits
Business Statistics

This course is designed for transfer business students. Topics include descriptive techniques, some probability concepts, sampling theory, statistical inference, regression and correlation, and quality assurance techniques. The major emphasis is on developing critical thinking skills to apply statistical concepts to business applications. **Prerequisites:** MATH 111, Finite Mathematics and 115, Survey of Calculus I (MATH 115 may be taken concurrently.)

