

School of Continuing Studies

Courses

The following list is a representative sample of courses that are normally offered during an academic year. Students should not assume that all courses will be offered in any given period of time, and the college reserves the right to cancel any class that has insufficient enrollment.

The Office of the University Registrar publishes a preliminary schedule of classes, including courses, times, and instructors before phone registration begins for the next semester. A final schedule of classes, which includes the locations for each class, is published just before classes begin.

Courses numbered 001 to 099 are review courses, 100 to 199 are primarily for first-year students, 200 to 299 primarily for sophomores, 300 to 399 primarily for juniors, 400 to 599 primarily for seniors, and 600 to 699 primarily for seniors and graduate students.

ACCOUNTING

Note: All accounting courses are subject to the nine-course (27-credit) limit on business, management and related courses. This rule does not apply to students with a baccalaureate degree wishing to take accounting courses in order to sit for the CPA exam.

111 Elementary Accounting I (3)

An introduction to the principles of accounting. Topics include: recognition of revenue and expenses for income determination, proper classification of balance sheet items, and income statement and balance sheet preparation. Students learn to prepare adjusting entries, closing entries and worksheet presentations necessary for monthly financial statements. The principle and theories behind the proper accounting treatment of cash, accounts receivable, inventories, prepaid expenses, marketable securities and fixed assets are studied.

112 Elementary Accounting II (3)

Prerequisite: 111 or equivalent. Continuation of the study of financial accounting with a detailed study of liabilities and ownership interests for partnerships and corporations. Introduction to statements of changes in financial position, consolidated

statements, cost accounting, and the effect of taxes on business decisions.

220 Special Topics in Accounting (1-3)

221 Intermediate Accounting I (3)

Prerequisite: 112 or equivalent. Review and extension of the complete accounting process, financial statement preparation and accounting for assets. Study and application of accounting theory to problems of classification and valuation in preparation of the balance sheet and income statement.

222 Intermediate Accounting II (3)

Prerequisite: 221 or equivalent. Continuation of the study and application of accounting theory to the balance sheet and income statement, including accounting for liabilities and corporate ownership interests, and the flow of funds. Contemporary accounting development and problems.

331 Cost Accounting (3)

Prerequisite: 112 or equivalent. A study of the accounting methods and procedures peculiar to manufacturing activities. Emphasis is placed on product costing in accordance with generally accepted accounting principles under various costing methods.

341 Income Tax (3)

Prerequisite: 112 or equivalent (intermediate accounting recommended). A basic study in federal income tax concepts with emphasis on individual taxation, especially as it relates to income, capital gains, exemptions, credits, and deductions.

342 Corporate Tax (3)

Prerequisite: 341 or equivalent. Continuation of the basic study of federal income tax with emphasis on partnerships, trusts, corporations, and estates.

451 Auditing (3)

Prerequisite: 222 or equivalent. This course involves the study of the principles of auditing at an intermediate level. Theoretical as well as practical applications are reviewed. These applications are studied at great length in each area of audit responsibility, i.e., requirements for each balance sheet classification and analysis and tests of revenue and expense classifications. Statistical sampling techniques are reviewed. Case studies supplement the lectures, and students create standard and tailored audit programs.

562 Advanced Accounting (3)

Prerequisite: 222 or equivalent. Special accounting problems in the area of partnerships, installment and consignment sales, mergers, consolidations, translation of financial statements of foreign affiliates, and accounting for estates, trusts and governmental units.

Requirements for Certified Public Accountants

School of Continuing Studies serves both students who wish to prepare for the CPA exam while they earn a degree as well as students who already have a degree but lack the specified accounting and/or business courses.

In order to sit for the Uniform Certified Public Accountant (CPA) Examination, a student must earn a baccalaureate degree from an accredited institution and have a minimum of 150 semester credits, including 24 credits in nonaccounting business courses to include Commercial Law (PRLW 345) and complete the following accounting courses:

Elementary Accounting 111 and 112 (prerequisites to the intermediate accounting courses), Intermediate Accounting 221, Intermediate Accounting 222, Cost Accounting 331, Income Tax 341, Corporate Tax 342, Auditing 451, Advanced Accounting 562, and one accounting elective above the 100 level. (Total: 30 credits of accounting).

Any student considering taking the Uniform CPA examination should contact the State Board of Certified Public Accountants of Louisiana (566-1244) or www.cpaboard.state.la.us to get a complete copy of the examination requirements and information. The requirements may change.

Students seeking a degree while preparing for the CPA exam must complete the same courses. Some of these courses may be used as general electives satisfying degree requirements.

ANTHROPOLOGY

(For other course descriptions, see the Undergraduate College section.)

316 Peoples of the Pacific (3)

Introduction to the cultures of Polynesia, Micronesia, Melanesia, and Australia from the time of first settlement to emergence of modern nation-states.

318 Cultures and Peoples of South Asia (3)

A survey of the peoples and cultures of Bangladesh, Bhutan, India, Nepal, Pakistan, Sikkim, and Sri Lanka. Emphasis is placed upon the social organization and cultural history of the diverse peoples who have inhabited the Indian Triangle.

ARCHITECTURE

131 Louisiana Architecture, 1700-1865 (3)

Architecture in Louisiana from colonial to early Victorian period, as seen in the work of important architects and builders and in vernacular construction. The planning of towns and forts is examined, especially in New Orleans. The course illustrates the development in the 18th century of the distinctive Louisiana Colonial style, its mingling with styles introduced from the East Coast after the Louisiana Purchase, and the gradual dominance in the mid-19th century of international Anglo-American styles. The effects on architecture of climate, natural resources, early industrialism and the rich ethnic mix of Louisiana are considered. Field trips to the Vieux Carre, plantations and the Garden District are scheduled. Previous experience in courses using slide presentations is useful.

132 New Orleans Architecture (3)

Architecture in New Orleans, from Native American to contemporary times, will be investigated. Regional, national, and international influence on local architectural heritage will be examined. The designs of prominent local architects and builders will be explored, as well as the vernacular forms of architectural styles found throughout New Orleans.

141 Historic Preservation and Renovation (3)

The course reviews the history and theory of historic preservation, as well as the modern concepts that have been developed for contemporary needs. The process of structural analysis is studied; methods of consolidation of structures are viewed in detail and illustrated with study cases. The economics of recycling, the involvement of governmental offices and the benefits of the existing tax incentives are analyzed.

241 Historic Preservation Law (3)

Overview of legal theories as well as local, state, and federal laws applicable to historic preservation.

ART HISTORY

(For other course descriptions, see the School of Liberal Arts catalog.)

ART STUDIO

(For Art Studio course descriptions, see the School of Liberal Arts section.)

ASTRONOMY

(For Astronomy course descriptions, see the School of Liberal Arts section.)

PRE LAW

Note: These courses are subject to the nine-course (27 credit) limit on business, management and related courses.

340 Legal Aspects of Business (3)

A practical approach to law as it affects the business person and the consumer. The primary focus is on the laws of contracts; the requirements and the rights and obligations they create. The relief granted to debtors through bankruptcy and the resulting detriment to creditors are studied with emphasis on precautionary measures. Finally, the consequences of willful or negligent acts are carefully treated.

345 Commercial Law (3)

This course is designed to show students the connection between law and business; to give students basic knowledge of the fundamental concepts, principles, and rules of law that apply to business transactions, especially in the areas covered by the La. CPA examination; and to develop the ability to apply this knowledge to specific situations with good judgment.

220 Special Topics in Business Law (1-3)

CELL AND MOLECULAR BIOLOGY

(For Cell and Molecular Biology course descriptions, see the School of Science and Engineering section.)

CHEMISTRY

(For Chemistry course descriptions, see the School of Science and Engineering section.)

CHINESE

103 Beginning Chinese I (3)

An introduction to the skills of speaking, understanding, reading and writing Chinese.

104 Beginning Chinese II (3)

A continuation of the objectives presented in Chinese I.

205 Intermediate Chinese (3)

Prerequisite: Chinese 104. An intensive review of Chinese grammar. Comprehensive skills will be stressed in both the classroom and language laboratory.

310 Survey of Chinese Classical and Popular Literature (3)

Readings (in English translation) of the Chinese classics, historical narratives, lyrical poetry, ballads and stories, and fiction. Discussion of nature images and lyric-making, techniques of thematic and narrative compositions, and, where relevant, comparison of parallel compositional techniques in other literary sources.

CLASSICS

(For Classics course descriptions, see the School of Liberal Arts section.)

COLLOQUIA

(For Colloquia course descriptions, see the School of Liberal Arts section.)

COMMUNICATION

(For Communication course descriptions, see the School of Liberal Arts section.)

CRIMINAL JUSTICE

101 Introduction to the Administration of Justice (3)

An overview of the three components (law enforcement, the judiciary and corrections) of the administration of justice with emphasis on the functions of each component and the interrelationships among them.

102 Criminology (3)

The study of crime and society from a social-psychological perspective. Consideration of major sociological and psychological factors related to criminal behavior, the definition, varieties and causes of crime, and the extent of crime in the United States.

ECOLOGY, EVOLUTION, AND ORGANISMAL BIOLOGY

(For EEOB course descriptions, see the School of Science and Engineering section.)

ECONOMICS

(For other Economics course descriptions, see the Liberal Arts and Sciences section.)

UECN 101 Introductory Microeconomics (online)

An introduction to theory of prices and the allocation of resources. Topics include the pricing of goods and services, the determination of wages and returns to capital market structure, and international trade.

ENGINEERING

The Bachelor of Science in Engineering is offered only by the Tulane School of Science and Engineering. The School of Continuing Studies student may earn some of the credits required for what in one of the departmental engineering programs. The student interested in engineering can meet most of the first-year requirements, a few of the second-year requirements and some elective requirements through the School of Continuing Studies. For further information, contact the dean's office of the School of Science and Engineering.

ENGLISH

(For other course descriptions, see the School of Liberal Arts section.)

100 Composition and Reading (3)

An introduction to basic composition, preparing students for the requirements of higher level courses, including English 101, that demand sound reading, writing, and critical thinking skills. Students will learn how to discover ideas, narrow and shape a topic for a particular purpose and audience, organize supporting points and develop them with relevant details, and revise for overall effectiveness, appropriate diction, and sound sentence structure and grammar. This study of the compositional process includes discussions of readings to supplement writing assignments and a library project to introduce students to basic research skills.

125 Writing (4)

Completely on-line and for part-time School of Continuing Studies students only, this course provides an introduction to academic writing and critical reading. The class focuses on developing

students' organization and presentation of both personal opinion and individual research. Class discussion and students' skills will be addressed according to contemporary issues, situations, and needs across the curriculum. This self-paced class includes two on-line lessons per week, chat-room sessions, an online bulletin board, a LISTSERV, a multi-media, self-grading grammar book, and more. Everything is designed to hone students' organization, presentation, and general writing skills in the contemporary world, and in a variety of disciplines. Only the minimal computer skills of sending e-mail and pointing and clicking with a mouse are required. An e-mail account and on-line computers are provided. Tutorials on using the computer, the Internet, and the Tulane library are provided on-line.

331 Business Report Writing (3)

An overview of business writing, with special attention to resumes, letters of application, the long report, documentation for reports, the writing of manuals and business proposals, and executive summaries. Emphasis is given to the form and the content of business writing.

EXERCISE SCIENCE

Note: These courses must be completed by close of spring semester 2007.

104 First Aid and CPR (2)

The course is designed to address the care and treatment of respiratory and cardiac emergencies as well as the first aid procedures for bleeding, shock, stroke, burns, bone fractures, poisoning, and other injuries. Successful completion of the course will certify the students in American Red Cross Standard First Aid and Community CPR, which includes adult, child, infant CPR skills.

107 Wilderness First Aid (3)

Most first aid courses are designed for those with rapid access to EMS. This course will provide skills for extended care since wilderness first-aiders may have to spend extended amounts of time with an injured person. Wilderness first aid has a distinct focus in its attention to environmental demands placed on care giving under adverse conditions that affect both rescuer and victim. Upon completion of this course, students will have earned a National Safety Council Wilderness First Aid card as well as an American Heart Association CPR card. Must be taken in lieu of UESS 104.

110 Emergency Medical Services – Basic (3)

This 124-hour class serves as an introduction to emergency medicine. Course topics include but are not limited to anatomy/physiology, respiratory/cardiac emergencies, trauma, EMS systems, rescue, diabetic emergencies. Basic skills addressed include trauma assessment, oxygen therapy, splinting, life-threatening wound management, automatic defibrillator use. A 10-hour segment with a private, local ambulance service is required. Course includes: 2-year CPR certification and preparation for certification with the National Registry of Emergency Medical Technicians.

115 Emergency Medical Services – Intermediate I (3)

Prerequisite: 110. This 160-hour class will address advanced concepts in Emergency medicine building upon material covered by UESS 110. This course introduces students to new emergency skills such as Endo-Oseal intubation, intravenous administration, and fluid therapy. Students will spend half of the 160 hours in clinical Emergency/Operating Room rotations under the supervision of the course instructor and Registered Nurses. Additional academic content will extend previous material covered in anatomy, physiology and respiratory/cardiac emergencies.

117 Emergency Medical Services - Intermediate II (3)

Prerequisites: 110, 115. In the first half of the semester the student will be supervised performing EMT-Intermediate level patient care (e.g., patient assessment, intravenous fluid therapy) and observing Emergency Room medical practice. In the second half, students will practice EMT-Intermediate level pre-hospital care and transport of patients contacted by assigned ambulances. Weekly meetings with supervisors will also be held to provide for feedback concerning hospital and field experiences.

180 Fundamentals of Health and Fitness (2)

This course is designed to teach the importance of physical activity and its relationship to health and a better quality of life. Emphasis is placed on the components of total fitness: physical, social, emotional, and intellectual. Content provides scientific information to guide students in developing personalized exercise programs to achieve the highest potential for total well being. This is a basic course in health and fitness education designed for the general student body.

202 Physiology of Exercise (3)

Prerequisite: 180 or instructor approval. This course provides a detailed understanding of the physiology of exercise, e.g., how the body responds and adapts to exercise and physical activity at the skeletal, muscular, and neurohormonal level. An integrative systems approach to exercise will be presented. The bioenergetics of muscular work and cellular mechanisms of muscle contraction will be emphasized and applied to issues of health and performance.

303 Human Anatomy and Physiology I (3)

Prerequisite: UXSS 202 or instructor approval. Corequisite: 313. The first of two sequenced courses intended to address human anatomy and physiology. This course explores the musculoskeletal system and physiological subsystems that support human movement. Special emphasis is given to the chemical basis of life cells and cellular metabolism; histology and tissues; the endocrine, skeletal, and neurological systems.

304 Human Anatomy and Physiology II (3)

Corequisite: 314. The second in a sequence of courses intended to address human anatomy and physiology. Special emphasis is given to the respiratory, digestive, cardiovascular, lymphatic and reproductive systems; nutrition and metabolism; water, electrolyte, and acid base balance; human growth and development.

310 Biomechanics of Exercise and Sport (3)

Corequisites: EXSS 312. An investigation of the principles of physics (e.g., Newtonian mechanics) as they relate to human movement. Topical areas include force and motion relationships, mechanics in aquatics, applications to motor development, quantitative analysis of locomotion and research instrumentation.

311 Mental and Behavioral Aspects of Sport (3)

Prerequisites: Psychology 100. This course presents an overview of exercise and sport psychology and is composed of three sections: the social psychology of sport, performance enhancement techniques, and health psychology. Topics such as group dynamics, motivation, team cohesion, self-regulation, self-talk, concentration, exercise adherence, stress management, and self-conceptualization are included.

312 Biomechanics of Exercise and Sport Laboratory (1)

Corequisite: EXSS 310. The laboratory provides the opportunity for students to construct and experience qualitative and

quantitative methods of assessing movement; design and apply mechanical principles toward improving movement quality or reducing injury in sport and work place settings; develop knowledge and experience using kinetic and kinematic data collection instrumentation.

313 Human Anatomy and Physiology II Laboratory (1)

Corequisite: 303. The laboratory is designed to actively involve students in learning the gross anatomy of the musculoskeletal system supporting structures. Dissection and exploration of human cadavers are integral components of the lab experience. Subject matter includes but is not limited to the following: levels of organization, metabolism, histology, the integumentary, skeletal, muscular and endocrine systems.

314 Human Anatomy and Physiology II Laboratory (1)

Corequisite: 304. The laboratory is designed to actively involve students in learning the principles and applications of anatomy and physiology. Gross dissection and exploration of human cadavers are integral components of the lab experience. Subject matter will include the following: blood, the cardiovascular system, the lymphatic system, the digestive system, and the reproductive system.

316 Legal Aspects of Sport (3)

An introduction to the application of law to the sports industry. Topics include tort negligence, safety and debilitating injuries in football, sport violence, antitrust and labor law in professional sports, and sports agents. The Constitution is studied in its application of equal opportunity employment practices in sport management, drug testing of athletes, and the civil rights of student athletes.

320 Therapeutic Exercise and Modalities in Sports Medicine (3)

Prerequisites: EXSS 202 or 313 or instructor approval. This course is designed for individuals interested in the treatment and rehabilitation of athletic injury. The theoretical foundations and scientific principles that support the use of therapeutic modalities in the physical medicine environment will be presented. Particular attention is given to the physical, mechanical, and chemical effects of therapeutic agents and techniques. Laboratory experiences will be incorporated into the lecture series.

333 Nutrition, Sport and Exercise (3)

Prerequisite: EXSS 202 or instructor approval. This course is designed for individuals interested in optimizing the health, performance, and training practices of athletes or sports participants. It is intended to bridge the gap between the exercise and nutrition sciences in order to allow the practical application of research findings to the effective design and implementation of the optimal diet for individual athletes and/or peak performance. Topics include: exercise bioenergetics and the biochemical and physiological processes of fuel utilization, mobilization, and storage in response to exercise and the modification of these processes by nutritional variables; fuel, vitamin, and mineral requirements of athletes; nutritional ergonomic aids and nutritional concerns of the sports community. The emphasis of the course is the scientific approach to understanding sports nutritional needs for optimal training and performance using laboratory and clinical research findings.

371 Basic Techniques of Athletic Training (2)

Supervised study and practice in the skills of taping, bandaging and use of prosthetics in the prevention and care of athletes' injuries. **Note:** Not open to students below sophomore standing.

377 Wellness Programming for Special Populations (3)

This course will enhance the student's ability to become a competent health and fitness instructor who is involved in preventive and rehabilitative exercise programs. The theoretical part of the course will discuss the physiological and psychological effects of exercise, the limits and benefits of exercise, and the implication of these on exercise guidelines aimed at a variety of special populations, e.g., the elderly, pregnant women, people with controllable diseases such as hypertension, diabetes, arthritis, cardiovascular disease, etc. The practical part of the course will put emphasis on safe and innovative class designs and formats, as well as the use of various forms of equipment.

389 Service Learning (1-2)

Provides students with an opportunity to earn academic credit for service oriented projects that apply the discipline of exercise and sport sciences within the surrounding New Orleans community. Specific requirements will be determined by the instructor of record and the local site supervisor.

399 Directed Study in Exercise and Sport Sciences (1-3)

For study, research, and projects in programs of special interest not covered in normal course offerings. Liberal Arts credit by petition only.

401 Health Related Fitness Programs and Assessments (3)

Prerequisite: EXSS 202. This course is designed to enhance theoretical knowledge and clinical abilities in exercise leadership, and administration of preventive and rehabilitative health/fitness programs. The course includes the knowledge base related to all of the competencies required for the American College of Sports Medicine Health Fitness Instructor Certification.

402 Advanced Exercise Physiology (3)

Prerequisite: EXSS 202 or instructor approval. Corequisite: EXSS 413. A continuation of EXSS 202, the major focus of the course is on cardiovascular and respiratory physiology. Additional topics include exercise in extreme environments, exercise during pregnancy, and exercise and aging. Students will gain understanding of the integrative nature and broad application of exercise physiology as well as of the principles and techniques applicable to athletic, clinical and sedentary populations. Service Learning component available.

405 Exercise Electrocardiography (3)

Prerequisites: EXSS 202 or approval of instructor. A study of the physiological basis and analysis of normal and abnormal exercise electrocardiograms. Emphasis will be given to the identification of selected ECG abnormalities during exercise testing. This course builds on the foundation laid by the introductory courses in exercise physiology.

407 Motor Learning, Development & Control (3)

Prerequisite: EXSS 304 or instructor approval. Corequisite: EXSS 417. The course explores the observable movement behavior patterns of humans from early infancy to late adulthood. Concomitant physiological, psychological and anatomical stages of human development will serve as foundation of the investigation. Students will study the various methods of learning movement skills and the latest theories that address the manner in which humans control their musculoskeletal system.

412 Research Design in Exercise and Sport Sciences (3)

This course is designed to acquaint the student with research design, methodology and data analysis appropriate to the field of Exercise Science. Special attention will be given to statistical

analysis and methodology used to evaluate applied physiology, biomechanics, and psychology in an exercise and sport setting.

413 Advanced Exercise Physiology Laboratory (1)

Prerequisite: EXSS 202 or instructor approval. Corequisite: EXSS 402. This course is designed to give students the knowledge and skills necessary to perform laboratory tests used in the study of exercise physiology. Students will learn to operate equipment used to assess fitness and athletic performance, e.g., metabolic cart, electrocardiograph, lactate analyzer, oxygen saturation, body composition analysis. In addition, students will learn to develop exercise prescription programs as well as risk assessment and safety procedures involved in exercise testing.

417 Motor Learning, Development and Control Laboratory (1)

Corequisite: EXSS 407. This laboratory explores and documents observable movement patterns of humans from early infancy to late childhood. The exploratory process begins with each student writing a “movement autobiography” This self-history will be referenced throughout the semester with specific topics addressed in the accompanying lecture series. Each lab experience is designed to give course participants an opportunity to observe, collect and analyze data. Results will be presented to the entire lab group during presentation periods.

418 Philosophy of Sport (3)

This course is intended to assist the serious student in the development of his or her own philosophy of sport. The content of the course will include three main sections: 1)

“How to do” philosophy, 2) an overview of various philosophical camps (e.g., dualism, materialism, humanism, Zen, and existentialism), and 3) the application of philosophy to sport. The ultimate objective of developing one’s own philosophy will be realized through library/internet research, introspection and the acquisition of new Knowledge.

420 History of Western Sport (3)

This course addresses the historical context of Western sport from Early Greek and Roman cultures to the contemporary United States. Using history, its philosophers, and sport as a medium, the cultural customs, values and norms of various civilizations will be explored in order to provide each student with a perspective concerning the place of sport within today’s society. In addition, by analyzing the Olympic Games from their inception to today’s global community, students will gain insight into their

organization, political structure and ultimate objects. Particular attention will be given to the evolution of women’s participation.

457 Internship (3)

Departmental approval required. This supervised work experience is available to students in Exercise Science and will focus on areas of interest which correspond to the student’s long term professional goals. In either case, the internship will be coordinated between a departmental faculty member and an on-site supervisor. Opportunities locally, nationally, or internationally are available.

464 Seminar: Current Issues in Sport (3)

A comprehensive study of some of the major developments occurring in sport. Using sport as a medium for investigation, awareness of social, political, and economics systems is achieved and applied to current events in society as a whole. Examples of major topics include the economics of professional/collegiate sport, gender equity, management-labor relations, race relations, educational values of sport, sport for the masses.

472 Seminar in Sports Medicine (3)

Prerequisites: EXSS senior status. This course serves as a capstone experience for graduating seniors. It is intended to facilitate professional discussion amongst students and faculty in a variety of subdisciplines within Exercise Science and their ‘real life applications’ to human performance and wellness, e.g., exercise physiology, sport and exercise psychology, biomechanics, motor behavior, anatomy, wellness and health promotion. The seminar setting will require each student to prepare research findings to be used for discussions and debate concerning contemporary issues facing the field, its graduates, and professionals.

470 Practicum in Athletic Training IV (2)

Prerequisites: 170, 180, 202, 270, 370. Minimum of 15 hours per week for a total of 225 hours per semester. Laboratory credits are assigned so that students have an opportunity to practice athletic Training skills during all sports seasons. Direct Supervision and instruction provided by team physicians and athletic training staff.

472 Seminar in Sports Medicine (3)

Prerequisites: 201, 202. Methods and procedures in restoring and ameliorating the physically handicapped with corrective exercises for specific sport-related disabilities as well as for adapted sports. Emphasis is placed on the treatment of injuries (both new and

recurring) sustained as a result of sport participation. The course is taught by a physician.

495 Independent Study in Exercise and Sport Sciences (3)

For study, research, and projects in programs of special interest not covered in normal course offerings.

496, 497 Special Topics in Exercise and Sport Sciences (3, 3)

Courses offered by visiting professors and/or permanent faculty for specific topics not included in other courses.

499 Senior Thesis (3)

A qualitative or quantitative research project that includes an exhaustive review of literature, data collection and analysis.

FINANCE

Note: These courses are subject to the nine-course (27 credit) limit on business, management and related courses.

221 Introduction to Finance (3)

Analysis of business opportunities and problems from the financial manager's point of view. Special emphasis on determining discounted cash flow, analytical techniques and methods used in structuring the balance sheet. Some accounting desired.

254 Introduction to Investment (3)

Fundamental principles of investment and development of the student's ability to select the various investment securities that meet the investor's needs. A study of the principles and practices in security analysis and a review of the methods commonly employed in the analysis of financial statements.

331 Money and Banking (3)

A nontechnical overview of the role of financial institutions in the economic process with emphasis upon the development of commercial banking since 1960. The course is structured to give relatively equal attention to each of the following three general areas: the supply of loanable funds, the demand for loanable funds, and money and capital markets.

346 Financial Markets (3)

This course is designed to introduce students to the different types of financial instruments and the markets in which they trade. The instructor will discuss the characteristics of the various products, how they are valued, and how the markets in which they trade differ. The student will study the money markets, the bond markets, the private debt market (bank loans, etc.) and the equities

market. If time permits, the course will briefly cover the derivatives markets.

354 Intermediate Investments (3)

Prerequisite: 254 or instructor approval. A continuation of Introduction to Investments (UFIN 254). This course explores investment topics as they relate to individual investors and professionals. Risk and return principals on securities and portfolios are studied as well as valuation techniques and analysis of fixed income securities, equities, and options. Financial statements, futures markets, portfolio theory, and capital market theory are also covered. The course assumes the student has a basic understanding of investment vehicles and their characteristics.

356 Personal Financial Planning (3)

While laws and values continue to change, the abilities to analyze, evaluate and make decisions remain central to building financial security. The course develops these abilities and considers the skills to look for in selecting competent bankers, brokers, accountants, insurance and real estate professionals.

220 Special Topics in Finance (1-3)

FRENCH AND ITALIAN

(For French and Italian course descriptions, see the School of Liberal Arts section.)

GEOGRAPHY

(For geography course descriptions, see the EENS geology section of the Science and Engineering section.)

GERMAN

(For German course descriptions, see the School of Liberal Arts section.)

HISTORY

(For history course descriptions, see the School of Liberal Arts section.)

HONORS THESIS

H499-H500 Honors Thesis (3, 3)

For senior honors candidates. Intensive reading, research and writing in the student's major field.

HUMAN RESOURCE DEVELOPMENT

Note: These courses are subject to the nine-course (27 credit) limit on business, management and related courses.

300 Learning and Training in Organizations (3)

An overview of human resources training and development, including needs assessment, training design, implementation and evaluation. This course integrates applied principles of adult learning. Various methods and training media are explored.

333 Human Resources (3)

This class is an introduction to organizational, legal, and psychological frameworks governing modern Human Resources Administration. This course provides an overview of the Human Resources function and the Human Resources department's role in furthering both employee and organizational goals.

342 Managing Troubled Employees: Sex, Drugs and Violence (3)

Prerequisite: Human Resources 333. Instructor approval required for waiver of prerequisite. This course prepares the student to understand, identify and manage the troubled employee on a macro and micro basis. The students learn to develop effective policies and procedures to address the causes and concerns of troubled employees. The students become familiar with the legal and ethical issues surrounding troubled employees. This course covers workplace trends, sexual equality, sexual harassment, discrimination, life/work balancing, stress, mental illness, drug and alcohol abuse, workplace violence, post-traumatic stress intervention and employee assistance programs.

352 Compensation and Benefits (3)

Prerequisite: Human Resources 333. Instructor approval required for waiver of prerequisite. This is a comprehensive analysis of the purpose, structure and effectiveness of compensation systems. Topics include legal issues, job design, job analysis, job evaluation, pay systems, incentives, psychological and motivational aspects of pay, executive compensation and compensation plan administration. Benefits are addressed at a basic level.

353 Benefits Administration (3)

Prerequisites: Human Resources 352 and its prerequisite. Instructor approval required for waiver of prerequisites. This course addresses issues regarding mandatory benefits such as social

security and workers' compensation and voluntary benefits such as medical and life insurance. Cost containment and the changing legal environment regarding benefits are covered.

365 Planning, Recruitment, and Selection of Human Resources (3)

Prerequisite: Human Resources 333. Instructor approval required for waiver of prerequisite. This course addresses the strategic, legal and administrative issues associated with recruitment and selection of employees, including assessment of staffing needs. The psychological aspects of Human Resources flow systems are emphasized. Career issues are examined from the point of view of the employee and the organization. The coordination of human resources planning and organizational competitive strategy is covered.

370 Performance Appraisal and Productivity (3)

Prerequisite: Human Resources 333. Instructor approval required for waiver of prerequisite. This course includes developing and implementing performance appraisal systems appropriate for the organization's competitive strategy. Students are introduced to productivity-enhancing work designs such as total quality management, teams, empowerment, and business process reengineering.

382 Human Resources Information Systems (3)

Prerequisite: Human Resources 333. Instructor approval required for waiver of prerequisite. Human resource functions are rapidly being computerized. This course covers computer applications in human resources including applicant tracking, payroll and benefits administration, employee data bases, and other applications. Basic HR research and program evaluation will be introduced.

392 Employment and Labor Law (3)

Prerequisite: Human Resources 333. Instructor approval required for waiver of prerequisite. Federal laws surrounding employment and their impact on human resource policies and practices are addressed in this class. These include the Equal Employment Opportunity Act, the Family and Medical Leave Act, Americans with Disabilities Act, Occupational Safety and Health Act, the National Labor Relations Act, and many others.

393 Industrial Relations (3)

This course covers the fundamentals of industrial relations in the United States. It addresses the historical roots of the labor movement and its social and economic underpinnings. Major

Federal laws governing the relationship between unions and employers are covered. The issues of union organizing, contract negotiations, impasses and strikes, contract administration and grievance systems are discussed. The key differences between unions in the public and the private sector are addressed. The trends in industrial relations are addressed, including labor-management cooperation, the decline of U.S. unions and the impact of globalization on U.S. unions. Union avoidance through good human resource practices is discussed.

220 Special Topics in Human Resource Management (1-3)

JAPANESE

101 Beginning Japanese I (3)

Emphasizes conversational Japanese based on Romaji text. Includes study of basic grammar and introduction of hiragana, and katakana.

102 Beginning Japanese II (3)

Prerequisite: Beginning Japanese I or equivalent. Emphasizes conversational Japanese based on text in hiragana, katakana, kanji. Includes study of complex grammar and introduction of approximately 100 kanji.

203 Intermediate Japanese I (3)

Prerequisite: Japanese 102 or equivalent. Conversation, reading and writing based on text in hiragana, katakana and kanji. Continuation of study of complex grammar and introduction of approximately 100 additional kanji.

204 Intermediate Japanese II (3)

Prerequisite: Japanese 203 or equivalent. Conversation, reading, and writing based on text in hiragana, katakana, and kanji. Continuation of study of complex grammar and introduction of approximately 150 additional kanji.

LATIN AMERICAN STUDIES

(For Latin American Studies course descriptions, see the School of Liberal Arts section.)

MANAGEMENT

Note: These courses are subject to the nine-course (27 credit) limit on business, management and related courses.

220 Special Topics in Management (1-3)

225 Business Communications (3)

This course focuses on the three main areas for learning: The theoretical - a brief background and sources of communication theory. The practical – tools of communication theory as it applies to the world of work. The experiential – putting the tools to work in both a classroom setting and in a “real world” business setting.

231 Principles of Management (3)

Analysis of the basic management process such as planning, organization, coordination and control. Survey of the various schools of management thought with emphasis on the process, human behavior and quantitative schools of management. No prerequisites are required.

260 E-Commerce (3)

This course provides a comprehensive introduction to the field of e-commerce. It is designed to provide the student with an understanding of the impact of technology and the “new” or “networked” economy on basic business practices. Students will work through a sequential process for building a business strategy to operate in the “new” economy and then examine the four infrastructures (technology, capital, media and public policy) and their impact on the strategy. At course completion, students have a solid understanding of the major components of the e-commerce landscape and how they interact with one another. This enables them to better position their business (organization) to compete successfully in the “new” economy.

275 Introduction to Franchising (3)

This course will examine franchising as a business form. During the semester, students will study franchising from the perspective of both the franchisor and the franchisee covering all relevant issues, including franchising agreements and related documents, financing, site selection, marketing, financial management and operations. The course will examine the franchisee/franchisor relationship, contractual requirements, trademarks, territorial rights, compliance issues, legal considerations and current issues in franchising.

325 Business Statistics (3)

A survey of some of the more important concepts and techniques of statistics. Illustrations are drawn from the business world, in particular, time series analysis and index numbers are introduced. Students are brought in contact with computer implementation of statistical procedures. It is recommended that the student have a

background in high school algebra. Meets math proficiency requirement for Bachelor of Arts and Bachelor of General Studies degrees only.

334 Managing Organizational Behavior (3)

This course is an introduction to how organizations function. The student will develop abilities to diagnose and respond more flexibly in organizations where they participate and explore and reflect critically on key themes in modern organizations. Major emphasis is placed on teams, globalization and diversity, interpersonal and group communication, organizational cultures and negotiating the fit between the individual and the organization.

338 Business Ethics (3)

Prerequisite: 231 or approval of instructor. A theoretical critique and case-oriented analysis of the moral, ethical, and value issues that challenge business, industry, and corporate life with a view toward discovering ethical principles and strategies applicable to the management process.

360 Entrepreneurship (3)

Prerequisites: Finance 221 and Marketing 320 or approval of instructor. This course gives a brief historical survey of entrepreneurship, discusses the personality traits common to many entrepreneurs, explores ways to analyze new venture opportunities from marketing, production, and organizational perspectives, and reviews the legal considerations involved in starting a business and protecting a new venture idea. Special emphasis is placed on solving the problem of financing the new venture.

365 Developing a Small Business (3)

This course is designed to introduce students to the essentials of small business start-up and management. This course teaches students how to locate and analyze the opportunity, set up the operating structure, develop the marketing and financial plans, and utilize financial reports for the effective management of a developing small business.

MANG 375 Business Internships (3)

This course is designed to help students prepare for a career in business through both education and experience. Students will be required to spend 75 hours working in a business office. The internship will be secured by the student with assistance from the professor. In addition to the 75-hour requirement, students will attend all class meetings scheduled. These class meetings are for the student's benefit and designed to enhance their professional

work experience. Note: The Business Internship class should be taken during the last year of study for the associate's degree.

MARKETING

Note: Courses are subject to the nine-course (27 credit) limit on business, management, and related courses.

320 Introduction to Marketing Principles (3)

A study of our present-day marketing system from a managerial point of view. Subjects covered include products, consumers, promotion, channels of distribution, market research, pricing, marketing, feasibility analysis, marketing law and international marketing. The majority of class time is spent in lecture and discussing solutions to marketing cases by the application of marketing principles. An out-of-class project is required in which student groups observe actual business operations of their choice and analyze particular problems that these businesses are encountering.

330 Consumer Psychology (3)

Understanding the consumer is the key to developing and implementing successful marketing strategies. Disciplines such as psychology, sociology, and anthropology provide insight into the factors that influence the decision to buy. These factors are used to identify market segments and to explain their buying habits and mental processes.

340 Principles of Advertising (3)

This course covers the fundamentals of advertising, beginning with the history and evolution of advertising as an element in the economy, a specialized form of communication, a craft, and an area of ethical sensitivity. At the practical level, students are introduced to media planning and the emergence of new media, market research, agency organization and creativity as well as the legal and ethical concerns that advertising professionals must bear in mind.

341 Advertising II (3)

Prerequisite: 340 or instructor approval. This course requires the students to put together projects and advertising campaigns that should enhance their understanding of advertising and give them meaningful projects for their portfolio.

410 Marketing Research Design (3)

This course focuses on the fundamental techniques and skills of marketing research today, including research and survey design,

data collection methods, behavioral science techniques, computer programs and techniques for statistical analysis, and marketing applications for new product development and testing, sales forecasting, and advertising for retail, industrial and international markets.

220 Special Topics in Marketing (1-3)

MASTER OF LIBERAL ARTS

The courses listed below are available only to students who have been formally admitted to the Master of Liberal Arts program.

701 Classics of Ancient Political Thought (3)

This course is devoted to a study of classical works of ancient political philosophy in the Western tradition, with an emphasis on Plato's Republic and Aristotle's Politics.

(Same as PHIL 211 and CLAS 211)

702 Classics of Modern Political Thought (3)

This course is devoted to a study of classical works of modern political philosophy in the Western tradition, covering such thinkers as Machiavelli, Hobbes, Locke, Rousseau, Marx, or Mill.

(Same as PHIL 212)

703 Masterworks of Western Literature I (3)

This course will examine literary works, ancient and medieval, that have played an important role in shaping Western thought and imagination. Readings include works of Homer and the Greek tragedians, Vergil, or Dante.

704 Masterworks of Western Literature II (3)

This course will examine literary works central to the Western tradition from the Renaissance to the 20th century. Readings include works of Cervantes, Shakespeare, Goethe, or Kafka.

705 Understanding America I (3)

This course is a survey of American philosophy from the time of the Puritans to the end of the Civil War. The primary focus is on social, political, and religious issues and the origins of the American intellectual tradition of pluralism. The course covers such thinkers as Edwards, Franklin, Jefferson, Douglass, Emerson, Thoreau, and Lincoln.

706 Understanding America II (3)

This course is a survey of American thought from the end of the Civil War to the present day. The primary focus is on the social and political consequences of the core philosophical ideas of

pragmatism and postpragmatism. The course covers such thinkers as Peirce, James, Dewey, Quine, Rorty, Davidson, and Burge.

707 Politics (3)

This course examines the political institutions and modern changes in the political systems of the United States, Europe, Russia, Japan, and such developing areas as China, Latin America, and the Islamic world.

708 Economics (3)

This course examines the political economy of the United States, Europe, Russia, Japan, and such developing areas as China, Latin America, and the Islamic world in the context of current challenges of the emerging global economy.

709 Religion in an Age of Science (3)

The objective of this course is to examine the evolving integration of science and religion—the principal intellectual influences in Western civilization and increasingly in world cultures—in an attempt to project their roles into the third millennium.

710 Rhetoric in Western Societies(3)

The objective of this course is to build a better understanding of the development of rhetorical theory, how that theory has been taught, and how it has been applied in Western societies.

717 The Urban Experience (3)

In 1800, three percent of the world's population lived in urban areas. By 2030, it is expected that 60 percent of the world population will be urban, with most urban growth occurring in less developed countries. Against the backdrop of this dramatically changing demographic reality, this course explores how individual persons and cultures experience, process, interpret, and express the urban milieu.

719 Ethical, Legal, and Social Implications of the Human Genome Project (3)

However we answer the central ethical question of what the good life is, we assume that science and technology should serve as a means to its realization. The current promise of the Human Genome Project is the most recent expression of this idea. While introducing students to the basic science of genetics, this course will focus on some of the ethical, legal, and social concerns raised by the Human Genome Project.

723 Verbal and Visual Rhetoric (3)

This course will focus on theories and practices of verbal discourse in comparison with visual imagery and technology. While concentrating on rhetorics of western cultures, some comparison will be made with rhetorical discourse and imagery in other cultures. The course examines topics such as the interfaces of religion and politics, mass media and persuasive campaigns, or the role of values in institutional leadership and issue campaigns.

750, 751, 752, 753 Special Topics (3)

For specific topics, see the schedule of classes.

MATHEMATICS

(For mathematics course descriptions, see the Liberal Arts and Sciences section.)

JOURNALISM**201 Introduction to Journalism (3)**

This course introduces students to researching, reporting, and writing news stories for print, broadcast, Internet, and other media. Through extensive reporting/writing assignments, guest speakers, and quizzes on current events, the course will cover the nature of news, journalistic style, the preparation of manuscripts for publication, the development of leads, interviewing techniques, selection and organization of facts, and the differences between various media styles.

301 News Writing and Reporting I (3)

Prerequisite: UMAR 310 or instructor's permission. This course develops research, organization, and composition skills for the production of professional-quality articles for publication in newspapers, magazines, Internet sites, and other media. It explores the knowledge and skills needed for building on story ideas by acquiring sources, researching effectively, and writing polished, informative stories.

320 Feature Writing (3)

This course works within journalistic standards to focus on the skills needed to write topical, in-depth, human interest stories. Students learn to gather materials through interviews, research, and observation while cultivating their own writer's voice for the creation of comprehensive articles for publication in newspapers, magazines, Internet sites, and other media.

340 Internet Writing (3)

This course is designed to enable students to streamline, enhance, and tailor their writing for new media publications, on-line magazines, and commercial web sites. Students learn how to market their skills and gear their material towards Internet clients and to interact with other skilled professionals, such as graphic artists, editors, and photographers.

350 Business Reporting (3)

Business reporting students will learn the requirements and methods of reporting on all issues associated with commerce, economics, investments, markets, personal finance, corporate finance, legislation as it relates to commerce and finance, and the working of Wall Street. Students will be taught how to read and evaluate public records, how to communicate investment trends and strategies for a mass audience and how to report on complicated financial matters in a way that is understandable to the average reader.

360 Editing (3)

The course will lead students to a mastery of editing news copy for newspapers, magazines and new media. The focus of the course is on the basics of effective news editing, including, but not limited to, compelling presentation of ideas, language skills, spelling, grammar, standard journalistic style and usage. While students will be introduced to electronic editing, page layout and design, primary emphasis will be placed on basic editing skills. Students will learn and apply the Associated Press (the industry standard) style for media content.

401 News Writing and Reporting II (3)

Having completed beginning news writing and reporting class and the editing class, students will have a strong working knowledge of news gathering and writing stories. The advanced class will require students to cover breaking news stories exactly as they would for publication. Stories will be assigned stories on strict deadlines, with requirements for specific sources and source material. Students will also be required to write stories in draft form on short notice, just as they would for submission at a deadline news publication. Much of the work for this class is done outside of the classroom, as students are assigned coverage of stories that are developing in the community. All submitted work will be written in standard Associated Press style.

405 Investigative Journalism (3)

This course introduces students to the field of investigative journalism, including career prospects, ethical concerns, basic interviewing techniques, finding and following documented sources, and writing stories for maximum interest and impact. Students practice organizing materials and writing with clarity and precision.

410 Reporting on Disasters (3)

Students will be taught the essentials of reporting on emergency incidents that affect a large number of people in a concentrated area. Reporting on such events as hurricanes, wildfires and floods will be included in the subject matter. Students learn the essentials of news gathering and reporting under extraordinary circumstances. The learning process will extend itself to the reporting and writing of feature-length material based on the initial news stories. For example, if students are taught the basics of covering a massive storm that occurs over a 24-hour period, they will then move on to writing topic-specific feature length material that builds on the initial event. That means the same writer might do a feature story on an extended family from the disaster location that is now spread throughout multiple cities, and their efforts to reconvene in their home city. The student also learn how to cover the initial story in serial form, each subsequent story building on the material from the previous story. Students are taught the essentials of conducting on-the-spot interviews with little or no preparation time. They are also taught how to cultivate and nurture sources in the community who may be able to contribute to the stories on an ongoing basis. Considerable time is spent teaching students how to cover the regional, national and international ramifications of the local event. For example, one might be required to cover a 9/11 story type, and write about how small communities throughout the country are subject to homeland security legislation and restrictions because of the initial disaster.

470 Media Convergence (3)

Media convergence is designed to be the capstone course in the UC journalism major. The term “media convergence” refers to crossing of traditional lines among print, broadcast and new media journalism. Today, media companies are increasingly broadening their scope to include all of the above, creating a responsibility for reporters to become more flexible in their reportorial style, more educated in cross-media reporting and more aware of the needs of all possible outlets that fall under one media company’s umbrella.

The reporter who writes a breaking news story for an Internet website may have to revise and update it for the next day’s newspaper, and contribute to scripting for radio or television news broadcasts. This seminar explores the reporter’s increasing responsibilities and need to adopt a reporting style that is fluid, easily translated to other media and clearly understood by fellow reporters who may have to use the work as source material for additional coverage of the same topic.

Media Arts

101 Introduction to Media Arts (3)

This course provides an introduction to the principles and practices of media communications, from newspapers and film to television and the Internet, and their numerous influences on society. The course explores the development of various kinds of media and their impact on culture. Students are led through brief, introductory surveys of other related areas, including public relations, marketing, and ethical issues in the media. (Satisfies humanities requirement for School of Continuing Studies Students)

210 Introduction to Visual Communications (3)

This course provides an introduction to visual literacy with the fundamentals of visual communications. Class discussions and assignments will demonstrate how these tools are used to communicate visually to an audience. The value, ethics, and methods of visual communicators will be explored and analyzed by discussing examples from graphic art, print, film/video slides, and computer graphics.

281 Web Wisdom and Information Fluency (3)

This course teaches students how to become discerning users of the Internet and create efficient, useful, and usable Web pages. Students develop Internet and on-line searching and researching competencies in addition to Web design and information management skills.

220 Introduction to Computer Illustration (3)

This course explores basic issues of illustration, using the computer as a drawing tool. Students are introduced to both creative and professional applications of technology to drawing, color theory and systems, and computer-based artistic production with design software. The course examines the role of digital illustration in art history and addresses the application of classroom knowledge to solving problems in desktop publishing.

(Satisfies humanities requirement for School of Continuing Studies students.)

235 Introduction to Graphic Design (3)

This course introduces the field of graphic design to students who have little or no design knowledge. Learning through manual techniques, students develop proficiency in the principles of design, the technical vocabulary, and professional application. Topics include color theory, typography, advertising techniques, and poster and logo design. To complete the class, students are introduced to QuarkXPress software to coordinate applications of graphic design to desktop publishing. (This course is a prerequisite to UMAR 380.)

261 Principles of Public Relations (3)

This course focuses on the communication between an individual or organization and the public to promote public acceptance and approval. Students explore traditional and emerging components of the public relations process through mass media, as well as the needs of different types of businesses, such as corporations, nonprofit organizations, and government offices.

361 Public Relations Campaigns (3)

This course studies real-life public relations cases with a view to understanding why some campaigns succeed while others fail. Special attention is given to contemporary cases and to development of the tools necessary for effective campaigns. Using contemporary campaigns as models, the course examines the development of public relations strategies and communications for employees, the media, the community, the consumer, and other relevant groups. Students also practice the elements of public relations research and writing.

365 Internet Public Relations

This course explores the opportunities and special demands of the electronic media in the business and promotion of public relations and PR campaigns. Students learn how to take advantage of Internet technologies to promote a person, product, event, website, problems. Students study the often unwritten rules of Internet protocol, while developing promotional campaigns that are appreciated and effective.

205 Media and the Law (3)

This course provides historical survey and analysis of the current and future trends in the development of the media-related law in America. Students explore media-related ethical theories and the

law in current issues, case studies, and problem-solving scenarios. Students explore the moral philosophies that govern such concerns as royalties, copyright infringement, libel, and intellectual property. (Satisfies humanities requirement for School of Continuing Studies students.)

240 Introduction to Screenwriting (3)

This course introduces students to the art and technical demands of contemporary screenwriting. Students explore the concepts of character, story, and dramatic structure of the screenplay while studying transformation of an idea into a finished script. Students are acquainted with strict standards of the screenwriting format and discuss the realities of professional screenwriting. Students will begin writing a full-length film script to demonstrate their skills in these areas. (This course is a prerequisite to UMAR 420.)

250 The Art and Craft of Film (3)

This course goes beyond critical and theoretical perspectives of film to explore the practical aesthetics of film from the viewpoint of filmmakers. Students learn to recognize the various technical, stylistic, and narrative options available to filmmakers in any given work, and to evaluate the aesthetic merit of the choices made by the artists. Course objectives include promoting insightful cinematic experiences and building skills by which students can articulate those insights. The course also explores various career options in the film industry.

201 Ethical Issues in the Media (3)

This course discusses traditional moral theory and ethical philosophies while applying them to current issues, including truth in media, privacy, social justice, stereotyping, advertising, communications law, and the Internet. Students are presented with case studies of events and issues surrounding various media as they focus on a systematic approach to making ethical decisions.

230 Computer Art and Digital Imaging (3)

This course provides students with the knowledge and skills needed for computer-based photo manipulation, including the basics of drawing and painting. Students learn Photoshop software and desktop skills to produce and edit bitmap images. The course also provides instructions in the application of classroom knowledge to solving problems in desktop publishing, including an overview of preparing Photoshop projects for prepress productions.

430 3D Design and Animation (3)

This course provides students with the knowledge and the skills needed for computer based photo manipulation, 3D design and gives an introduction to 3D animation. Students will learn 3D software and desktop skills to produce print and animated 3D designs.

345 Intro to Documentary Production (3)

This course instructs students in the basics of documentary film production, including ethical issues, research, funding, and technique. The class explores the documentary within an interdisciplinary approach, including historical, technical, and aesthetic perspectives, as well as practical planning for a documentary project. Students learn about finding and telling a story, doing research, writing a proposal, defining the production approach, and managing postproduction.

335 Intermediate Graphic Design (3)

Prerequisites: MDAR 235. This course further develops the skills developed in MDAR235 in design, grid systems, advertising techniques, and electronic publication by providing students with in-depth proficiency in design principles and vocabulary. With QuarkXPress and Photoshop software, students learn advanced techniques in traditional graphic design and desktop publishing.

355 History of Radio (3)

This course examines the past 100 years of radio and how it has shaped our culture and us as individuals. Conversely, we will see how cultural forces have shaped, and reshaped, radio. Through reading, discussion, and critical listening of various formats of radio we will address questions such as: How has radio changed to address cultural voices? How has radio dealt with the building of audiences? How do people listen or interact with different types of radio? In discussions and writing assignments we will also address these questions in the context of how radio figures into New Orleans as a community. We will also discuss the future of radio broadcasting via the Internet and otherwise.

340 Intermediate Screenwriting (3)

Prerequisite: MDAR 240 or instructor's permission. This course further develops students' writing skills of UMAR 320, including the application of advanced techniques in character, story, and dramatic structure introduced in UMAR 320, particularly with regard to consistency, development, and resolution. Emphasis is

placed on revision techniques and professional polish. The course also covers the marketing of the completed script.

381 Designing Websites (3)

This course explores advanced concepts in Web design with an emphasis on visual communication and animation for the web, including web 3D design and concerns. Students are introduced to both the creative and professional applications of technology towards visual impact, identity, clarity, narrative, organization, and presentation of information for the interactive environment of the web. The course also examines the role of the Web designer and address the application of classroom knowledge to solving problems alone and in a team for desktop Web publishing.

450 Special Topics (3)

Recent courses include Digital Portfolio Development and Review Writing.

499 Directed Study (1-3)

Approval of director required. Individual study or a field project under the direction of a faculty member, the director, or a supervisor. May be counted toward fulfilling specialty requirements with approval of the director.

501 Media Arts Internship (3)

Approval of director required. Students complete a minimum of 100 hours of field experience in a media arts-related organization. Students also attend classroom sessions that focus on career choices and job search skills. Note: For students already engaged in careers in media professions, the media arts practicum may be waived on appeal to the program director.

MUSIC

(For music course descriptions, see the School of Liberal Arts section.)

PARALEGAL STUDIES**The Core Courses**

Note: English 101 (or CSEN 125) is a prerequisite to all courses in paralegal studies. The core courses must be completed prior to enrollment in advanced electives.

201 Introduction to Paralegal Studies (3)

Introduction to the study of law and the legal system; the legal assistant in the legal system; an overview of the skills of the

paralegal including legal interviewing, investigation in the law office, law office administration, and litigation; legal trends, and professional ethics, including the unauthorized practice of law.

302 Legal Research (3)

Introduction to the law library and the process of legal research, including computer assisted methods.

303 Legal Writing (3)

Prerequisite: UPAR 302. Building on skills developed in legal research, students learn to analyze the law as it applies to specific facts, and to effectively communicate the conclusions resulting from legal research and analysis.

305 Litigation I (3)

Introduction and detailed analysis of the litigation process in federal and state courts; jurisdiction and venue analysis; commencement of the lawsuit, including the initial client interview and investigation techniques and methods; the early pleadings, including the complaint and petition; the answer and other early objections, exceptions and motions; calendars and tickler systems; federal and state court systems and practice; discovery procedures including file management; management of document production; depositions and deposition summaries; overview of discovery devices and pleadings; summary judgments and other pre-trial matters. Lecture is supplemented with drafting practice.

306 Litigation II (3)

Prerequisite: 305. Detailed analysis of and practice in discovery including fact research and drafting of interrogatories, requests for production of documents, and requests for admissions; subpoenas and subpoenas duces tecum; deposition notices and discovery-related motions; evidence; trial preparation, including preparation of the trial notebook and trial brief; assistance at trial, including “second chair” responsibilities, standard jury instructions, arrangements for witnesses, summonses and subpoenas duces tecum; trial motions, summary judgments, motions in limine, pre-trial and post-trial orders; post-trial practice, including execution and filing; settlement/releases; supplemented with drafting practice.

402 Computers in the Law Firm (3)

Prerequisite: UINS 100 – Introduction to Microcomputers or equivalent course. Introduction to applications of computer technology within the law firm, including the use of computers related to paralegal functions in litigation support, legal research,

case management, Internet utilization, and e-mail. With approval of program director, students may take UPAR 440 in lieu of 402.

Advanced Electives

To be taken only after completion of core courses.

401 Business and Corporate Practice (3)

The sole proprietorship; partnerships; corporations, including formation of corporations and amending Articles of Incorporation; preparing drafts of stock certificates; maintaining stock ledgers; drafting resolutions; agency law.

403 Louisiana Succession Practice (3)

Review of Louisiana substantive law of successions and donations including wills; drafting of simple wills; estate administration including the collection, legal description, and appraisal of assets; drafting of pleadings to probate will, appoint executor, pay estate debts, sell or lease estate property, and send heirs into possession of their inheritance; preparation of documents to transfer estate assets including automobiles and securities; preparation and filing of Louisiana Inheritance Tax Return and Federal Estate Tax Return.

404 Real Property Practice (3)

Review of substantive law and history of real estate transactions, a compilation of initial information for real estate transactions, conducting a title search, preparation of preliminary abstract of title, title assurance, mortgages and transfer of ownership, the requisition of deeds and leases, preparation of preliminary opinion of title, and real estate closing procedures.

405 Family Law (3)

Review of substantive law related to marriage, children, and property; client interviews; preparation of pleadings for dissolution, support and division of property; preparation of cases for trial; supervision of case progress; drafting of property settlements and tracing of assets; tax consequences of support and division of property; future issues in family law.

408 Criminal Law (3)

Review of basic principles of criminal law; criminal law practice including court rules, prosecutorial functions, probation, bail, and personal recognizance, sentencing, and alternative dispositions; investigation and interviewing in criminal cases; preparation of criminal cases for trial; constitutional limitations on criminal procedure; juvenile courts and mental commitment procedures.

409 Administrative Practice (3)

This course teaches the rule-making and adjudicatory procedures in governmental agencies. The student will learn to analyze and apply statutes and specific acts such as the Freedom of Information Act and the Administrative Procedures Act. Many areas of specialty practice rely heavily upon an analysis and understanding of administrative regulations and application.

410 Law Office Management (3)

Approaches to the organization and efficient operation of the law office, management problems in the law office, office structures and systems, accounting and billing procedures, hiring, scheduling, and management of nonattorney personnel, information storage and retrieval systems, forms libraries, office equipment, management of the law office library, purchasing of law office supplies, client relations.

412 Admiralty Practice (3)

An in-depth study of off-shore drilling activities and vessel operations in the Gulf of Mexico, on the Mississippi River, and other navigable waters, including the role of the paralegal in typical law office procedures relative to salvage, vessel charters, cargo handling and claims issues, and personal injury rights and liabilities.

414 Oil and Gas Practice (3)

Review of Louisiana Mineral Code including articles on leasing, types of lease agreements, execution of mineral leases, subleases and assignments; unitization and conservation regulations; function and practice before the State Mineral Board; review of abstract examination and opinion preparation; analysis of gas purchase contracts; review of take or pay litigation and governmental regulation.

415 Commercial Law (3)

An introduction to the execution, validity and enforcement of contracts, mortgages, pledge assignments and other security devices, the law of checks and notes with emphasis on formal requirements and liabilities of parties and collection procedures.

416 Legal Interviewing and Investigation (3)

This course is an in-depth study of principles, methods, and investigative techniques utilized to locate, gather, document and disseminate information. The emphasis will be on developing interviewing and investigative skills intended to prepare paralegals to communicate effectively while recognizing ethical problems.

418 Commercial Law and Bankruptcy (3)

An introduction to agency law, antitrust law, consumer law and insurance, and as an overview, specific topics dealing with property, wills, trusts and estates, commercial litigation and business ethics. Overview of the bankruptcy system, with focus on the practical applications of the Bankruptcy Code and Federal Rules of Bankruptcy Procedure applicable to paralegal use. On all topics covered, there will be a focus on both theoretical and practical applications including pleading preparation.

419 Professional Responsibility and Ethics (3)

An introduction to the professional and ethical dilemmas faced by practicing paralegals. Comparison of ethical rules and professional standards developed by the American Bar Association, adopted by Louisiana, and presented as guidelines by the two major paralegal associations. Emphasis is placed on analysis and research regarding ethical dilemmas.

423 Pro Bono Practice (3)

Introduction to service agencies utilizing paralegals in pro bono publico work. Provide a comprehensive understanding of these agencies and the task paralegals are expected to provide. Emphasis is given to legal research and writing.

427 Sports and Music Law (3)

The purpose of this course is to provide a working knowledge of the sports and entertainment industries for paralegals and prelaw students desiring to work in the areas of sports and music law. The class will provide both practical and theoretical information on the NCAA, professional leagues, teams and players, recording contracts, publishing and songwriter agreements, and royalty calculations.

428 Personal Injury/Medical Malpractice (3)

Review of basic tort law and insurance law as it relates to personal injuries; assisting the lawyer in personal injury legal practice; factual investigation of intentional torts; preparation of pleadings and other papers in tort litigation; assisting in settlement negotiations; preparation of exhibits and organization of personal injury cases. Introduction to and detailed review of procedures in prosecuting and defending medical malpractice cases, review of Louisiana Medical Malpractice Act, burdens of proof and theories of recovery, defenses available, obtaining and analyzing the medical record, basic medical terminology, selection and utilization of the expert witness: pre-trial preparation and

discovery, researching medical literature, how to use the medical library and computer databases, trial of the malpractice action.

429 Medical Records Analysis (3)

Upon completion of this course the student should have an understanding of medical terminology, anatomy and physiology, and standard of care as relates to cases commonly handled in personal injury and medical malpractice causes of action; an understanding of Louisiana medical malpractice statutes and practice relevant thereto, including discussion of ethical issues and the ability to produce a case submission for a Medical Review Panel.

430 Louisiana Notary Law for Paralegals (3)

This course is an introduction to the general duties, powers and laws governing a layperson Notary Republic. Upon completion of this course the student should have an understanding of the law in Louisiana notaries in the areas of matrimonial regimes, adoptions, emancipations, tutorships, curatorships, interdictions, successions, wills, donations, real estate, mortgages, security interests and formation of businesses.

431 Employment Law (3)

Upon successful completion of the course, the student will demonstrate practical legal skills in employment law and an understanding of the legal theory underlying same. Topics covered include establishing the employment relationship; compensation regulations; employee benefits; evaluating employee performance; terminating the employment relationship; employers' rights versus employee's right to privacy; the Americans with Disabilities Act (ADA); Age, race color, national origin, sex, and religious discrimination; the Family and Medical Leave Act; immigration issues in employment; and safety and health regulations in employment.

432 Healthcare Compliance (3)

This course is designed to provide paralegals with the skills necessary to assist lawyers who practice in the health-care field, the most regulated industry in the U.S., and one of the most durable job markets. Upon completion of this course, students should be able to: 1) understand the legal/regulatory environment of health care, 2) perform legal research of federal regulations, 3) understand basic health care terminology, 4) recognize legal issues confronting physicians and healthcare organizations, and 5) identify potential ethical conflicts in the health-care area.

440 Advanced Multimedia in Litigation (3)

Today's law firms employ more sophisticated computer graphics, audio/visual material and media in litigation support, depositions, presentations and trial work. This course gives hands-on practice and theoretical background for advanced computer techniques such as burning CD-ROMS in all formats, DVD, video, inserting video and audio into files, voice to print, hypertext links, etc. using standard office suites and other "off the rack" software. When completed the student will feel comfortable utilizing the broad array of mixed and multimedia applications used by today's modern lawyer and paralegal in prosecuting and defending class action cases, communicating with far flung offices and co-counsel, preparing for all aspects of the multimedia trial and depositions as well as preparation of hard-hitting presentations for every purpose.

499 Directed Study (1-3)

Prerequisite: Approval of director. Individual study of a field project under the direction of a faculty member, the director, and/or a supervising attorney. May be counted toward fulfilling specialty requirements with approval of the director.

511 Environmental Law Seminar (3)

This course will provide students with a broad overview of U.S. environmental law and policy, with particular concentration on the National Environmental Policy Act, Clean Air Act, Clean Water Act, Endangered Species Act, Toxic Substances Control Act, and CERCLA. The course will also explore the role of the paralegal in environmental compliance, permitting, and litigation.

515 Bankruptcy Law (3)

This course covers the terminology and vocabulary of bankruptcy law, analysis and overview of Bankruptcy Law Code and Rules of Bankruptcy, procedure with interplay of Louisiana law, stresses familiarity with Bankruptcy forms, covers bankruptcy concepts for debtors and creditors, role of the Trustee, and court organization.

550 Selected Topics (3)

Advanced research seminars addressing current trends in practice or developing legal theory. Classes are taught by lecture and may require a research paper. Selected Topics is an intensive course intended for students nearing completion of the program and graduates continuing their paralegal education. Recent topics include Class Actions, Hot Topics in Criminal Law, and Litigation Public Relations.

590 Paralegal Practicum (3)

Approval of director required. The practicum (internship) gives students experience by requiring them to work, under the supervision of an attorney, for 100 hours in an approved legal setting. Students also meet in a classroom component throughout the semester in which they review ethics, professionalism, regulation, and job search skills. Upon completion of the practicum, students submit a paper outlining the duties undertaken during the practicum and an evaluation from their practicing attorney. Students may register for the practicum in their final semester in the program. A 2.000 grade-point average is required for enrollment in the practicum. The practicum must be successfully completed; failure to obtain a passing grade after two attempts will result in dismissal from the program.

PHILOSOPHY

(For philosophy course descriptions, see the School of Liberal Arts section.)

PHYSICS

(For physics course descriptions, see the School of Science and Engineering section.)

POLITICAL SCIENCE

(For political science course descriptions, see the Liberal Arts and Sciences section.)

PRELAW**101 Law in American Society (3)**

Students will explore the interplay between America's legal system and our social structure. This includes a detailed analysis and discussion of the development of social, economic, and political relationships and how the legal system affects and imposes upon those relationships. The students will also study and discuss the functions of the federal and state court systems and their accessibility and availability to citizens of varying socioeconomic means. (Satisfies social science requirement for School of Continuing Studies majors.)

300 Introduction to Law, Lawyers, and Law School (3)

Introduces students to basic building blocks of law (civil procedure, torts, contracts, and criminal law), legal research, and legal writing. In addition, it deals with important ethical issues facing the legal profession. Taught by law professors in the same

manner as a first-year law school course, this course also allows students considering law school to determine whether law school is for them, and students committed to going to law school a chance to begin to learn key skills for law school success, such as briefing cases, legal research, legal writing, and exposure to law school style examinations. The course is taught in two time blocks, the first dealing with substantive law issues and the second, conducted in smaller break-out sessions, focusing on the research and writing component. The course is open to students who are juniors or seniors, and may be taken by graduating students on a noncredit basis. Enrollment is limited and no credit is earned toward a law degree.

301 The Adversary Process (3)

This is an introduction to the intellectual and philosophical basis of the American legal system and the processes by which it is conducted. Students examine civil and criminal cases and proceed through the court from fact gathering to final appeal.

303 Introduction to Legal Research (3)

This course is an introduction to the basic literature of the law and the structure and function of the law library. It includes a study of case reports, statutes, and tools for finding and updating research. Students are given basic problem exercises and learn about computer-assisted research.

390 Special Topics (3)

Recent special topics include Understanding Civil Rights/Liberties and Understanding Criminal Law/Procedure.

PRE-SOCIAL WORK**250 Introduction to Gerontology (3)**

This course provides knowledge and skills to understand the complexity of needs of older persons and their families, including income levels, health, nutrition, employment, developmental and adaptive processes, diversity, support systems, class and stereotypes, and the impact of racism, sexism and ageism in social policies/programs.

300 Sociology of Aging (3)

This course is a continuation of knowledge-building begun in the Introduction to Gerontology. Special emphasis will be on application of both traditional and new concepts in the area of aging. This course delves into the socio-interactional aspects of aging and will stress the heterogeneity and resultant issues of this

population. Case studies, journal articles, and other readings will be employed.

PSYCHOLOGY

(For psychology course descriptions, see the Liberal Arts and Sciences section.)

REAL ESTATE

Note: These courses are subject to the nine-course (27 credit) limit on business, management and related courses.

232 Principles and Practices of Real Estate (3)

This course discusses the real estate business, market, ownership and interests, contracts, land surveying, property description, title transfers, closings, financing, mortgage market, liens, taxes, assessments, brokerage, appraisal, leases and property insurance. Experts in special fields contribute to lectures and discussions.

245 Introduction to Urban Planning (3)

An examination of the rules and regulations governing land use controls and how these must be taken into consideration throughout design and construction phases. The student will come to understand the necessity for such regulations and the importance of conforming to them.

332 Advanced Real Estate Principles (3)

This course presents the principles of real estate that are necessary for effective decision making in the marketing of real estate, purchasing of real estate, and buy-hold-sell situations. The student will study factors of supply and demand, financing options, investment analysis, and the development process use in decision making by real estate developers. (Discounted CASH Flows) The Louisiana Real Estate Commission has approved this course for 45 hours towards resident and general appraisal certification.

335 Real Estate Appraisal I (3)

Prerequisite: 232 or approval of instructor. This introductory course emphasizes appraisal principles and procedures. Special topics include the new appraisal law, changes in current appraisal standards of professional practice, and report writing techniques. A field inspection and the preparation of a factual demonstration report is part of the course.

336 Real Estate Appraisal II (3)

Prerequisite: 335 or approval of instructor. This course is a continuation of Real Estate Appraisal I and an introduction to

appraising income-producing property. The emphasis is on the development of income and expense statements and the use of capitalization techniques. This course also includes a seminar on the uses of computers in appraising real estate.

340 Real Estate Brokerage (3)

Prerequisite: 232 or approval of instructor. This course is designed to give an overview of general real estate brokerage. It includes the broker and the license law, the real estate commission, the specialist and the generalist in brokerage, when and how to expand, sales personnel, recruiting, training and supervision, administration of the brokerage operation, and other topics pertaining to the day-to-day brokerage business.

351 Real Estate Finance (3)

Prerequisite: 232 or approval of instructor. An introduction to residential, multifamily, and commercial financing. The course covers government guaranteed loans, conventional loans, and innovative financing. Guest speakers lecture on construction loans, appraisals, title insurance, private mortgage insurance and legal aspects of the mortgage.

360 Current Issues in Real Estate (3)

Prerequisite: 232 or approval of instructor. This course will be taught as a seminar. Topics include: creative financing, advanced investment structuring, time sharing, property insurance, transferring title-recording, taxes and assessments, real estate appraisal, condominiums, leasing real estate, syndication exchange, and historic preservation. There may be changes in these subject areas as the interest and accent change from year to year.

220 Special Topics in Real Estate (1-3)

Students wishing to qualify for the Louisiana Real Estate Salesman's Licensing Examination must complete a minimum of 90 contact hours of coursework (equivalent to six credits or two real estate courses) including Real Estate 232 and one Real Estate elective.

Students who wish to qualify for the Louisiana Real Estate Salesman's Licensing Examination must complete a minimum of six hours: one Real Estate Elective and UREL 232 Principle and Practices of Real Estate.

Students who are interested in qualifying for the Louisiana Real Estate Broker's License Examination must complete a minimum of 150 contact hours (equivalent to 15 credit hours) including Real Estate 232 and any four Real Estate electives.

SPEECH

140 Persuasive Public Speaking (3)

Principles of audience analysis, speech composition, and delivery. Special attention is given to persuasive techniques. **Note:** Credit will not be given for both COMM 121 and USPC 140.

311 Dynamics of Group Communication: Skills, Concepts, and Characteristics (3)

An analysis of the impact of social, psychological, emotional and environmental factors on the small-group decision-making process. Emphasis is on the study and application of current problem-solving theories and techniques. (Satisfies humanities requirement for School of Continuing Studies students.)

SOCIAL WORK

(see Pre-Social Work)

SOCIOLOGY

(For sociology course descriptions, see the School of Liberal Arts section.)

SPANISH

(For Spanish course descriptions, see the School of Liberal Arts section.)

THEATER AND DANCE

(For theater and dance course descriptions, see the School of Liberal Arts section.)

VIETNAMESE

101 Beginning Vietnamese I (3)

Staff. The study of grammar, vocabulary, phonetics, and diacritical marks necessary to read, write and speak the Vietnamese language.

102 Beginning Vietnamese II (3)

Staff. Prerequisite: ASTV 101 or equivalent. A continuation of the study of grammar, vocabulary, phonetics, and diacritical marks begun in ASTV 101.

201 Intermediate Vietnamese I (3)

Staff. Prerequisite: ASTV 102 or placement. An intensive grammar review with readings from Vietnamese texts and a development of conversational skills.

203 Intermediate Vietnamese II (3)

Staff. Prerequisite: ASTV 203 or placement. A continuation of the objectives presented in Intermediate Vietnamese I. Attention to speaking, reading, and writing. Drills and daily dialogues. Students will become acquainted with the geography, economy, literature, history, and culture of Vietnam.