

# University College

University College offers bachelor and associate degree, certificate, and professional development programs to meet the needs of the Greater New Orleans and Mississippi Gulf Coast communities, as well as the demands of full-time students working in special degree areas. The constant evolution of academic professional communities provides challenges that University College answers with sophisticated and specialized curricula. University College shares the traditions of Tulane University and extends the commitments and resources of a University founded in 1832 to its extensive and diverse student body. Courses are designed for the needs of adults returning for part-time study, for international students, for employed persons improving their skills through non-credit short courses and seminars, and for “traditional” college students recently graduated from high school. Special programs are also available for pre-college students and senior citizens.

Tulane’s traditions of part-time education are as old as the university itself. In 1888, University President William Preston Johnston established a threefold objective for Tulane: the education of youth, community-oriented adult education, and the advancement of knowledge through research. In 1942, largely through the efforts of the late Roger P. McCutcheon, Dean of the Graduate School, University College was established: so named because its offerings cut across the university’s many academic fields.

Today, University College offices located in Gibson Hall on Tulane University’s Uptown Campus, but also makes its programs available at campuses downtown at the New Orleans Centre, in Harahan at the Elmwood Campus, and in Biloxi at the Mississippi Coast Campus in Edgewater Mall. It also offers courses online.

The University College curricula are designed to fill the needs of its distinctive population. Current offerings include

- Degree programs in the liberal arts and sciences
- A program leading to a Bachelor of General Studies
- A program leading to a Bachelor of Arts in Social Sciences
- A full-time program leading to a Bachelor of Science with a major in Exercise Science
- Bachelor Degree programs in Computer Information Systems, Organizational Information Technology, Media Arts, and Paralegal Studies
- Post-Baccalaureate certificate programs in Advanced Database Systems, Applied Business, Computer Information Systems, Computer Literacy (for certified K-12 teachers only), Human Resource Management, Marketing, Media Arts, Paralegal Studies, and Small Business Development
- A Master of Liberal Arts for those already holding a baccalaureate degree
- An associate degree in Applied Business, Computer Information Systems, Organizational Information Technology, Human Resource Management, Marketing, Media Arts, Paralegal Studies, and Small Business Development
- Minors in Business Studies, Accounting and Finance, Marketing, Small Business Development, Computer Information Systems, Human Resource Management, Information Technology, Exercise and Sport Sciences, Louisiana Studies, Media Arts, Paralegal Studies, Social Work, Telecommunications, Web Site Development, Advertising, Accounting, Organizational Information Technology, and the liberal arts and sciences

- Certificates of completion in certain business areas, human resource management, and web site development
- A variety of professional development courses and seminars, ranging from standard instruction in professional and academic fields to workshops in business, health, and human relations.

Most part-time students take from five to eight years to complete a bachelor's degree, but with planning, part-time students may complete a bachelor's degree in as few as four years by enrolling in four courses each semester and in two courses each summer.

## **The “Trimester” System**

University College features three terms during the year—fall, spring, and summer—with approximately the same number of classes offered in each trimester. The summer trimester includes two twelve-week sessions and several six-week sessions, offered on the main campus and at satellite locations at Elmwood, Downtown, and on the Mississippi Coast Campus.

### **PROGRAMS OF STUDY**

One of University College’s greatest strengths is the diversity of its academic offerings and the flexibility with which students may approach them. Students may pursue a degree with a major offered by University College, or they may work toward a major offered through another liberal arts and sciences undergraduate division of the University. Students who already have a bachelor’s degree or who do not want to make the long-term commitment to a degree in arts and sciences may choose to earn a certificate in one of the specialty programs offered by University College. Students can also prepare to transfer to a degree program elsewhere or take miscellaneous courses that suit their personal interests or professional needs.

#### **Bachelor’s Degree Programs**

##### Bachelor of Arts

- Liberal Arts majors
- Media Arts
- Organizational Information Technology
- Paralegal Studies
- Social Sciences

##### Bachelor of Science

- Computer Information Systems
- Exercise and Sport Sciences
- Science majors

##### Bachelor of Fine Arts

##### Bachelor of General Studies

- Humanities
- Sciences
- Social Sciences

#### **Master’s Degree Program**

##### Master of Liberal Arts

### **Associate Degree Programs**

- Applied Business
- Human Resource Management
- Marketing
- Organizational Information Technology (ORIT)
- Small Business Development
- Media Arts
- Paralegal Studies
- Computer Information Systems

### **Minors**

- Accounting
- Accounting and Finance
- Advertising
- Business Studies
- Computer Information Systems
- Exercise and Sport Sciences
- Human Resource Management
- Information Technology
- Liberal Arts and Sciences
- Louisiana Studies
- Marketing
- Media Arts
- ORIT
- Paralegal Studies
- Small Business Development
- Social Work
- Telecommunications
- Web Site Development

### **Post-Baccalaureate Certificate Programs**

- Advanced Database Systems
- Applied Business
- Computer Information Systems
- Computer Literacy (for certified K-12 teachers)
- Human Resource Management
- Marketing
- Media Arts
- Paralegal Studies
- Small Business Development

## **Certificates of Completion**

- Business Certificates (9)
- Human Resource Management
- Website Development

## **Special Programs**

- Concurrent Enrollment for Advanced High School Students
- Professional Development Classes

## **BACHELOR OF GENERAL STUDIES**

The Bachelor of General Studies offers a broad liberal arts curriculum with a choice of a multi-disciplinary, in-depth study in the sciences, social sciences, or humanities. To earn the degree, students must complete University College's proficiency requirements (7 credits in English/Writing, 3 credits of formal thought, 3 credits in foreign language, or Non-Western Culture), supporting requirements (3 credits each in oral communications and computer applications), and distribution requirements (12 credits from two different disciplines in the humanities, 12 credits from two different disciplines in the social sciences, and 12 credits from two different disciplines in the sciences).

Students also take 30 credits within one of the following groups of disciplines:

### **Social Science**

- Anthropology
- Economics
- Geography
- History
- Latin American Studies
- Political Economy
- Political Science
- Sociology
- Women's Studies

### **Science**

- Astronomy
- Biological Sciences
- Chemistry
- Geology
- Mathematics
- Physics
- Psychology

## **Humanities**

- African Diaspora Studies
- Architecture
- Art Studio
- Art History
- Chinese
- Classics
- Communication
- English
- French
- German
- Hebrew
- Italian
- Japanese
- Jewish Studies
- Linguistics
- Music
- Philosophy
- Russian
- Spanish
- Theater and Dance

Five courses must be numbered 300 or higher. One course must be numbered 400 or higher.

As with all other University College degrees, students seeking the Bachelor of General Studies degree must also complete a minor of 15-24 credits.

## **Business Studies**

Our increasingly sophisticated business community demands effective leaders, those who possess strong analytical skills, an ability to deal with diverse audiences, and an awareness of current trends in business practices. Tulane's evening programs in Business Studies provide valuable opportunities for individuals seeking business career advancement. There is a 27-credit limit on the number of business courses a student in University College may take.

**Note:** Business courses at University College are not transferable to A.B. Freeman School of Business.

### **MINORS OFFERED**

#### **Minor in Accounting (UACT)**

Any baccalaureate degree program offered by University College may be completed with a minor in Accounting. This minor program provides students with a background in the beginning and intermediate accounting. This minor in Accounting consists of Accounting 111, Accounting 112, Intermediate Accounting 221, Intermediate Accounting 222, and any other two courses in Accounting with the UACT prefix.

#### **Minor in Accounting and Finance (ACFI)**

Any baccalaureate degree program offered by University College may be completed with a minor in Accounting and Finance. This minor consists of Accounting 111 and 112, Intermediate Accounting 221 and 222, Introduction to Finance 221, Financial Markets 346, and one of the following: Introduction to Investing 254, or Money and Banking 331, or Personal Financial Planning 356. Though it is not required, students are encouraged to complete at least one economics course.

#### **Minor in Advertising (UADV)**

Any baccalaureate program offered by University College may be completed with a minor in Advertising. This minor program provides students with a background in the fundamentals of advertising. This minor in Advertising consists of Intro to Public Relations 301, Intro to Graphic Design 280, Principles of Marketing 320, Advertising 340, Advertising II 341, and one of the following: E-Commerce 260, Editing, Layout and Design 330, or Expository Writing 263. **Note:** For Media Arts majors only: three credits can count towards both a major and a minor.

#### **Minor in Business Studies (USBN)**

Any baccalaureate degree program offered by University College may be completed with a minor in Business Studies. This minor program provides students with a background in accounting, finance, management, marketing, and personnel. The minor in Business Studies consists of Accounting 111; Business Law 340 or 345; Finance 221; Management 231 or 336; Human Resource Management 333 or Business Ethics 338; and Marketing 320. Although not required, it is strongly recommended that the student also take one course in economics.

#### **Minor in Human Resource Management (HRMG)**

Any baccalaureate degree program offered by University College may be completed with a minor in Human Resource Management. This minor program provides students with a background in accounting, management, and Human Resource Management. This minor consists of Accounting 111; Management 231; Human Resource Management 333; Human Resource Management 352; Human Resource Management 365; and Human Resource Management 370.

#### **Minor in Marketing (UMKT)**

Any baccalaureate degree program offered by University College may be completed with a minor in Marketing. This minor program provides students with a background

in accounting, management, business communication, consumer behavior, advertising, and marketing. This minor in Marketing consists of Management 225; Marketing 320; Marketing 330; Marketing 340; Management 231 or 336; and Marketing 341.

#### **Minor in Small Business Development (USBD)**

Any baccalaureate degree program offered by University College may be completed with a minor in Small Business Development. This minor program provides students with a background in accounting, management, marketing, and small business planning. This minor in consists of Accounting 111; Management 231 or 336; Management 225; Management 260; Management 365 and Marketing 320.

**Note:** For all minors in business, at least half of the credits must be completed at Tulane, with a 2.0 GPA in all required course work for the minor.

### **ASSOCIATE DEGREES OFFERED IN APPLIED BUSINESS**

#### **Associate Degrees in Business**

University College offers Associate of Arts degrees in Applied Business Studies, Human Resource Management, Marketing and Small Business Development. These degrees are designed to recognize satisfactory completion of a two-year program of specialized business study.

Students must have a 2.0 grade point average in all required coursework as well as a 2.0 cumulative GPA. At least half of the general requirements of 37 credits and at least 12 credits of the core requirement of 24 credits must be completed at Tulane. There is a 27 credit limit on the number of business courses a student in University College may take. **Note:** Business courses at University College are not transferable to A.B. Freeman School of Business.



### *I. General Requirements for all Associate Degrees in Business*

The following 37 credits are required for all of the four Applied Business Associates Degrees:

<b>Course</b>	<b>Credits</b>
English 101 or UENG 125	4
UENG 331 or English 367	3
Math 111 or UMG 325 or Phil 106 or 121	3
Econ 101	3
Oral Communications: USPC 140 Intro to Public Speaking, USPC 311 Small Group Communication, or THEA 210 Fundamentals of Acting	3
Any 3-Credit Computer Course	3
Social Science Electives	6
Humanities Electives	6
Science Electives	6
<b>Total</b>	<b>37</b>

In addition to the 37 credits of general requirements, the Associate of Arts in Business studies requires 24 credits of business core requirements for a total of 61 credits.

### *II. Core Requirement*

At least 12 of these core credits must be completed at Tulane.

#### **1. Core requirements for the Associate in Applied Business (APBS):**

<i>Course</i>	<i>Credits</i>
UACT 111 Elementary Accounting	3
UFIN 221 Intro to Finance	3
UMGT 231 Principles of Management or UMGT 336 Intro to Modern Organizations	3
UBSL 340 Legal Aspects of Business or UBSL 345 Commercial Law	3
UMGT 338 Business Ethics	3
UHRM 333 Intro Human Resource Mgmt or Business Elective	3
UMKT 320 Intro to Marketing Principles Business Elective	3
<b>Total</b>	<b>24</b>

#### **2. Core requirements for the Associate in Human Resource Management (UHRM):**

<i>Course</i>	<i>Credits</i>
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UACT 111	Elementary Accounting I	3
UMGT 231	Principles of Management or	
UMGT 336	Introduction to Mod Org	3
UHRM 333	Human Resource Mgmt	3
UHRM 352	Compensation & Benefits	3
UHRM 365	Planning, Recruiting & Selection of Human Resources	3
UHRM 370	Performance Appraisal & Productivity	3
UHRM 392	Employment & Labor Law	3
	Business Elective	3
	<b>Total</b>	<b>24</b>

### 3. Core requirements for the Associate in Marketing (UMKT):

<i>Course</i>		<i>Credits</i>
UACT 111	Elementary Accounting	3
UMGT 231	Principles of Management or	
UMGT 336	Intro to Modern Organizations	3
3UMGT 225	Business Communications	3
UMKT 320	Intro to Marketing Principles	3
UMKT 330	Consumer Behavior	3
UMKT 340	Principles of Advertising	3
UMKT 341	Advertising II or a business elective	3
	Business Elective	3
	<b>Total</b>	<b>24</b>

#### **4. Core requirements for the Associate in Small Business Development (USBD):**

<i>Course</i>	<i>Credits</i>
UACT 111 Elementary Accounting	3
UMGT 231 Principles of Management or	
UMGT 336 Intro to Modern Organizations	3
UBSL 340 Legal Aspects of Business or	
UBSL 345 Commercial Law	3
UMGT 365 Developing a Small Business	3
UMGT 225 Business Communication	3
UMKT 320 Intro to Marketing Principles	3
UMGT 260 E-Commerce or a Business elective	3
Business elective	3
<b>Total</b>	<b>24</b>

#### **Post-Baccalaureate Certificates in Applied Business, Human Resource Management, Marketing, and Small Business Development**

Students must have a 2.0 grade point average in all required coursework. Half of all the required 24 credits must be completed at Tulane. Courses taken for a Baccalaureate degree will not be accepted for transfer credit towards the PBC program. Only those courses successfully completed, "C" or better, after a student received a Baccalaureate Degree will be considered for credit.

#### **1. Requirements for the Applied Business PBC (PBC/APBS/CB):**

<i>Course</i>	<i>Credits</i>
UACT 111 Elementary Accounting	3
UFIN 221 Intro to Finance	3
UMGT 231 Principles of Management or	
UMGT 336 Intro to Modern Organizations	3
UBSL 340 Legal Aspects of Business or	
UBSL 345 Commercial Law	3
UMGT 338 Business Ethics	3
UHRM 333 Intro to Human Resource Management or a business elective	3
UMKT 320 Introduction to Marketing Principles	3
Business Elective	3
<b>Total</b>	<b>24</b>

## 2. Requirements for the Human Resource Management PBC (PBC/UHRM/CB):

<i>Course</i>	<i>Credits</i>
UACT 111 Elementary Accounting	3
UMGT 231 Principles of Management or	
UMGT 336 Introduction to Mod Org	3
UHRM 333 Human Resource Management	3
UHRM 352 Compensation and Benefits	3
UHRM 365 Planning, Recruiting and Selection of Human Resources	3
UHRM 370 Performance Appraisal and Productivity	3
UHRM 392 Employment and Labor Law	3
Business Elective	3
<b>Total</b>	<b>24</b>

## 3. Requirements for the Marketing PBC (PBC/UMKT/CB):

<i>Course</i>	<i>Credits</i>
UACT 111 Elementary Accounting	3
UMGT 231 Principles of Management or	
UMGT 336 Intro to Modern Organizations	3
UMGT 225 Business Communications	3
UMKT 320 Intro to Marketing Principles	3
UMKT 330 Consumer Behavior	3
UMKT 340 Principles of Advertising	3
UMKT 341 Advertising II or a business elective	3
Business Elective	3
<b>Total</b>	<b>24</b>

#### 4. Requirements for the Small Business Development PBC (PBC/USBD/CB):

<i>Course</i>	<i>Credits</i>
UACT 111 Elementary Accounting	3
UMGT 231 Principles of Management or	
UMGT 336 Intro to Modern Organizations	3
UBSL 340 Legal Aspects of Business or	
UBSL 345 Commercial Law	3
UMGT 365 Developing a Small Business	3
UMGT 225 Business Communication	3
UMKT 320 Intro to Marketing Principles	3
UMGT 260 E-Commerce or a business elective	3
Business Elective	3
<b>Total</b>	<b>24</b>

#### Certificates of Completion

- *Beginning Accounting Certificate*: Requires six credits, Elementary Accounting (UACT 111)(3) and Elementary Accounting (UACT 112)(3). (ACBG)
- *Intermediate Accounting Certificate*: Requires six credits, Intermediate Accounting (UACT 221)(3) and Intermediate Accounting (UACT 222)(3). (ACIN)
- *Accounting Certificate*: Requires 12 credits of accounting of which six credits must be Elementary Accounting (UACT 111)(3) and Elementary Accounting (UACT 112)(3). The other six hours can be taken from any of the (UACT) accounting courses. (CA)
- *Management Certificate*: Requires six credits, Principles of Management (UMGT 231)(3) and Business Law (USBL 340 or 345)(3). (MGMT)
- *Marketing Certificate*: Requires six credits, Introduction to Marketing (UMKT 320)(3) and Principles of Advertising (UMKT 340)(3). (MKTG)
- *New Ventures Certificate*: Requires 9 credits, Principles of Management (UMGT 231)(3) or Human Resources (UHRM 333)(3); Business Law (UBSL 340 or 345)(3); and Introduction to Marketing (UMKT 320)(3) or Principles of Advertising (UMKT 340)(3). (VENT)
- *Investments Certificate*: Requires six credits, Introduction to Investments (UFIN 254)(3) and Personal Financial Planning (UFIN 356)(3). (INVT)

- *Finance Certificate*: Requires 12 credits, of which six hours must be Introduction to Finance (UFIN 221)(3) and Introduction to Investments (UFIN 254)(3). The other six credits can be taken from any of the finance courses (UFIN). (FINC)
- *Human Resource Management Certificate*: Requires 12 credits, of which 9 credits must be in the courses Human Resources (UHRM 333)(3); Planning, Recruiting, and Selection of Human Resources (UHRM 365)(3); and Compensation and Benefits (UHRM 352)(3). The remaining three credits can be taken from any HR course (UHRM). (HRMG)
- *Certificate in Banking*: Requires 12 credits, Elementary Accounting (UACT 111)(3); Introduction to Finance (UFIN 221)(3); Legal Aspects of Business (UBSL 340)(3); and Money and Banking (UFIN 331)(3) or a designated elective in the banking area. (UCIB)(Electives to be added in the future)

### **Baccalaureate and Masters Degrees in Business**

Students who wish to pursue a Bachelor of Science in Management or a Master of Business Administration Degree (full- or part-time) should contact the Admissions Office, A.B. Freeman School of Business, (504) 865-5410.

## **Computer Information Systems**

The Computer Information Systems program provides students with the necessary knowledge and ability to function effectively in programming, database, systems analysis, networking, and other careers in applied computing. It incorporates the latest technologies, new methods of information systems development, and the practical demands of business and industry. Graduates are able to apply their skills to the applied computing problems of a great variety of organizations. This program offers a Bachelor of Science, an Associate of Science, a minor, and post-baccalaureate certificate.

### **BACHELOR OF SCIENCE**

To receive a Bachelor of Science, students must complete at least 124 credits with a cumulative grade point average of at least 2.0 (C) in the major courses and at least a 2.0 in all required coursework. All required courses are offered during the early evening hours.

Requirements for the degree include: University College's proficiency requirements (7 credits in English/Writing, 6-8 credits of mathematics), supporting requirements (3 credits each in oral communications and computer applications), foreign language/culture (6 credits) and distribution requirements (12 credits from two different disciplines in the humanities, 12 credits from two different disciplines in the social sciences, and 12 credits from two different disciplines in the sciences); 10 to 21 credits of general electives; a minor (15 to 24 credits); and 11 courses in Computer Information Systems.

These 11 courses (33 credits) consist of Computer Information Systems 110, 160 (or 165), 221 (or 291 or 293), 282 (or 295), 322, 323, 340 (or 342), and 341 (or 343); and four CIS elective courses, only one of which may be at the 100 level, two of which must be at the 300 level, and one of which must be in the 370 series.

Students who believe they are qualified to replace lower level CIS courses with higher level ones should consult the CIS Director and Advisor to safely and expertly explore their options.

### **ASSOCIATE OF SCIENCE**

A two-year degree program is offered for those students who have little or no prior college experience. This option requires that students successfully complete 62 credit hours. The requirements for this degree are Computer Information Systems 110, 160 (or 165), 221 (or 291 or 293), 282 (or 295), 322, 323, 340 (or 342), and 341 (or 343); one course in mathematics; English 101 or UENG 125; one humanities elective; one social science elective; one science elective; and general electives (23-25 credits).

## **POST-BACCALAUREATE CERTIFICATE**

This program is offered for those students who already hold a baccalaureate degree. The certificate will be earned upon successfully completing the 33 credits in Computer Information Systems required for the major (see Bachelor of Science for listing).

## **MINOR IN COMPUTER INFORMATION SYSTEMS**

Students in a baccalaureate degree program other than Computer Information Systems may minor in CIS by completing Computer Information Systems 110, 160 (or 165), 221 (or 291 or 293), 282 (or 295), 322, and 340 (or 342).

The minor is designed to be a strong program that introduces the student to the foundations of Computer Information Systems. The student may elect to take additional courses in CIS or in applied computing areas. Consultation with the Director of CIS is strongly recommended.

## **MINOR IN INFORMATION TECHNOLOGY**

Computer Information Systems offers a minor in Information Technology. This includes courses taught mainly hands-on using a variety of microcomputer “package” tools. A total of eighteen credits (6 courses) are required for completion of this minor. Students can put together an Information Technology minor from classes involving UINS, UTEL, UMAR, UPAR courses. Details can be found in the Degrees and Certificates booklet. At least two courses must be taken at the 300 level.

While not preparing students to be programmers, programmer-analysts, or data communications experts—which is rather the focus of Computer Information Systems—Information Technology employs commercial software packages and provides education for end users from an organizational problem-solving perspective.

## **MINOR IN TELECOMMUNICATIONS**

Telecommunications is becoming what applied computing was in the 1970s and 80s—developing in many directions. Computer networking, server administration, telephony, the Internet, distance learning, telecommuting, videoconferences, voice/data/image/motion video integration, global communications—these are only a few of the directions. Topics and objectives for student learning range from the foundational to the detailed and complex.

At University College, Telecommunications is emerging as a critical field. The College now provides an academic minor and will continue to gradually expand offerings as the field is more clearly defined.



The requirements for the minor in Telecommunications are as follows (six courses total): a) required for all students: UTEL 200 and UTEL 261; b) two courses from the range UTEL 201 through 289, or UINS 227; c) two courses from the range UTEL 291 through 399, or UINS 312. Consult with the CIS director before enrolling in UTEL 290.

### **ADVANCED POST-BACCALAUREATE CERTIFICATE FOR THE DATABASE SYSTEMS PROFESSIONAL**

The Advanced Post-Baccalaureate Certificate program is designed to assist the computer professional in developing the understandings and skills required to advance a career in database systems. Students who complete this program will be prepared to pursue a variety of high tech career opportunities. The program is infused with Oracle Corporation's relational database software and tools to further the student's career opportunities. Tulane has partnered with Oracle Corporation since 1995 and is currently a member of the Oracle Academic Initiative. Oracle relational database, application development tools, and other products are used extensively in this program. The program offers students the opportunity to learn both a broad range of **application development** concepts and competencies, but also principles and skills in **database administration**.

**Prerequisites:** Any undergraduate degree is accepted as meeting the prerequisite education for this Advanced Post-Baccalaureate Certificate. In addition, those who have not attained the technical prerequisites must complete coursework at Tulane that would give them this required background: UCIS 160/Elementary Pascal (fundamentals of programming); UINS 220/Applications of Database Software (fundamentals of database with Access); and UTEL/261 Networking Essentials (introductory course in networking). Students who do not meet the prerequisites are allowed to pursue some of the courses, on a course-by-course basis; they must obtain approval from the Instructor of each course. Such students are not eligible to receive the Certificate.

**Course Requirements:** Five semesters should be allocated in the student's plan to complete the eight required courses. To earn the Advanced Postbaccalaureate Certificate, a student must successfully **complete 8 courses**, including **all the following** – UCIS 221 Problem Solving with PL/SQL, UCIS 282 Problem Solving with Developer/Forms, UCIS 340 Relational Database Analysis & Logical Design, 341 Relational Database Physical Design & Implementation, UCIS 347 Database Administration, UCIS 378 Client/Server Database Application Development; **and any two** of the following – UCIS 348 Advanced Database Administration, UCIS 373 Information Engineering, UCIS 379 Data Warehousing.

## **ADD-ON CERTIFICATIONS FOR TEACHERS IN EDUCATIONAL TECHNOLOGY**

Tulane's program in Educational Technology has been created to assist K-12 classroom teachers to incorporate new computing and Internet technologies into their teaching. The Louisiana Department of Education allows teachers to instruct in computer literacy if they hold a Computer Literacy Certification, for which the following courses are required: UINS 100–Introduction to Microcomputers, UINS 227–Working with the Internet, and UEDT 256–Software Integration in Education.

The Louisiana Department of Education allows teachers to instruct in computer science if they meet state minimum requirements of three courses in computer programming. Teachers simply submit an official transcript to the state showing that they have met the minimum requirements. Tulane's CIS program offers numerous courses that teachers can use to meet this requirement. The recommended sequence is: UCIS 150, 160, 251, 293.

## **WEBSITE DEVELOPMENT (SEE MEDIA ARTS)**

## **Exercise Science**

Exercise Science is a full-time program designed to introduce students to the interdependence between mind and body during physical activity. It is intended to address not only the anatomical, biomechanical, and physiological consequences of exercise on the body, but also the social and psychological context within which physical activity is pursued. The major's mission is to investigate the effect of physical activity on the lives of individuals who engage in it at all levels of proficiency, i.e., from performance enhancement to wellness for the masses. The major serves as undergraduate preparation for students planning to pursue graduate work in exercise physiology, biomechanics, sport psychology, sport sociology, physical therapy, medicine, or allied health. It also serves to facilitate employment upon graduation in areas such as corporate wellness, cardiac and pulmonary rehabilitation, or personal training. In order to facilitate each student's chosen path of study, three track areas are available, e.g., 1) Exercise Physiology/Wellness, 2) Motor Behavior/Sport Psychology, and 3) Pre-Medicine.

### **BACHELOR OF SCIENCE**

Students who wish to pursue a Bachelor of Science degree in Exercise Science must earn a minimum of a C- in each of the following prerequisite courses prior to being admitted into the major program: Cell & Molecular Biology 101; Ecology and Evolutionary Biology 101; Chemistry 107/117 and 108/118; Exercise Science 180; and any mathematics course.

Students seeking a Bachelor of Science in Exercise Science must complete proficiency requirements in English (7 credits composed of English 101 and one additional class fulfilling the writing requirement, e.g., any designated LAS writing course, any English literature course, or any approved UC writing Course); Mathematics (6-8 credits); and Foreign Language/Culture (completion of the second level of any foreign language or two courses designated as meeting non-Western culture requirements). In addition, students must fulfill Supporting Requirements (3 credits of any oral communication course and 3 credits of any computer application course) and the following General Distribution Requirements: 12 credits in Humanities, 12 credits in Social Sciences, and 12 credits in the Natural Sciences. In each of the General Distribution categories, the student must take courses from at least two different academic departments.

Within the interdisciplinary Exercise Science major, students are required to complete 22 credits of core courses, six courses leading to a minimum of 18 credits of Kinesiology Concentration electives, and 15-24 credits of an academic minor of his or her choosing, unless the student is double majoring or already possesses a degree (in which case the requirement for a minor is waived).

The Exercise Science core consists of Exercise Science 202, 303/313/, 310/312, 311, 402/413, and 407/417.

Courses within the Kinesiology Concentration are: Exercise Science 304/314, 316, 320, 333, 377, 401, 405, 412, 418, 420, 457, 464, and 472; Cell & Molecular Biology 205, 301, 302, 331, 411, 413, 422; Ecology and Evolutionary Biology 333; Chemistry 241/243, 242/244, 383, 385; Physics 121, 122, 131, 132; Psychology 314, 321, 333, 334, 347, 361, 363, 371, 373; and Sociology 109, 140, 218, 270, 303, 304, 606, 609, 615.

The total number of credits required for completion of the Bachelor of Science degree in Exercise Science is 124 and must include an academic minor selected by the student comprised of at least 15 credits. The Exercise Science major also adheres to the University College Residency Requirement that requires one year of full time

enrollment. Program design must be undertaken in consultation with faculty within the Department of Exercise Science.

### **MINOR IN EXERCISE SCIENCE**

A minor in Exercise Science consists of a minimum of 19 credits. A minimum GPA of 2.00 within the minor is required. Exercise Science 202, 303/313, and 311 are required and three additional courses must be selected from the following: Exercise Science 304/314, 310/312, 316, 320, 333, 377, 401, 402/413, 405, 407/417, 418, and 420.

### **ADMISSION TO EXERCISE SCIENCE MAJOR**

Admission into the university and to the EXSS is competitive. Entering freshmen can seek admission directly into the university and the EXSS major either online or by contacting the Admissions Office and completing the application form, specifically by choosing the University College/EXSS major. Entering freshmen opting for the full-time EXSS major through the University College must meet the same admissions requirements as students entering the College of Arts and Sciences. Once admitted to the university, freshmen who select this option will be granted Provisional Admission into the major. This status will continue until their junior year when formal admission into the major must be met. Formal Admission into the major requires: 1) a minimum overall GPA of 2.3 or better, 2) total credits required for junior status, 3) completion of the EXSS Major Prerequisite courses at the "C-" level or better, 4) consultation with an EXSS advisor, and 5) completion of the Declaration of Major form.

Students transferring from other institutions or other divisions within the Tulane University community must meet the same Formal Admission criteria described above. Once admitted into the University, students transferring from other institutions must initiate a transcript evaluation through the EXSS advisor's office. Those transferring from another division or college from within the University must initiate an interdivisional transfer into University College through the office of the Dean of their respective unit.

## **Full-Time Studies**

The full-time program of Tulane's University College offers opportunities for full-time studies to a select group of students, those whose test scores or grades may be lower than those required by other undergraduate divisions of the University but whose records show potential for success at Tulane. Applications for this program are submitted to the Tulane's Undergraduate Admissions office and are evaluated by that office and by the dean of University College. Full time students may choose to transfer to another college or school of the University and take their degree there, or they may complete all their work in the College and have their degree conferred by University College.

The College grants to its full time students the following degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, and Bachelor of General Studies. Students who accept admission to the full-time program must maintain full-time status throughout their enrollment in University College. In special circumstances, they may petition the dean to leave the program for the purpose of taking up part-time studies, but they may do this only after having completed one full year of residency as a full-time student. Students may transfer to Tulane or Newcomb College if they earn a 2.3 cumulative GPA at the close of the first full year of study (30 credits). They may also transfer to the Freeman School of Business once they have completed the prerequisites (commonly done in two years of full-time study) and if they earn a cumulative GPA acceptable to that school (usually a 2.5 or higher) as well as an acceptable GPA in the core courses.

University College full-time students may select majors in liberal arts and sciences disciplines, the same as those offered by Tulane College and Newcomb College. Each of the academic departments determines requirements for these majors, and descriptions are provided under the department headings in the Liberal Arts and Sciences sections of this catalog. Students choosing this option must complete 124 credits of study, including the proficiency and distribution requirements that apply to all Tulane College and Newcomb College students, except for students taking their degrees through University College, the foreign language proficiency is satisfied by completing the second level of the language or six credits in Non-Western culture or a combination of one language course and one Non-Western culture course. Students who plan to transfer to Newcomb or Tulane College and take their degrees there must complete the 203 level of the language and 120 credits for the baccalaureate degree.

## **Liberal Arts and Sciences**

University College students may select any major in the Liberal Arts and Sciences offered by the Tulane College or Newcomb College. The academic departments determine the requirements for these majors. Students electing this option must fulfill the Liberal Arts and Sciences curriculum requirements (except that the foreign language requirement may be fulfilled by completing the second level of a language, rather than the third level).

Students should consult with their University College advisor if they wish to pursue a major offered by Tulane College or Newcomb College.

**Note:** majors completed in areas not sponsored by University College may require some day course enrollment at a higher tuition rate.

## **Louisiana Studies**

The minor in Louisiana Studies draws on the considerable resources of Tulane faculty who specialize in the study of Louisiana, its people, and culture; and on the Howard-Tilton Library, which has a substantial Louisiana collection. Five courses are required for the minor. Students select three of the following history courses: HISL/HISU 347, HISU 348, 392, 393, or 394, and take two courses from among the following: UANT 340, UARC 131 & 132, ENLS 401, GEOL 206, MUSC 189, and any ULOU course.

## **Master of Liberal Arts**

The interdisciplinary Master of Liberal Arts degree at Tulane is designed for college graduates who want to continue their education in a broad but focused context. This program, consisting of nine courses and a thesis, is designed to include classes from many academic areas structured into a cohesive exploration that fits individual interests. It is available on a part-time or full-time basis.

The Master of Liberal Arts Program, established in 1984, draws on the resources of Tulane's University College and The Graduate School. MLA students are admitted through University College, which sponsors the required core courses and offers them exclusively for MLA students. These courses give an overview of an interdisciplinary area and provide a framework for simultaneous or subsequent course work. Core courses, the focus of the MLA, change from time to time; previous cores have included "History of Western Thought and Culture," "Masterworks of Western Literature," and "Understanding America."

The current core, "The Emerging World Society," builds upon Tulane's traditional strength in international studies to address the fundamental political, economic, social, technological, moral, and intellectual changes occurring in today's world.

MLA students, in consultation with the MLA director, develop an individual plan of study tailored to their interests, choosing from a broad selection of Tulane graduate courses in anthropology, economics, education, English, foreign languages, history, natural sciences, political science, psychology, sociology, and other fields, including special-topic MLA courses.

### **DEGREE REQUIREMENTS**

Students in the Master of Liberal Arts Program transfer to The Graduate School to complete their work. The Graduate School awards the MLA degree following the completion of (1) two core courses in an MLA track, (2) seven other graduate-level courses, and (3) a thesis/project, including an oral examination on a topic in the student's selected field of interest. All MLA students are expected to maintain a "B" average or above. No graduate credit is granted for grades of "C+" or lower.

### **ADMISSION**

The basic requirement for admission to the MLA program is a baccalaureate degree from an accredited college or university. Generally applicants have at least a "B" (3.0 GPA) in their undergraduate course work. Applicants may apply for part-time or full-time study; the program is also available for international students.



## **PART-TIME MLA STUDIES**

The part-time MLA program is designed primarily for students in the New Orleans area. After passing the two core courses with a grade of “B” or above, part-time MLA students transfer to The Graduate School for seven additional graduate courses and a thesis/project with an oral examination. Admission requirements include (1) filling out an application form, including a brief statement about the proposed focus of study; (2) providing college transcripts; and (3) arranging an on-campus interview with the MLA director.

## **FULL-TIME MLA STUDIES**

Full-time MLA students can come from the local area, the nation, or other countries. They may complete the Master of Liberal Arts degree in one year by taking four core courses during the first semester, four during the second semester, and one course plus the thesis/project during the summer session. Full-time MLA students transfer to The Graduate School after completing the first semester (one core course and three graduate courses) with a grade of “B” or above in each of their courses. Admission requirements include (1) submitting an application with letters of recommendation, (2) preparing a brief statement about the proposed focus of study, (3) providing college transcripts, and (4) providing GRE scores (only for applicants who have received a baccalaureate degree within the last five years).

The MLA Advisory committee (or no fewer than three of the faculty who sit on the committee) will make recommendations concerning the admission of each full-time student.

## **MLA FOR INTERNATIONAL STUDENTS**

International students should follow the requirements for the full-time MLA option, providing in addition the results of the Test of English as a Foreign Language.

## **TRANSFER CREDITS**

Upon successful petition, up to nine credits (three courses) of graduate-level work in the liberal arts from other colleges or universities may be transferred to the MLA degree. Only courses with grades of “B” or above completed within five years of enrolling in the MLA program may be transferred. The MLA director will review requests for transfer credit after a part-time student has completed the two core courses or after a full-time student has completed the first semester.

## **TUITION AND FEES**

Tuition for the MLA program is \$1044.00 per three credit course for the 2002-2003 academic year. A \$25 non-refundable fee must accompany each application.

For more information about the MLA degree or an application, contact the MLA coordinator at (504) 865-5555, FAX (504) 865-5562, or write the MLA Director, University College, 125 Gibson Hall, Tulane University, New Orleans, LA 70118-5698.

## **Media Arts**

The Media Arts program is open to all part-time students in the College and to all full-time students admitted to University College. The program concentrates on oral and written communications skills, acquaintance with computer technologies, and aspects of business relevant to communicators. Students can tailor much of their coursework to their areas of interest. Electives may be chosen from an array of disciplines, including English, Speech, Communication, Marketing, Information Technology, Telecommunications, and Media Arts.

The program trains students in areas such as journalism, graphic design, computer art, public relations, the Internet, advertising, marketing, film, radio, and television. Students may earn an Associate of Arts in Media Arts, Bachelor of Arts in Media Arts, a minor in Media Arts, a post-baccalaureate certificate in Media Arts, a certificate in Website Development, minor in Website Development, and a minor in Advertising.

### **ASSOCIATE OF ARTS**

The Associate of Arts in Media Arts is designed for students who want to gain a background in the written and oral communication, computer, and design skills required in media related fields such as journalism, graphic design, computer art, public relations, the Internet, advertising, marketing, film, radio, and television. Students are encouraged to continue their education after earning this degree, as the Bachelor of Arts is preferred by many employers.

Requirements for the degree total 60 hours. Major requirements for Associate of Arts in Media Arts are the same as those for the Bachelor of Arts. In addition, students must complete the following general education courses

- English 101 or UENG 125
- Math, PHIL 106, 121, or UMG 325
- one course from oral communications supporting requirement (USPC 140, 311, or THEA 210)
- one course from computer applications supporting requirement (UMAR 245, 250, 280, 307, 330, 350, 352, 355, 380, 430, UINS 100, 227, 224)
- Humanities (3)
- Science (3)
- Social Science (3)
- Electives as necessary to total 29 hours in general education courses

## **BACHELOR OF ARTS**

To receive a Bachelor of Arts in Media Arts, a student must complete at least 124 credits with a cumulative grade point average of 2.0 (C) and a grade-point average of at least 2.0 in the major. All required courses are offered during the evening hours, with some additional courses offered in the daytime.

The major in Media Arts consists of:

- a two-course core (Media Arts 200, and English 263);
- two Media Arts computer courses (chosen from among UMAR 245, 250, 280, 307, 330, 350, 352, 355, 380, 430, UINS 224, 227, and 229);
- one ethical/legal course (chosen from among UMAR 315, 340, UMG 338, and PHIL 103);
- four Media Arts electives (three of the four must be at 300 level or above) – see list below for eligible courses;
- Media Arts 505 – Media Arts Internship

## **POST-BACCALAUREATE CERTIFICATE**

The certificate program is offered to students who already hold a baccalaureate degree. The certificate will be earned upon successful completion of the six courses required for a minor in Media Arts.

At least 9 credits in the certificate must be earned at Tulane.

## **MINOR IN MEDIA ARTS**

A minor is open to students who are in a baccalaureate program other than Media Arts, but who wish to have some knowledge of the field. A minor consists of 18 credits distributed as follows:

- a core requirement consisting of Media Arts 200 and English 263
- one Media Arts computer course (chosen from among UMAR 245, 250, 280, 307, 330, 350, 352, 355, 380, 430, UNIS 224, 227, 229)
- one legal/ethical course (chosen from among UMAR 315, 340, UMG 338, PHIL 103)
- two Media Arts electives

For all program options, Media Arts electives include UMAR 220, 245, 250, 280, 301, 302, 307, 310, 312, 315, 320, 330, 325, 350, 352, 355, 360, 370, 380, 390, 410, 412, 420, 450, UENG 331, ENLS 361, 363, 365, 367, UMKT 320, 330, 340, USPC 311, and COMM 215. Courses that satisfy the Computer and Legal/Ethical components may also be taken as electives.

## **MINOR IN WEBSITE DEVELOPMENT**

The minor is open to students who are in any baccalaureate program. If a student is majoring in Media Arts and chooses to minor in Website Development, only one course may count as a Media Arts elective or Media Arts computer course and as a course in the minor. The minor consists of 18 credits distributed as follows:

- core components for UINS 229, UINS 303, UMAR 350, and UMAR 280
- one course chosen from either UINS 304 or UINS 305
- one course chosen from either UMAR 250, UMAR 380, or UMAR 245

## **CERTIFICATE OF COMPLETION IN WEBSITE DEVELOPMENT**

The certificate program is offered to all students. The certificate will be earned upon successful completion of ten courses, or twelve, depending on the student's own judgment regarding UNIS 100 and UINS 227. To earn the certificate, students must complete:

- two prerequisite courses (to be waived at student's own discretion), UINS 100 and UINS 227
- ten required courses, UINS 229, UINS 303, UINS 304, UINS 305, UMAR 250, UMAR 280, UMAR 350, UMAR 380, UMAR 245, and UMG 260. As classes develop, substitutions are acceptable. See the Media Arts Director for approval.

## **MINOR IN ADVERTISING**

<i>Course</i>	<i>Credits</i>
UMAR 301 Intro to Public Relations	3
UMAR 280 Intro to Graphic Design	3
UMKT 320 Principles of Marketing	3
UMKT 340 Advertising I	3
UMKT 341 Advertising II	3
<i>Select one:</i>	<i>3</i>
UMGT 260 E-Commerce or	
UMAR 330 Editing, Layout and Design or	
ENLS 263 Expository Writing	

*Note: For Media Arts majors only: three credits can count towards both a major and a minor.*

## **Organizational Information Technology**

### **BACHELOR OF ARTS (ORIT)**

The Bachelor of Arts degree in Organizational Information Technology prepares graduates to support and integrate computing technology in the modern workplace. Some of the entry and mid-level positions currently in demand are User support, Help Desk, PC Support, Tech Support, Application Specialist, Training Coordinator, and a variety of other titles and classifications. The 33-credit Major provides a broad range of courses dealing with computer applications, the Internet, networking technologies and information processing. Courses in the major and minor are offered in the evening hours.

To receive the Bachelor of Arts in Organizational Information Technology, students must complete 124 credits with a cumulative grade point average of at least 2.0 in all required coursework. The University College Proficiency requirements for the BA degree include 7 credits in Writing/English, 3-4 credits in Formal Thought and 6-8 credits in Foreign Language or Non-Western Culture. Supporting requirements include 3 credits in Oral Communications and 3 credits in Computer Applications. The Distribution requirements are the same as for other BA and BS degrees (12 credits from at least two fields in the Humanities, Sciences and Social Sciences).

**Note:** As this catalog goes to press, four concentrations within the major are being designed. Check with the Program Director.

The Major consists of the following 11 courses: UINS 220, UINS 227, UINS 312, UTEL 261 and one from UINS 201/205/207 or 210. The Core courses of the Major include: UINS 320, UINS 351, UINS 354 and UINS 356. There are also 6 credits of junior/senior electives required in the Major.

Options for the minor include Computing Information Systems, Telecommunications, Website Development, Business Studies, Advertising, Accounting and Finance, Marketing, Human Resource Management, Media Arts, Paralegal Studies or Social Work. The requirements for each of these are listed in their respective sections.

## **ASSOCIATE OF ARTS**

The Associate of Arts in Organizational Information Technology provides an intermediate degree option for those who plan to continue on for the Bachelor's in ORIT, or pursue any other UC degree. Students must complete Writing/English, Formal Thought and three supporting courses in Intro to Microcomputers, Word Processing and Oral Communications. One course is also required in each of Humanities, Science and Social Science. Students complete the first 24 credits of the ORIT major (listed above) and sufficient General Electives to total 62 credits. Students may transfer 30 credits into the ORIT program from 2-year colleges. All credits earned in pursuit of the Associate of Arts in ORIT apply to the Bachelor of Arts in ORIT.

Students who seek external certifications (A+, Network+, I-Net+, etc.) should contact the Program Director for information about which courses to take.

### **MINOR IN ORGANIZATIONAL INFORMATION TECHNOLOGY (ORIT)**

- UINS 220      Applications of Database Software
- UINS 227      Working with the Internet
- UINS 312      Microcomputer Hardware
- UTEL 261      Networking Fundamentals

*One from the following:*

- UINS 201      Advanced Office
- UINS 205      Doc Dev with Word Processing
- UINS 210      Problem Solving with Spreadsheets

*One from the following:*

- UINS 320      End User System Analysis and Design
- UINS 348      Advanced Database Administration
- UINS 351      Information Technology and Ethics
- UINS 354      Instructional Technology/Training
- UINS 356      IT Project Management

## **Paralegal Studies**

Tulane's Paralegal Studies Program, established in 1979, prepares students for independent decision-making and participating fully in their roles as legal assistants. Paralegals are not lawyers and do not practice law. They perform, under the supervision of an attorney, specifically delegated substantive legal work. Paralegals work in large and small law firms, banks, corporations, legislatures, administrative agencies, legal aid offices and clinics, and in public and private advocacy associations.

The program stresses knowledge of law and mastery of the practical competencies essential to a successful paralegal, including computer literacy, organization and analytical skills, case management, and legal research and writing.

The Tulane Paralegal Program is a college credit program. The American Bar Association first granted its approval of the program in 1981 and it remains the oldest such approved program in this region.

The program runs an active job placement service at no cost to students, graduates, or employers. Students are encouraged to join TUPAA, the Tulane University Paralegal Alumni Association, to take advantage of the networking and mentoring opportunities available. TUPAA sponsors an annual Career Day and a CLE workshop.

Students can obtain a Certificate in Paralegal Studies by completing (1) an Associate of Arts in Paralegal Studies, (2) a Bachelor of Arts in Paralegal Studies, or (3) a Post-Baccalaureate Certificate in Paralegal Studies. A minor in Paralegal Studies is also available, but students do not earn a certificate under this option.

The minor does not constitute a program under ABA Guidelines and is not approved by the American Bar Association.

**Note:** Students receive the paralegal certificate only upon completion of all degree requirements.

### **ASSOCIATE OF ARTS IN PARALEGAL STUDIES**

For students with little or no college experience, the recommended path is to pursue the Associate of Arts degree and then to continue working towards the Bachelor of Arts degree. All coursework for the AA rolls forward and applies towards the Bachelor's degree. Students earn their Certificate in Paralegal Studies upon the completion of the requirements for the 60-semester hour Associate of Arts degree.



Requirements for the Associate of Arts in Paralegal Studies are UPAR 201, 302, 303, 305, 306, 402, four 400+ level Paralegal Studies electives, and an internship (which has a classroom component). The core courses must be taken before any of the electives are registered for. The remaining four courses are taken as electives from among the many paralegal advanced elective courses offered. The internship is generally taken in the last semester of enrollment. To successfully complete this degree, the student must maintain a 2.0 grade point average in all paralegal courses taken.

In addition, students must complete the following courses from the general Liberal Arts curriculum: ENGL 101 or UENG 125; one additional English literature/writing course; one humanities elective; one social science elective; one science elective; one formal thought course (math); one additional course in either science, social science, or humanities, and electives of the student's choice as necessary to reach 60 hours, the minimum required for the AA degree.

**Note:** ENGL 101 must be completed prior to enrollment in any Paralegal Studies course. UINS 100 or an equivalent computer course is a prerequisite for UPAR 402. UPAR 302 Legal Research is a prerequisite to UPAR 303 Legal Writing. Paralegal students may not use ENLS 367 – Technical Writing to fulfill the additional English/writing requirement nor THEA 210 – Fundamentals of Acting to fulfill the Oral Communication proficiency.

Before registering for courses, new students must consult with the Paralegal Studies advisor. It is both important and required that students acquire a grounding in general education courses before enrolling in paralegal coursework. The advisor completes a degree worksheet with each student, charting a path for the degree plan.

There is a trend in paralegal employment to prefer a four-year degree. Many graduates of the two-year program are gainfully employed, but students pursuing the two-year Associate of Arts should be aware that they may need to complete their bachelor's degree to advance within the profession.

### **BACHELOR OF ARTS IN PARALEGAL STUDIES**

Students may elect to major in Paralegal Studies as they work towards their Bachelor of Arts degree. Students who choose this option will receive a Certificate in Paralegal Studies at the same time they receive their bachelor's degree. To successfully complete the major, the student must maintain a 2.0 grade point average in all paralegal courses taken. Students who have earned an Associate of Arts degree in Paralegal Studies from Tulane University College will have already completed courses for the major.

Ten courses and an internship (which has a classroom component) are required for the major. Of the ten courses, six are required core courses: 201 Introduction to Paralegal Studies, 302 Legal Research, 303 Legal Writing, 305 Litigation I, 306 Litigation II, and 402 Computers in the Law Firm. The core courses must be taken before any of the electives are registered for. The remaining four courses are taken as electives from among the many paralegal advanced elective courses offered. The internship is generally taken in the last semester of enrollment. (Paralegal students may complete no more than 12 courses in the major.)

In addition, students must complete the University College general education requirements for a Bachelor of Arts degree.

**Note:** ENGL 101 must be completed prior to enrollment in any Paralegal Studies course. UINS 100 or an equivalent computer course is a prerequisite for UPAR 402. UPAR 302 Legal Research is a prerequisite to UPAR 303 Legal Writing. Paralegal students may not use ENLS 367 – Technical Writing to fulfill the additional English/writing requirement nor THEA 210 – Fundamentals of Acting to fulfill the Oral Communication proficiency.

### **POST-BACCALAUREATE CERTIFICATE**

The Post-Baccalaureate Certificate is available for students who already have an undergraduate bachelor's degree. This program allows college graduates to undertake intensive paralegal training.

The Post-Baccalaureate Certificate requires eight paralegal courses and an internship (which has a classroom component). Of the eight courses, six are required (core courses) and must be taken first, before students register for the two remaining elective courses and the internship. The internship is generally done after the student has completed all other courses. The six required courses are 201 Introduction to Paralegal Studies, 302 Legal Research, 303 Legal Writing, 305 Litigation I, 306 Litigation II, and 402 Computers in the Law Firm. UINS 100 or an equivalent computer course is a prerequisite for UPAR 402. UPAR 302 Legal Research is a prerequisite to UPAR 303 Legal Writing.

Students must maintain a 2.0 grade point average in all Paralegal Studies courses taken in order to receive the Certificate.

## **MINOR IN PARALEGAL STUDIES**

Students may elect a minor in Paralegal Studies as they work toward a bachelor's degree in another field. Students who choose this option do not receive a Certificate in Paralegal Studies. If they wish to earn a certificate, they may pursue a double major or complete a post-baccalaureate certificate after graduation. The minor does not constitute a program option under ABA Guidelines. It is not designed to educate the student to work as a paralegal. The minor is not approved by the American Bar Association.

Six courses are required for the minor. The six courses are 201 Introduction to Paralegal Studies, 302 Legal Research, 303 Legal Writing, 305 Litigation I, and two paralegal electives at the 400 level or above. To successfully complete the minor, the student must maintain a 2.0 grade point average in all paralegal courses taken.

## **Social Sciences**

University College offers a Bachelor of Arts in Social Sciences for part-time and full-time students. To earn this degree, students must complete University College's proficiency requirements (7 credits in English/Writing, 3-4 credits of formal thought, 6-8 credits in foreign language, or Non-Western Culture), supporting requirements (3 credits each in oral communications and computer applications), and distribution requirements (12 credits from two different disciplines in the humanities, 12 credits from two different disciplines in the social sciences, and 12 credits from two different disciplines in the sciences). This degree program also requires a minor of 15-24 credits and a major consisting of ten courses in the social sciences, including one course each at any level in history, political science, either sociology or anthropology, and an additional course at any level in any social science department. The six remaining courses must be numbered 300 or above and may be taken in any social science discipline. The social sciences include anthropology, economics, geography, history, Latin American studies, political science, sociology, and Women's Studies.

## **Social Work**

Students minoring in Social Work are required to complete 15 credits of coursework from among the following: two core courses: SOCI 115: Introduction to Social Work and UPSW 450: Generalist Social Work Practice (capstone course); any two of the following—SOCI 103: Sociology of the Family, SOCI 109: Contemporary American Social Problems, UPSW 250: Introduction to Gerontology; and one of the following upper-level courses—SOCI 601: Advanced Special Topics, SOCI 604: Comparative Race Relations, SOCI 611: Sociology of Work and Leisure, SOCI 614: Problems in the Sociology of Deviance, SOCI 615: Alcohol and Drug Use, SOCI 620: Issues in the Sociology of the Family.

## **Special Programs**

### **PROFESSIONAL DEVELOPMENT COURSES**

University College offers special seminars and workshops at the Elmwood campus and at other locations during the regular academic year. These short courses do not carry academic credit. For more information, call 862-8000 x 8651.

## **Concurrent Enrollment for High School Students**

University College offers a concurrent enrollment program for outstanding high school juniors and seniors. To qualify, students must have a minimum grade point average of 3.2, and an SAT score of at least 1000, an ACT composite of at least 22, or a PSAT score of 151. Concurrent enrollment students may enroll in either or both semesters of the regular academic year.

The Concurrent Enrollment program offers qualified high school students the opportunity to get an early start on their college education. Students take regular college coursework and earn credits and grades that become a part of their permanent college record. Concurrent enrollment students may apply for admission to Tulane upon graduation from high school, or they may transfer their Tulane credits to another institution, depending on the regulations in effect at that institution.

## **Pre-Law**

There is no standard pre-law curriculum that must be followed for admission to law school. A well-rounded, general liberal arts education is the best preparation for the study of law. The Tulane Law School recommends the completion of courses in history, political science, philosophy, economics, and accounting. All law schools stress the importance of developing skills in communication, both spoken and written, in critical analysis, and in rational thinking. Students may explore their interest in legal studies by taking UPLW 101: Law in American Society and other courses listed under the heading

“Pre-Law” in the course description section of this catalog, but these courses in no way constitute a pre-law curriculum and should be taken only as electives. Students interested in law school may consult with the University’s Pre-Law advisor, housed in the Pre-professional Advising Office, or with University College’s Paralegal Studies Director.