

## **School of Continuing Studies**

### **ADMINISTRATION**

*Richard A. Marksbury*, Dean of the School of Continuing Studies

### **ACADEMIC ADVISERS**

*Natalie Seither*, Senior Academic Adviser

*Paul A. Greenberg*, Media Arts

*Sharyn Orr*, Senior Academic Adviser

*Ronna Burger*, Master of Liberal Arts

*Chastian Taurman III*, Business Studies

*Sallie E. Davis*, Paralegal Studies

*Alan L. Silver*, Casino Resort Studies

*Keith Amacker*, Homeland Security Studies

*Lisa Hammons*, Senior Academic Adviser

*Kim Black*, Academic Adviser

### **PROGRAM ADMINISTRATION**

*Terrence W. Fitzmorris*, Associate Dean

*Jake Calamusa*, Information Specialist/Adviser to Student Government

*Monica Caminita*, Project Assistant, Elmwood Campus

*Linda Civello*, Executive Secretary to the Associate Dean

*Donald Cooper*, Media/Communication Specialist

*Paul Forbes*, Director, Professional Development Institute, Elmwood Campus

*Judie Graham*, Secretary to the Director of Paralegal Studies and Director of Applied Computing Systems and Technology

*Rosaria Guastella*, Assistant Dean, Enrollment Development

*Paul A. Greenberg*, Director, Media Arts

*James Kwiatkowski*, Systems Analyst

*Shirell Morgan*, Project Assistant, Elmwood Campus

*Gaye LeMon*, Supervisor of Records

*Edna Hoff*, Project Assistant, Uptown Campus

*Jan O'Rorke*, Project Assistant

*Irvin Schwartz*, Information Technology Specialist

*Chastian Taurman, III*, Director, Business Studies

*Jenifer F. Thiel*, Senior Executive Secretary to the Dean

*Celeste Uzee*, Special Assistant to the Dean

*Sallie E. Davis*, Director, Paralegal Studies

*Judith Weaver*, Project Assistant, Elmwood

### **SCHOOL OF CONTINUING STUDIES—BILOXI, MISSISSIPPI CAMPUS**

*Karen Delzell-Lucas*, Assistant Dean

*Alan Silver*, Director, Casino Resort Management Program

*Elliott Voivedich, Recruiter  
Greg Fletcher, Project Assistant  
Patricia Oates, Project Coordinator  
Barbara White, Project Assistant*

## **PROFESSORS OF PRACTICE**

*Carrie Schwartz  
Kay McLennan  
Lance B. Green  
Karen Delzell-Lucas  
Sanda Spicmiller-Lewis  
R. Randall Couch*

The School of Continuing Studies offers bachelor and associate degree, certificate, and professional development programs to meet the educational needs of the Greater New Orleans and Mississippi Gulf Coast communities. The School of Continuing Studies shares the traditions of Tulane University and extends the commitments and resources of a university founded in 1834 to an extensive and diverse student body. Courses are designed for the needs of adults returning for part-time study, for employed persons improving their skills through professional development and seminars, and for traditional full-time and part-time college students recently graduated from high school. Special programs are also available for pre-college students.

Tulane's traditions of part-time education date from the university's founding. 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 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. In 2006, University College was renamed the School of Continuing Studies.

The School of Continuing Studies offices are located in Gibson Hall on Tulane University's uptown campus but the School also makes its programs available at campuses in Harahan at the Elmwood Campus and in Biloxi at the Mississippi Coast Campus in Edgewater Mall.

The School of Continuing Studies curricula are designed to fill the needs of its distinctive population. Offerings include:

- Degree programs in the liberal arts and sciences
- A program leading to a Bachelor of Arts in Social Sciences
- A program leading to a Bachelor of Arts in the Humanities

- Bachelor Degree programs in Applied Computer Systems and Technology, Media Arts, Journalism, Homeland Security Studies, Casino Resort Studies, and Paralegal Studies
- Post-Baccalaureate certificate programs in Database Systems, Applied Business, Application Development, Internet Application Development, Business Systems Analysis, Information Technology, Casino Resort Studies, Homeland Security Studies, Human Resource Development, 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, Casino Resort Studies, Applied Computer Systems and Technology, Human Resource Development, Marketing, Media Arts, Paralegal Studies, and Small Business Development
- Minors in Accounting, Accounting and Finance, Advertising, Business Studies, Homeland Security Studies, Human Resource Development, Louisiana Studies, Marketing, Media Arts, Paralegal Studies, Small Business Development, Social Work, Website Development, and the Liberal Arts and Sciences
- Certificates of completion in certain business areas and Human Resource Development
- A variety of professional development courses and seminars, ranging from standard instruction in professional and academic fields to workshops in business and human relations.

Part-time students may take from five years 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**

The School of Continuing Studies features three terms during the year—fall, spring, and summer—with approximately the same number of courses offered in each "trimester." The summer "trimester" includes 12-week sessions and several six-week sessions, offered on the main campus and at campuses at Elmwood and on the Mississippi Coast.

### **PROGRAMS OF STUDY**

One of the school'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 continuing studies or they may work toward a major offered through another 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 continuing studies. Students may also prepare to transfer to a degree program at another school at the university or take miscellaneous courses that suit their personal interests or professional needs.

### **Bachelor Degree Programs**

#### Bachelor of Arts

- Casino Resort Studies
- Homeland Security Studies
- Humanities
- Journalism
- Liberal arts
- Media arts
- Paralegal studies
- Social sciences

#### Bachelor of Science

- Applied Computing and Technology
- Sciences

#### Bachelor of Fine Arts

### **Master Degree Program**

#### Master of Liberal Arts

### **Associate Degree Programs**

- Applied Business
- Applied Computing Systems and Technology
- Casino Resort Studies
- Human Resource Development
- Media Arts
- Paralegal Studies
- Small Business Development

### **Minors**

- Accounting
- Accounting and Finance
- Advertising
- Applied Business Studies
- Casino Resort Studies
- Homeland Security Studies
- Human Resource Development
- Journalism
- Liberal Arts
- Louisiana Studies
- Marketing
- Media Arts
- Paralegal Studies

- Sciences
- Small Business Development
- Pre-Social Work

### **Postbaccalaureate Certificate Programs**

- Database Systems
- Applied Business
- Applied Computing Systems and Technology
- Casino Resort Studies
- Human Resource Development
- Marketing
- Media Arts
- Paralegal Studies
- Small Business Development

### **Certificates of Completion**

- Business certificates
- Human Resource Development

### **Special Programs**

- Concurrent enrollment for advanced high school students
- Professional development classes

### **Where to Write or Call:**

#### **School of Continuing Studies**

125 Gibson Hall  
Tulane University  
New Orleans 70118  
504-865-5555  
Fax: 504-865-5562

#### **Career Services**

Director, Career Services Center  
Diboll Complex  
504-865-5107

#### **Education Resources and Counseling**

Mechanical Engineering Building  
504-865-5113

#### **Elmwood Campus**

800 East Commerce Road, Suite 100  
Harahan, LA 70123  
504-865-5333  
Fax: 504-733-7947

**Financial Aid**

Director of Financial Aid  
Mechanical Engineering Building, 2nd floor  
504-865-5723

**Housing**

Director of Housing  
Irby House  
504-865-5724

**Mississippi Coast Campus**

2600 Beach Boulevard, Suite 18  
Biloxi, MS 39531  
228-388-5769  
Fax: 228-388-6323

**Parking, Traffic and Security**

Diboll Center  
504-865-5424

**Professional and Technical Programs**

Elmwood Campus  
504-865-5333  
Fax: 504-773-7947

**Recreation**

Reily Recreation Center  
504-865-5431

**Summer School**

125 Gibson Hall  
865-5555

**Transcripts**

Registrar: Office  
110 Gibson Hall  
865-5231

**Tutoring**

Counseling and Educational Resources  
Mechanical Engineering Building  
865-5103

## **General Information**

### **MAIN CAMPUS**

Administrative offices of the School of Continuing Studies are located in Gibson Hall on St. Charles Avenue opposite Audubon Park. Office hours are 8:30 a.m. to 6:30 p.m. Monday through Thursday and 8:30 a.m. to 5 p.m. on Friday. The School of Continuing Studies shares classroom, study, and recreational facilities with the other academic divisions. Call 504-865-5555 or search [www.scs.tulane.edu](http://www.scs.tulane.edu).

### **ELMWOOD CAMPUS**

The Elmwood campus is located at 800 E. Commerce Rd., Harahan, La., 70123. Office hours are 9 a.m. to 9 p.m. Monday-Thursday, 9 a.m. – 4:30 p.m. on Friday, and 9 a.m. – noon on Saturday. Call 504-865-5333.

### **MISSISSIPPI COAST CAMPUS**

The Mississippi Coast Campus is located in the Edgewater Mall, near Keesler Air Force Base, 2600 Beach Boulevard, Biloxi, Miss., 39531. Call 228-388-5769.

### **ACADEMIC ADVISING**

Academic advising for part-time students is available uptown, by appointment, Monday through Thursday from 9 a.m. to 6 p.m. and on Friday from 9 a.m. to 4 p.m.; students may be able to obtain advising during other times but are encouraged to make an appointment by calling 865-5555. Advising is also provided by appointment at the Elmwood campus from 9:00 a.m. – 7:30 p.m., Monday-Thursday, 9 a.m. – 4 p.m., Friday. For an advising appointment at Elmwood, call 865-5333. Students are urged to maintain regular contact with their adviser in matters relating to academic planning, satisfaction of degree requirements, quality of work rules, and transfer of credit from other institutions.

### **STUDENT GOVERNMENT**

Student government is funded by a mandatory student fee. Part of the income goes to Tulane University student organizations and activities, and part is retained by the School of Continuing Studies Student Government Association. Student activity fees are distributed by the Associated Student Body, which organizes campus activities. The School of Continuing Studies Student Government Association is part of the Graduate and Professional Student Association, and requests its budget from that body.

Students interested in student government should contact the student government adviser at 865-5555.

## **ALUMNI ASSOCIATION**

All graduates of School of Continuing Studies automatically become members of the Alumni Association. There are no dues. The purpose of the association is to promote the idea of higher education with emphasis on the continuing education of adults and to encourage fellowship among members. Alumni receive School of Continuing Studies' newsletter to help them keep informed. Contact with the Alumni Association can be made by calling the School of Continuing Studies office at 865-5555.

The School of Continuing Studies publishes Groundswell, a newsletter for alumni and friends, each spring and fall. Read Groundswell online for the latest information on School of Continuing Studies activities and accomplishments. To be included in the class notes section of Groundswell, send e-mail to Celeste Uzee, director of college gifts, at [cuzee@tulane.edu](mailto:cuzee@tulane.edu).

## **ADMISSION, COSTS, AND TRANSFER CREDITS**

### **Admission**

The School of Continuing Studies has an open admissions policy. Students are not required to submit ACT or SAT tests in order to be admitted but must hold a high school diploma or general equivalent diploma. Continued enrollment is based on satisfactory academic performance.

Students wishing to study part-time through the School of Continuing Studies should obtain an application form and submit it, along with a \$25 processing fee, to the office before the beginning of the semester. The \$25 application fee is non-refundable. Applications cannot be processed without this fee.

Students who have attended college previously and plan to work toward a degree or certificate must contact all former schools and have official transcripts sent directly to the School of Continuing Studies. Students who have not attended college must submit a copy of their high school diploma (or equivalent) with their application.

Students can be admitted conditionally without transcripts, but registration may be canceled if transcripts have not been received by mid-semester. Students desiring to attend the School of Continuing Studies to take miscellaneous courses or to audit courses do not need to submit transcripts of previous college work. Students dismissed from, or on probation at, their last college may be admitted on probation at the discretion of the Academic Performance Committee. Conditions of probation at entry generally include a load limit of seven credits in the first semester. Readmission is generally contingent upon the student earning grades of C or better in all courses taken the first semester.

### **Interdivisional Transfer**

Students in good academic standing in Newcomb-Tulane College who wish to change to part-time status may, with the approval of the dean of Newcomb-Tulane College, transfer to the School of Continuing Studies.

Students on probation in Newcomb-Tulane College who wish to improve their academic standing through part-time studies may, with the approval of the dean of Newcomb-Tulane College, transfer to the School of Continuing Studies but will be admitted on probation.

**Note:** Students not eligible to return to another division of Tulane University are generally inadmissible to the School of Continuing Studies. These students may appeal to the dean's office for probationary admission.

Students in the School of Continuing Studies who wish to transfer to Newcomb-Tulane College should obtain the recommendation of the associate dean of the School of Continuing Studies. This recommendation is given only to students who have completed at least one semester in the School of Continuing Studies (two if placed on probation at entry) and are in good academic standing. Students must have completed at least 18 credits including ENGL-101, and either a course satisfying the mathematics requirement or a course that is part of the foreign language requirement as well as have at a least a 2.3 cumulative grade point average.

### **Transfer of Credit from Other Colleges**

Students who wish to transfer credits earned at other colleges and universities must have official transcripts sent directly to the School of Continuing Studies. The School of Continuing Studies will transfer only those credits earned at another college or university which was accredited by a regional authority (such as the Southern Association of Colleges and Schools) at the time the courses were taken. Up to 62 credits may be transferred from a regionally accredited community or junior college. Individual academic departments at Tulane may have rules governing the transfer of credits from community or junior colleges which may affect students. For specifics, contact an academic adviser. No more than 27 credits of business coursework may be transferred to the School of Continuing Studies.

Work from such regionally accredited colleges is transferred at the value in credits/hours for which it was awarded if a grade of C- or higher was earned and if an equivalent Tulane course exists. Work from other schools within Tulane University is transferred at face value, subject to minor differences of interpretation between divisions. Students should be aware that Newcomb-Tulane College has different rules governing transfer credit. These can be found in the Newcomb-Tulane College section of the catalog and would apply if a student subsequently transferred to the full time division of the university.

Students transferring from a school using the quarter, rather than the semester, system are awarded two-thirds of a semester hour for each quarter hour credit. The transfer of credit from institutions not belonging to a regional accrediting body is at the discretion of the School of Continuing Studies. The school does award 12 transfer credits for graduates of the New Orleans Police Academy. Courses transferred from other institutions are never figured into the grade-point average.

Students should see an academic adviser before the end of their first semester to have their credits evaluated. Students should first check with the School of Continuing Studies registrar to see if their transcripts have been received. Transfer credit requested for academic work done more than 10 years ago is subject to review. Coursework from foreign universities will be referred to the Center for International Studies for evaluation. Students desiring transfer credit must submit official transcripts, not photocopies, from all other colleges or universities attended.

Students wishing to take courses at another institution during the summer must first receive approval from the dean's office and from the appropriate department. Ordinarily, while enrolled at Tulane, part-time students are not permitted to take credit courses at any other university for the purpose of applying such credits toward a degree program at Tulane. Students desiring such an arrangement must obtain the approval of the dean.

### **CLEP CREDIT**

Students enrolled in the School of Continuing Studies may receive up to 15 credits by successfully testing out of courses through the College Level Examination Program (CLEP) or by experiential testing. Credit can be earned in the following courses: Mathematics 121, Chemistry 107, Psychology 100, and Sociology 101. Students interested in taking one or all of these CLEP examinations must contact their academic adviser for information regarding times, dates, and specific tests to be taken. Students who plan to take a CLEP examination are advised to do so during the first two semesters of their enrollment. To receive credit, students must place in the 75th percentile or higher. CLEP credits may be transferred from other accredited institutions if they fulfill stated School of Continuing Studies requirements.

For CLEP credit in the following courses, students must earn an equivalent of a B grade: Elementary Accounting 112, Business Law 340, Intro to Information Systems 110, Humanities 201, Natural Sciences 201, Management Principles 231, Intro to Marketing Principles 320, Litigation I 305.

**Note:** Students interested in testing for credit in Litigation I 305 only, must contact Sallie E. Davis at 504-865-5333 or at [sdavis3@tulane.edu](mailto:sdavis3@tulane.edu).

CLEP credits may be transferred from other accredited institutions if they fulfill stated School of Continuing Studies requirements.

**Note: Credits awarded through CLEP may not be transferable to other Tulane divisions.**

Delgado Community College provides a convenient designated testing center for the College Level Examination Program for students attending the School of Continuing Studies' Louisiana campuses. For Mississippi students, there is a testing center at William Carey College in Hattiesburg.

## **TUITION AND FEES**

Tuition at the School of Continuing Studies is assessed per course. For 2008-2009, it has been fixed at the rate of \$273 per credit hour (\$819 for a three credit course) for part-time students. The same fee applies to courses taken on an audit basis.

In addition to tuition, part-time students pay university and student activity fees. School of Continuing Studies students may register for courses offered by other divisions at Tulane but must pay a substantially higher tuition for those courses. Several sessions of evening courses are offered each summer at regular School of Continuing Studies rates. School of Continuing Studies students may take daytime Summer School courses without restriction but must pay tuition at the Summer School rate rather than the School of Continuing Studies rate. Special fees are charged for laboratory and studio courses, and special examinations as specified in the Schedule of Classes published by the Registrar's Office.

Tuition refunds are allowed for students who drop courses (effective when received in the School of Continuing Studies office) by the dates specified in the academic calendar published online. Failure to attend does not constitute a withdrawal.

No diploma or transcript will be given to a student who is in default on any payments due to Tulane University.

**Note:** Application, lab, and university fees are nonrefundable.

## **TUITION DISCOUNTS**

### **For Teachers**

Full-time teachers employed at schools approved by the Louisiana State Board of Elementary and Secondary Education and the Mississippi State Board of Education may qualify for a 50 percent tuition discount. Elementary and secondary teachers and counselors enrolled in courses appropriate to their respective fields are eligible.

For more information, contact the Center for Education at 504-865-5342.

### **For Senior Citizens**

Students who are 60 years or older qualify for the senior citizen tuition discount, which entitles them to take School of Continuing Studies credit courses for one-half off the regular tuition rate. Senior citizens who wish to take advantage of this discount must inform the School of Continuing Studies registrar of their status and complete the Senior Citizen Discount Form. A copy of a birth certificate, driver's license, or other proof of age must accompany this form.

### **For Employees of the City of New Orleans**

Full-time employees of the City of New Orleans receive a 50 percent tuition discount on all courses listed in the School of Continuing Studies section of the schedule of classes. To qualify for this discount, Certification of Employment forms must be completed by the application deadline for each new semester. This discount also applies to employees of New Orleans Regional Transit Authority, the Orleans Parish Criminal Sheriff's Office, and the Housing Authority of New Orleans. The same certification procedure is required.

### **For Employees of Jefferson Parish**

Full-time employees of Jefferson Parish and its municipalities, including parish courts, receive a 50 percent tuition discount on all courses listed in the School of Continuing Studies section of the schedule of classes. To qualify for this discount, Certification of Employment forms must be completed by the application deadline for each new semester.

### **FEMA**

Full-time employees of FEMA are eligible for a 50 percent tuition discount on all courses listed in the School of Continuing Studies section of the schedule of classes. To qualify for this discount, Certification of Employment forms must be completed by the application deadline for each new semester.

### **Active-duty Military Personnel**

Active-duty military personnel or a spouse are eligible for a 50 percent tuition discount on all courses listed in the School of Continuing Studies section of the schedule of classes. To qualify for this discount, active-duty military personnel or spouse must complete the Tuition Discount form by the published deadline and present military identification and service member's duty orders.

**Discounts are percentages of tuition. No combination of tuition discounts entitles a student to a 100 percent discount. There are no discounts for Master of Liberal Arts courses.**

## Academic Policies

### ACADEMIC PERFORMANCE

#### Credits and Grades

Undergraduate units at Tulane University are measured by credits that correspond to the number of hours the class meets per week. Most courses meet three hours a week and are valued at three credits.

The School of Continuing Studies, along with the other undergraduate divisions of Tulane, adopted a plus/minus grading system beginning fall 1981. Each grade is assigned a number of grade points that are used in the calculation of the grade-point average. Grades and grade points used in the School of Continuing Studies are:

A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00 (average)	
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	
F	failing, no grade points =	0.00
WF	withdrawn failing, counts in the GPA as an F =	0.00
UW	unofficial withdrawal, counts in GPA as an F =	0.00
W	withdrawn passing, not used in GPA computation	
S	satisfactory, not used in GPA computation (C- or above) but counted in earned hours	
U	unsatisfactory, not used in GPA computation (below C-) and earns no credit	
AU	audit, not used in GPA computation	
I	incomplete, no grade points =	0.00

#### Satisfactory/Unsatisfactory

Students in the School of Continuing Studies may avail themselves of the satisfactory/unsatisfactory option. A course with the grade of satisfactory (S) may not be used to satisfy the proficiency, foreign language, major, or minor requirements, and no more than 18 credits of S will be credited toward the degree. Students should be aware that many colleges will not accept the transfer of credit with this grade.

Students may take three credits of work on a satisfactory/unsatisfactory basis per academic year (fall, spring and summer) if they have completed at least 30 credits of college work and are not on probation.

In order to receive a satisfactory grade, students must earn a C- or higher. The grade of S is not calculated into the grade-point average. Grades below C- will be designated as unsatisfactory (U). The grade of U will not be calculated into the grade-point average.

### **Audit**

Any student may take a course on an audit basis. No credit is earned for this work, but the course is entered on the official transcript with a grade of AU. Part-time students must pay the appropriate tuition for an audited course.

### **Incompletes**

An incomplete grade is given at the discretion of the instructor. It allows a maximum extension of one month after the end of the term for the completion of the coursework. If the work has not been submitted by the deadline, the incomplete is converted to an F.

### **Repeated Courses**

Part-time students who do not want a grade to count in the grade-point average may repeat the course provided that:

- the course to be repeated was completed during the student's first semester or summer session at Tulane
- the repeated course, taken at Tulane, is identical to the one it replaces

If both of the above conditions are met, the student must meet with an adviser and request that the first grade be dropped from computation in the grade-point average. The grade for the repeated course, even if lower than the first grade, will be factored into the student's GPA. The grade for the first course will still remain on the student's transcript.

**Note:** If passing grades are recorded twice or more for the same course, only the credit hours for one course will count towards the graduation total. Grades assigned by a university committee, including a WF for an Honor Code conviction, cannot be removed from the student's transcript or cumulative grade-point average even though the course may be repeated.

### **Maximum Credits for Part-Time Students**

Students in good standing in the School of Continuing Studies are limited to 13 credits per semester. Undergraduate students may not enroll in 700-level courses.

### **HONORS**

A dean's list of undergraduate students is compiled at the end of the fall and spring semesters and posted in the School of Continuing Studies office. To be

eligible for the dean's list, students must earn a grade-point average of 3.40 or greater. Students who earn a grade of U on any courses taken on a satisfactory/unsatisfactory basis are not eligible to be on the dean's list. Part-time students must pass at least six credits, excluding those earned in courses taken on a satisfactory/unsatisfactory basis; full-time students must pass at least nine credits, excluding those earned in courses on a satisfactory/unsatisfactory basis. Superior baccalaureate students are recognized at graduation by the award of the distinction cum laude. To qualify, a student must have a cumulative grade-point average of at least 3.40, must have earned at least 36 credits at Tulane University, excluding those earned in courses on a satisfactory/unsatisfactory basis, and must be receiving a bachelor's degree.

The Theta Chapter of Alpha Sigma Lambda is a national scholastic honor society for part-time college students, and invitations for membership are extended each year to qualified students. To be eligible, students must be enrolled on a part-time basis in a degree program, have attended the School of Continuing Studies for at least three semesters, earned at least 36 credits at Tulane, and have a cumulative grade-point average of at least 3.200. Additional information on requirements and invitations to membership can be obtained from the chapter adviser in the School of Continuing Studies office.

## **REGISTRATION**

All students must register by the beginning of each semester. Students register with TOUR, Tulane University's Online Registration. Information regarding dates, times, and procedures for TOUR appears in the schedule of classes placed on Registrar's webpage. The Registrar's office forwards all registration material and information to student's Tulane email account. All admitted students are eligible to register with TOUR. Currently enrolled students are given the first opportunity to register for coming semesters. Accounts Receivable mails bills for tuition and fees; students assume financial obligation for their courses upon registration.

Students wishing to add or drop courses should consult the academic calendar for deadlines and instructions. Failure to make schedule adjustments promptly and accurately may result in financial or academic penalties.

**Note: The School of Continuing Studies reserves the right to cancel any course with inadequate enrollment.**

## **REQUIREMENTS FOR GRADUATION**

### **Associate Degree**

To receive an associate degree, the student must successfully complete all of the program requirements and have at least a 2.000 cumulative grade-point average.

## **Bachelor's Degree**

To receive a first baccalaureate degree from the School of Continuing Studies, students must have a minimum of 120 credits of passing work, as follows:

### **Writing Competency**

English/Writing	4 credits
Quantitative Reasoning	3-4 credits
(BA, BGS, BFA) Mathematics (BS)	6-8 credits
Perspectives Outside European Tradition/Comparative Cultures	6-8 credits or
Foreign Language	8 credits
Supporting Requirement	3 credits
In Oral Communications	

(Not required for students majoring in disciplines in the School of Liberal Arts and the School of Science and Engineering)

### **Distribution Requirement**

(BGS, BA or BS with The School of Continuing Studies major)

Humanities	12 credits
Science	12 credits
Social Science	12 credits

(BA or BS with majors in the School of Liberal Arts and the School of Science and Engineering)

Humanities	9 credits
Science	10 credits
Social Science	9 credits
Writing	3-4 credits
Comparative Culture Perspective Outside the European Tradition	3 credits

Social Science (BFA)	9 credits
Humanities	9 credits
Science	10 credits

### **Major Requirements**

Major (BA, BS)	30 to 36 credits
Concentration (Humanities or Social Sciences)	30 credits
Fine Arts (BFA)	48 credits

### **Minor Option**

Minor	5-18 credits
(Not required for SLA and SSE majors or for double majors)	
Electives	<b>21 to 24 credits</b>

## **Minimum Credits to Graduate**

**120 credits**

Students must have a cumulative 2.000 grade-point average to graduate. For School of Continuing Studies majors, no fewer than 62 credits must be earned in courses listed at the 200 level or higher.

No more than half the credits used toward satisfying graduation requirements may be in the major. Students may take no more than 70 credits in each of humanities, science, and social science. This includes credits in the major. Undergraduate students may not enroll in 700-level courses.

Students may not submit toward graduation requirements more than six credits of electives earned in courses with designations such as independent study, special projects, directed study, and practicum. Students who must exceed this limit are required to petition the dean's office.

Students must file an Application for Degree/Certificate form with their academic adviser early in the semester in which they expect to graduate.

## **WRITING COMPETENCY**

English 101, a four-credit intensive writing course, is Tulane's core curriculum English competency requirement. Part-time students may complete CSEN 125 on-line instead of English 101.

Part-time students should include English 101 or CSEN 125 within the first 18 credits they earn at Tulane.

## **QUANTITATIVE REASONING**

Students working toward a Bachelor of Arts or Bachelor of Fine Arts are required to demonstrate proficiency in three credits to four credits of quantitative reasoning by passing any mathematics course; Philosophy 106, Philosophy 121, CPST 107, or Management 325. (Students majoring in School of Liberal Arts or School of Science and Engineering disciplines may not use CPST 107, PHIL 106, or MANG 325 to satisfy this requirement.)

Students seeking a Bachelor of Science are required to complete at least six credits to eight credits of mathematics or quantitative reasoning.

## **FOREIGN LANGUAGE COMPETENCY**

Students pursuing any bachelor's degree offered by the School of Continuing Studies are required to demonstrate competency in either "nonwestern culture" or a foreign language. Competency is demonstrated through successful completion of the second level in any foreign language, or two courses in Perspectives Outside European Tradition or Comparative Cultures (nonwestern culture), such

as ANTH 102, ANTH 301, ANTH 316, HISL 171, LAST 101, or a combination of one language and one Perspectives Outside European Tradition or Comparative Cultures.

### **SUPPORTING REQUIREMENT**

Students majoring in School of Continuing Studies disciplines are required to complete one course in oral communications. There are no supporting requirements for students majoring in liberal arts and sciences disciplines.

### **DISTRIBUTION REQUIREMENT**

Students majoring in School of Continuing Studies disciplines are required to complete 12 credits each of humanities, sciences, and social sciences, and in each distribution area, courses must be chosen from at least two different academic departments.

Students in the School of Continuing Studies wishing to major in the liberal arts or in the sciences follow the core curriculum of Newcomb-Tulane College except for TIDES and Public Service. They may satisfy the foreign language competency by successfully completing the second level of any foreign language. To fulfill the distribution requirements for a Bachelor of Fine Arts, students must complete at least nine credits in humanities and fine arts, including at least three credits in fine arts and three credits in humanities; seven credits in sciences, including courses in at least two disciplines and one laboratory course; and six credits of social sciences from at least two disciplines.

Courses that may be used to satisfy the humanities distribution requirement include any course in African and Diaspora studies, architecture, art, art history, classics, communication, dance, English, foreign languages, Jewish studies, linguistics, music, philosophy, and theater, and for students majoring in the School of Continuing Studies disciplines Applied Computing 305; Wellness and Human Performance 418; Business Ethics 338; Journalism 201, 314, 320; Media Arts 101, 201, 205, 210, 220, 245, and 355; Paralegal 419; and Speech 140 and 311.

Courses that may be taken to satisfy the science distribution requirement include any course in astronomy, biological sciences, chemistry, Earth and Environmental Science, mathematics, physics, and psychology, and for students majoring in the School of Continuing Studies disciplines Anthropology 101; one course in Applied Computing; Wellness and Human Performance 222, 223, and 311.

Courses that satisfy the social science distribution requirement include any course in anthropology, economics, geography, history, Latin American studies, political economy, political science, sociology, women's studies, and for students majoring in the School of Continuing Studies disciplines Casino Resort Studies 311; BSMK 330 (Consumer Behavior); Earth and Environmental Science 206;

Louisiana Studies (see adviser for current list of LOUS courses that satisfy social science requirement); and one course chosen from Paralegal Studies 201 and 405, and PRLW 101.

Courses taken to satisfy proficiency and supporting requirements may not be used to fulfill distribution requirements for the School of Continuing Studies majors. For majors in the liberal arts and sciences, courses taken to satisfy proficiency requirements may not be used for distribution requirements.

### **MAJOR AND MINOR REQUIREMENTS**

Courses taken to satisfy proficiency, supporting, and distribution requirements may be used to fulfill major and minor requirements. At least 24 credits in the major must not overlap with the minor. Students must have a grade-point average of 2.000 in the major and the minor to receive the degree.

### **RESIDENCE REQUIREMENT**

The last 48 credits of a student's degree program must be completed at Tulane University, with the final 24 taken while enrolled in the School of Continuing Studies. For an associate degree, certificate, major, or minor, at least one-half of the credits required in the area of concentration must be completed while enrolled in the School of Continuing Studies.

### **LIMITATIONS**

#### **Leave Restrictions for Returning Students**

Students who return to the School of Continuing Studies after an absence of more than seven semesters may not be able to complete the program in which they originally enrolled. Returning students should talk with an academic adviser to determine possible changes in requirements or curriculum.

#### **Business Course Restriction**

Students may not earn more than 27 credits in courses under the business studies category or apply more than 27 credits of business courses toward any School of Continuing Studies program. Business studies credits earned at the School of Continuing Studies are not applicable to any AACSB-accredited business school. All courses in accounting, business law, finance, management, and marketing fall within this restriction.

### **ACADEMIC STANDARDS**

A student may be dismissed from the School of Continuing Studies for lack of sufficient academic progress toward fulfilling degree requirements. Through adherence to these regulations, the university seeks to ensure that its educational facilities are reserved for capable students who are motivated. For continued eligibility, academic progress is measured both by minimum credit and minimum grade-point average.

Part-time students may enroll in no more than 13 credits each semester.

## **ACADEMIC PROGRESS**

Undergraduate classification is based on cumulative earned credits:

Freshman	0-24 earned credits
Sophomore	25-56 earned credits
Junior	57-91 earned credits
Senior	over 91 earned credits

Students in the School of Continuing Studies are required to maintain a minimum grade-point average throughout their enrollment (see table below). Students who fail to meet this minimum standard are placed on academic probation. The cumulative grade-point average of a student is calculated by dividing the number of quality points a student has earned by the total number of quality hours (including credits with failures). Only the grades of S, U, NR, W, and grades in courses affected by the School of Continuing Studies' "Repeated Course" policy are excluded from this calculation.

## **ACADEMIC ENFORCEMENT FOR PART-TIME STUDENTS**

The quality of each part-time student's work will be monitored at the end of each semester. Enforcement consists of two distinct steps: probation and dismissal.

### **Probation**

Any student who does not meet the minimum cumulative grade-point average as shown in the table below will be placed on academic probation.

The status of probation lasts until it is removed as a result of academic improvement or ended by dismissal. Part-time students who are placed on probation are notified in writing that their academic progress is insufficient, and they are given a set time period (ordinarily one semester) in which to raise their cumulative grade-point average to the required level. Students on probation may enroll in no more than seven credits. As a further condition, all coursework taken while on probation must be passed with at least the grade of C. Students on probation cannot be given a recommendation of good academic standing to another institution for purpose of cross-enrollment or summer school admission. Transfer students admitted on probation to the School of Continuing Studies may enroll in no more than seven credits. In addition they must earn at least a 1.500 grade-point average during their first term of enrollment or they will be dismissed.

### **Dismissal**

After attempting 31 credits at Tulane, students will be dismissed if they fail to earn a C in each course taken while they are on academic probation.

Dismissal from the university is for a period of at least one academic semester (summer is not counted as a semester). A third dismissal cannot be appealed. The

dismissal period is one calendar year. Any coursework taken at another college or university during the dismissal period is not transferable to the School of Continuing Studies.

### **Minimum Credits and Grade Point Average Quality-of-Work Rules**

<b>Minimum Cumulative Attempted Hours</b>	<b>Minimum Cumulative GPA</b>
1-30	1.75
31-61	1.85
62-93	1.95
94-124	2.00

### **Reinstatement**

Any student who has been dismissed from the School of Continuing Studies has the right to petition the School of Continuing Studies Academic Performance and Petitions Committee. Students who return after their dismissal period are placed on academic probation.

### **Petitions**

Written petitions from students who have been denied registration under these regulations are evaluated by the Academic Performance and Petitions Committee of the School of Continuing Studies.

Successful petitioners will be readmitted on the terms and conditions specified by the committee, which may include limitation on the number of courses, specification of courses that must be taken, progress that must be achieved, the time within which terms and conditions must be met, and classification of academic standing.

### **CLASS ATTENDANCE**

Regular attendance is essential to successful academic progress. Students are expected to attend all classes, laboratories, seminars, and conferences as scheduled unless they are ill or prevented from attending by exceptional circumstances.

Since the majority of the School of Continuing Studies students are adults attending part-time, the administration and faculty try to accommodate their special needs. Occasionally, family or work may conflict with school responsibilities.

Instructors may establish policies for attendance of their classes, which are announced at the beginning of the semester and included in the course syllabus. Students who find it necessary to miss class are responsible for obtaining notes on material covered in lectures or other class sessions. It is up to the instructor to determine whether to allow the student to make up missed quizzes, examinations, or other exercises.

Students are also responsible for notifying professors about absences that result from serious illnesses, injuries or critical personal problems. Medical excuses are not issued by the University Health Service, except in instances of illnesses or injuries that involve hospitalization, in the event of partial or complete withdrawal due to medical reasons, or in the event of a missed final examination for a medical condition being cared for by the Student Health Center. In all of these instances medical information will only be released with the student's written permission. Students should be aware that instructors have the right to lower grades for excessive absence or failure to make up work missed. They may also assign a grade of WF.

Students who find their attendance seriously interrupted by exceptional, unforeseen circumstances are encouraged to discuss their difficulties with their instructor or academic adviser.

Grades of WF are assigned by administrators and are computed in the grade-point average as if they were Fs. With the approval of the associate dean, an instructor may have a student who has excessive absences involuntarily dropped from a course with a WF grade after written warning at any time during the semester. In cases where students are suspended or expelled during the semester, W or WF grades may be assigned at the discretion of the instructors and the student's dean. A grade of W or WF also may be assigned for disciplinary penalties in connection with an honor-code or conduct-code violation. A student who ceases to attend a course but has not withdrawn officially will receive a UW [unofficial withdrawal]. After the last day to drop without record and before the last day to drop a course, students who drop courses voluntarily will have W noted on their transcripts for each course dropped.

## **CODE OF ACADEMIC INTEGRITY**

The integrity of all undergraduate students is based on the absolute honesty of the entire community in all academic endeavors. As part of that community, students have certain responsibilities regarding all independent work that forms the basis for the evaluation of their academic achievement. Tulane students are expected to familiarize themselves with the principles of this code and to conduct themselves in a manner that complies with it at all times (see Newcomb-Tulane College Section for explanation of the Code of Academic Integrity).

## **CONDUCT**

Responsible adult behavior is expected of students in the School of Continuing Studies in both scholastic and non-scholastic affairs. Violations of the rules and regulations, including those on academic honesty, lead to disciplinary action by a dean of the School of Continuing Studies, the vice president for student affairs, or other appropriate university authority. The School of Continuing Studies reserves

the right to be the judge of a student's fitness to continue attendance or to be recommended for graduation.

## **DISCIPLINE**

Departures from acceptable conduct may lead to fines, disciplinary probation, suspension or expulsion. Disciplinary probation (which refers to conduct and not to academic standing) and suspension usually are imposed for a stated period. Suspension and expulsion involve exclusion from classes and from all University activities. Students suspended or expelled receive Ws or WFs in all courses at the discretion of the dean. Expulsion is the most serious academic penalty and is permanent. It is noted on the student's record and included on transcripts issued thereafter. Suspension is noted on the student's record and on transcripts issued while the penalty is in effect, but the notice is removed from the transcript at the end of the suspension. Transfer credits cannot be accepted for students who attend other colleges or universities while ineligible for any reason to continue in the School of Continuing Studies.

## **REPORTING**

All students must report to the dean of the School of Continuing Studies, the vice president for student affairs, or to their adviser or instructors without delay when notified to do so.

## **GRIEVANCE COMMITTEE**

The School of Continuing Studies Grievance Committee is composed of three faculty and two student members and the associate or assistant dean as a nonvoting member. One of the committee's duties is to hear students' grievances and complaints against Tulane University and the School of Continuing Studies or Tulane personnel, including the faculty. The Grievance Committee deals with issues such as the grading system, sexual harassment and unfair treatment. Students desiring a hearing before the committee must submit their requests in writing to the associate or assistant dean. Students who are dissatisfied with the committee's decision may appeal to the dean. For additional information about the committee and its procedures, the student should contact the School of Continuing Studies office.

## **RIGHT TO PRIVACY**

Privacy of students' records and affairs is protected under the Federal Family Educational Rights and Privacy Act of 1974 as amended (P.L. 93-380) and by policies issued by the Tulane University Board of Administrators: a university must allow a student the opportunity to review and inspect his or her educational records; a university must give a student the opportunity to challenge the content of his or her records under certain circumstances; a university must not grant access to or allow disclosure of a student's records to outside parties, unless such

disclosure is specifically permitted under the law or is made with the student's written consent; a university must notify students of their rights under the law. For further details, contact the Office of Student Affairs at 865-5180.

## **ACADEMIC OPTIONS**

### **Cross Registration**

Students can enroll in undergraduate courses not listed in the School of Continuing Studies offerings. For courses listed under the School of Liberal Arts, students need only meet the prerequisites before enrolling. The Schools of Architecture, Business, Public Health and Tropical Medicine, or Science and Engineering courses require the relevant dean's approval.

### **Double Majors**

Students may complete two majors by meeting the requirements established by the departments concerned. Although two diplomas are not awarded for a double major, both majors are listed on the permanent record from which transcripts are made.

To undertake a double major, students must plan each major with the department concerned. Some minimal overlap may occur: in cases where one course is listed by two major departments as part of the major curriculum of each: for instance, Social Psychology is listed under both the sociology and psychology departments; in cases where one major is departmental and the other interdepartmental: for example, a double major in English and Medieval Studies might have a Chaucer course in common. In any case, each major of a double major must show at least eight courses that do not overlap, except a double major in Cell and Molecular Biology where no more than five courses may overlap.

### **Independent Studies**

Because the School of Continuing Studies believes superior students should assume responsibility for some of the direction of their own education, many departments offer to a limited number of students of superior scholastic standing creative opportunities for independent study under the direction of a faculty member especially interested in individual instruction.

The work may take the form of directed readings, laboratory or library research, or original composition. Instead of traditional class attendance, the student substitutes conferences, as needed, with the director.

Students who wish to take an independent studies course must have the approval of the associate dean.

### **Internships**

An internship involves a relevant academic foundation in addition to an experiential learning process. The academic foundation may, for example, consist of a term paper, a number of short papers, discussions of a number of books, and

the like. Students may identify their own internship opportunity or they may consult with those persons on campus who coordinate internship programs to arrange an internship experience.

Internships are available through various departments. Students participating in elective internships register for Internship Studies (course numbers 456, 457) within the appropriate department after having made initial arrangements with a professor who will sponsor the internship. Registration is completed using an Internship Studies Registration form. Each student registered for an internship must submit an Internship Prospectus form to the appropriate departmental chair for approval within one week prior to the end of the add period. A copy of this form bearing the signatures of the student, sponsoring professor, internship supervisor and departmental chair also must be filed with the Office of the Dean within one week of the end of the add period. These forms are available in departmental offices and the Office of the Dean.

Each student completing an internship must write a synopsis of the internship, including both the academic and experimental components. This synopsis is to be approved by both the supervising professor and the appropriate departmental chair and filed with the Office of the Dean prior to the end of the final examination period.

Internships are open only to juniors and seniors in good standing. Only one internship may be completed per semester.

Requirements of the media arts and paralegal studies practica (internships) differ somewhat, since these practica are required. Students must register in Paralegal Studies 590 (or 501 for students admitted prior to Summer 1991), or Media Arts 505 during the regular registration period. Arrangements for these practica should be made with the media arts or paralegal studies program directors.

### **School of Continuing Studies Alternative Internship Experience**

An alternative internship experience is offered to the School of Continuing Studies students through the office of the associate dean. This internship is for students seeking an internship with organizations which require that interns earn credit for their experience. CSTR 199 carries one credit, which will apply toward the degree, but will not apply toward any proficiency, distribution, major, or minor requirement. Only one credit of CSTR 199 may be applied toward the degree. CSTR 199 must be taken on a satisfactory/unsatisfactory (S/U) basis. Students who have completed fewer than 30 credits may not register for this course. Students desiring to register for CSTR 199 must receive approval from the associate dean before registering for the course.

### **Second Degrees**

Students already holding a baccalaureate degree may enroll in the School of Continuing Studies for a second baccalaureate degree. They must complete a total of 150 credits instead of 120 (48 credits must be taken at Tulane University),

satisfy the School of Continuing Studies' core competency, supporting, distribution, and residency requirements for a second degree, and fulfill the requirements for the major.

## **Applied Computing Systems and Technology**

Computer-based information systems have become a critical part of the products, services, operations, and management of modern organizations. The effective and efficient use of information and communications technologies is an important element in achieving competitive advantage for business organizations and delivering excellence in service for government and non-profit organizations. The programs in Applied Computing Systems and Technology are designed to prepare graduates who are professionally competent and able to make valuable contributions to an organization in the application of information systems and technology in helping to achieve organization goals. This is accomplished by providing students with a challenging academic program of study presented by a faculty of experienced Information Systems and Information Technology professionals. The programs emphasize developing the student's ability to think critically, communicate technical information effectively, collaborate in team environments, and apply computer-based solutions to practical problems. They provide a breadth of knowledge in the fundamental areas of Information Systems and Information Technology and allow for in-depth study in the areas of application development, database systems, web application development, business systems analysis, and information technology.

The School of Continuing Studies offers a Bachelor of Science, an Associate of Science, a minor, and five post-baccalaureate certificates in the area of Applied Computing. The programs are open to all part-time students admitted to the School of Continuing Studies.

### **BACHELOR OF SCIENCE**

To receive a Bachelor of Science in Applied Computing Systems and Technology, a student must complete at least 121 credits with a cumulative grade point average of at least 2.0 and a grade point average of at least 2.0 in all major and minor coursework. The major requirements for the degree consist of:

#### **Six Core Courses**

**18 credits**

CPST 120 Fundamentals of Information Systems and Information Technology  
CPST 220 Programming Fundamentals  
CPST 230 Database Fundamentals  
CPST 360 IT Hardware and Software Fundamentals  
CPST 370 Networking Fundamentals  
CPST 390 Fundamentals of Information Security and Assurance

#### **Six Concentration Courses**

**18 credits**

The concentration courses are chosen from one of the following areas:

**Application Development Concentration**

CPST-221 Advanced Programming Fundamentals  
CPST-320 Object-Oriented Design Implementation  
CPST-322 Object-Oriented Programming with Java  
One of the following:  
    CPST-323 Programming in C++  
    CPST-324 Visual Application Development  
CPST-420 Advanced Object-Oriented Methods  
One CPST elective

**Business Systems Analysis Concentration**

CPST-350 Information Systems Project Management  
CPST-355 Systems Analysis and Design  
CPST-450 System Requirements Development and Testing  
CPST-455 Systems Analysis Practicum  
Two CPST electives

**Database Systems Concentration**

CPST-330 Oracle Forms and Reports  
CPST-331 Relational Database Design and Development  
CPST-355 Systems Analysis and Design  
CPST-430 Database Application Development  
One of the following:  
    CPST-432 Data Warehousing and Data Mining  
    CPST-435 Database Administration

One CPST elective

**Web Application Development Concentration**

CPST-240 Webpage Design and Development  
CPST-355 Systems Analysis and Design  
Two of the following:  
    CPST-340 Website Development with XML/XHTML  
    CPST-341 Website Development with JavaScript  
    CPST-342 Website Development with CGI/Perl  
    CPST-343 Website Development with ASP  
CPST-440 Internet Database Application Development  
One CPST elective

**Information Technology Concentration**

Six from the following (at least one at the 400 level):  
CPST-361 Internet Server Administration with Windows Server and IIS  
CPST-365 Internet Server Administration with Linux and Apache  
CPST-369 Microcomputer Hardware  
CPST-461 Network Administration  
CPST-464 TCP/IP Protocol  
CPST-467 Advanced Network Administration  
CPST-471 Managing a Network Infrastructure  
CPST-470 Wide Area Networks  
CPST-475 Routers and Switches

CPST-491 Network Security  
CPST-492 Website Security

In addition to the major requirements, students must complete the following general requirements:

**Proficiency and Supporting Requirements**

ENGL 101 or CSEN 125	4 credits
Two math courses	6-8 credits
Any MATH course, CPST 107 Mathematics for Information Technology; MGMT 325 Business Statistics (Students can take only one of MGMT 325, MATH 111 and MATH 114)	
Two courses in Perspectives Outside the European Tradition/Comparative Cultures or foreign language or a combination of the two	
Oral Communications	3 credits
Any SPEC course, MGMT 225, or THEA 210	
Designated Writing Course 3-4 credits	

**Distribution Requirements (at least two disciplines per category)**

Humanities	12 credits
Social Sciences	12 credits
Sciences	12 credits

**Minor Option 15-18 credits**

Students may select a minor from any of the academic departments of the University, but only the unique minors of the SCS are guaranteed to be available in the evening hours. Since Information Systems and Information Technology are intimately tied to applications in business environments, students who choose this program are highly encouraged to consider a minor in generalized Business Studies or one of the specific areas of Business. Students who choose the Internet Application Development concentration may wish to obtain a minor in Media Arts in lieu of a business-related minor.

**Electives**

As necessary to achieve a total of 120 credits

<b>Total</b>	<b>120 credits</b>
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**ASSOCIATE OF SCIENCE**

To receive an Associate of Science in Applied Computing Systems and Technology, a student must complete at least 61 credits with a cumulative grade point average of at least 2.0 and a grade point average of at least 2.0 in all major coursework. The major requirements for the degree consist of:

**Six Core Courses** **18 credits**

CPST 120 Fundamentals of Information Systems and Information Technology  
CPST 220 Programming Fundamentals  
CPST 230 Database Fundamentals  
CPST 360 IT Hardware and Software Fundamentals  
CPST 370 Networking Fundamentals  
CPST 390 Fundamentals of Information Security and Assurance

**Two concentration courses** **6 credits**

The concentration courses are chosen from one of the 5 areas of concentrations listed under the Bachelor of Science.

In addition to the major requirements, students must complete the following general requirements:

**Proficiency and Supporting Requirements**

ENGL 101 or CSEN 1254 credits  
One math courses **6 -8 credits**  
    Any MATH course, CPST 107 Mathematics for  
    Information Technology; MGMT 325 Business Statistics  
    Oral Communications **3 credits**  
Any SPEC course, MGMT 225, or THEA 210

**Distribution Requirements**

Humanities **3 credits**  
Social Sciences **3 credits**  
Sciences **3 credits**  
Free Electives  
As necessary to achieve a total of 60 credits

**Total** **60 credits**

**POST-BACCALAUREATE CERTIFICATES**

Post-Baccalaureate Certificates are available to students who already hold a bachelor's degree. Certificates are available in each of the 5 areas of concentration available in the BS degree. Each certificate consists of the 6 core courses required in the BS degree and the 6 required courses for the chosen concentration area. Students seeking to earn multiple certificates can not overlap elective courses from one certificate to another certificate.

**APPLIED COMPUTING SYSTEMS AND TECHNOLOGY COURSE DESCRIPTIONS**

**CPST 100 Introduction to Microcomputers**

This course introduces students to the microcomputer and some popular micro applications. Special attention is given to essential concepts, word processing, spreadsheets, and database management. The course also provides a preface to

operating environments such as Windows. Includes hands-on laboratory sessions; currently, Microsoft Office tools are used for this course.

**CPST 107 Mathematics for Information Technology**

This course provides an introduction to discrete mathematical structures and themes with an emphasis on applications to computing and information technology. It develops analytical skills used to solve problems concerning the speed and logical structure of computer software, computer hardware, and computer networks.

**CPST 120 Fundamentals of Information Systems and Technology**

This survey provides a broad foundation in the concepts of modern information systems, information processing and information technologies. It provides an overview of the key technology components that make up modern information systems and the processes and issues involved in the development of information systems. (Formerly UCIS-110)

**CPST 122 Introduction to Programming: Visual Basic**

This introductory programming course assumes no previous programming experience and introduces programming in an "object-like" environment. The student is introduced to the use of problem-solving, logic skills and program design to develop simple computer-based solutions in Visual Basic. Students will write Visual Basic programs using elementary applied computing techniques including editing, calculation, decision branching, control looping, and file I/O.  
CPST-140 Working with the Internet

This course acquaints the students with the Internet, its uses and history, and a wide variety of tools and applications for effectively accessing information. Students will have the opportunity to learn classic text-based Internet applications, as well as graphical and multimedia capabilities of the World Wide Web. Coverage of basic technologies (e.g., hardware, protocols, authoring software) is included. Note: This course does not count toward the requirements for a major or minor in Applied Computing Systems and Technology but can be used to satisfy the School of Continuing Studies' Supporting Requirement of a computer application course. (Formerly UINS-227)

**CPST 220 Programming Fundamentals**

This course presents a structured approach to problem analysis, algorithm design and solution implementation in a high level computer language. Students will learn how to analyze problems and represent solutions in pseudo-code. Students will study the basic concepts of programming, internal representation of data, simple data types, searching and sorting techniques.

**CPST 221 Advanced Programming Fundamentals**

Prerequisite: CPST-220 or equivalent programming experience.

This course discusses techniques for solving moderately complex problems such as modularization. The course will present abstract data types and data storage concepts. The programming will involve learning to use classes and objects. Problem solving will require the design and use of classes and objects in a high level language.

### **CPST 230 Database Fundamentals**

Prerequisite: CPST-220 or equivalent programming experience.

Introduction to database management systems with an emphasis on relational database concepts, database processing, data modeling, database design, development and implementation. Includes implementation of current DBMS tools and SQL (Formerly UICS-221/UINS-220)

### **CPST 240 Webpage Design and Development**

This course goes beyond mere use of the Internet into the tools and techniques needed to successfully publish digital media. Through lectures, class discussions, and hands-on lab work, you will become acquainted with the hardware, software (on workstations, on servers, and on the Internet), and tool management techniques needed to create and maintain web documents and sites. The course includes coverage of HTML. (Formerly UWEB-229)

### **CPST 305 Technology and Ethics**

This course examines the ethical and social aspects of information technology with emphasis on computing. Pertinent issues include acquisition, access, stewardship, liability, freedom, privacy, control and security. Note: This course can be used to satisfy a School of Continuing Studies' Humanities Distribution Requirement. (Formerly UINS-351)

### **CPST 320 Object-Oriented Design & Implementation**

Prerequisite: CPST-221 or equivalent programming experience.

This course presents a study and application of Unified Modeling Language to model object-oriented systems. The course concentrates on the implementation of solutions for systems from a modeled system design. (Formerly UCIS-342)

### **CPST 322 Object-Oriented Programming with Java**

Prerequisite: CPST-221 or equivalent programming experience.

This course presents the fundamentals of the JAVA programming language. Topics include JAVA syntax, data types, design of classes, class libraries, data structures, exception handling, threads, input and output, and applet programming. (Formerly UCIS-295)

### **CPST 323 Programming in C++**

Prerequisite: CPST-322 or equivalent programming experience. This course presents the fundamentals of the C++ programming language. It covers development of computer-based solutions in C++, using object-oriented and event-driven techniques, and accessing databases with open database connectivity. (Formerly UCIS-293)

### **CPST 324 Visual Application Development**

Prerequisite: CPST-322 or equivalent programming experience. This course presents the development of computer based solutions within a "visual" tool environment using object-oriented and event-driven techniques. It covers fundamental data types and derived data structures of a database engine and the design of effective graphical user interfaces.

### **CPST 330 Oracle Forms & Reports**

Prerequisite: CPST-230 or equivalent database experience. This course covers the concepts and principles of elementary application component development using Oracle Forms tools and relational databases. Additionally the course covers the design and production of reports using Oracle Corporation's Developer tool. An overview of the structure and toolset of Oracle Developer is provided. Hands-on practices and implementation of forms and reports development is taught in a lab setting. (Formerly UCIS-282)

### **CPST 331 Relational Database Design and Development**

Prerequisite: CPST-230 or equivalent database experience. This course covers design and development concepts for relational database systems. The students will work on the design and development of a database application by analyzing organizational data needs, model and present those needs using diagrams and specifications, exploring different database designs, and implementing the design in a working system. Topic include normalization, entity-relationship modeling, database application design, data base processing using internet technology, managing multi-user data bases, accessing the database server, and sharing enterprise data. (Formerly UCIS-340/UINS-321)

### **CPST 340 Website Development with XML/XHTML**

Prerequisite: CPST-240 or equivalent experience. This course is designed to provide students with an introduction to programming using XML. Students taking this course should have a working knowledge of HTML and FTP as gained by completing the course Webpage Design course. Students should have a basic understanding of programming concepts and a relational database including relationships of primary and secondary tables via keys and foreign keys. Some sample learning activities are: author XML documents using a given Document Type Definition (DTD); create a DTD; create a CSS and/or XSLT style sheet; create an XML-based information system that brings together the skills learned throughout the course. (Formerly UWEB-302)

### **CPST 341 Website Development with JavaScript**

Prerequisite: CPST-240 or equivalent experience. This course provides the opportunity to obtain a solid understanding of some of the tools and techniques, beyond basic HTML, used to publish on the Internet via the World Wide Web. Through online 'lectures' and posted materials, electronic discussions, and hands-on 'lab' work you will become acquainted with the computer hardware, software (both used on your machine and the Net), and programming techniques needed to design, create and maintain fully interactive Web documents and sites. This course will primarily on JavaScript programming and some additional advanced techniques and concepts. (Formerly UWEB-303)

### **CPST 342 Website Development with CGI/Perl**

Prerequisite: CPST-240 or equivalent experience. The tools and techniques, beyond basic HTML, used to publish on the Internet via the World Wide Web. The computer hardware, software and programming techniques needed to design, create and maintain fully interactive Web documents and sites. This course will

focus primarily on CGI/Perl programming with some additional advanced techniques and concepts. (Formerly UWEB-304)

### **CPST 343 Website Development with ASP**

Prerequisite: CPST-240 or equivalent experience. This course teaches the fundamentals of programming for web sites using ASP Active Server Pages, a popular tool for enhancing home pages. The language is part of the Microsoft's internet development tool effort and may be found on millions of websites. Students develop ASP based functions and use SQL statements with Access or SQL Server to interface with a small database application using ASP code. (Formerly UWEB-308)

### **CPST 350 Information Systems Project Management**

Prerequisite: CPST-120 or equivalent experience. This course provides an introduction to the principles and application of project management techniques with an emphasis on the design and management of Information Systems. Topics include project planning, work team design, project estimation techniques, project reporting, identifying and controlling project risks, budgets, and quality assurance. (Formerly UINS-356)

### **CPST 355 System Analysis and Design**

Prerequisite: CPST-230 or equivalent experience. Examines the concepts, tools, and techniques used to develop and support computer-based information systems. Systems planning, analysis, design, and implementation are covered. Techniques for studying, documenting, specifying, designing, implementing and testing small and/or enterprise-wide business systems. Analysis and design includes structured and object-oriented methods, using CASE tools. (Formerly UCIS-322/UINS-320)

### **CPST 360 IT Hardware and Software Fundamentals**

Prerequisite: CPST-120 or equivalent experience. This course covers the principles and applications of computer hardware and software. It supports learning of the hardware/software technology background needed to understand tradeoffs in computer architecture for effective use in an organizational environment. It provides an overview of computer system architectures, the logical interconnection of components for processing data, and the controlling software that manages systems resources. Architectures include single processor and multi-processor systems, single user and multi-user central and networked systems, as well as single and multi-user operating systems. (Formerly UCIS-310)

### **CPST 361 Internet Server Administration with Windows Server and IIS**

Prerequisite: CPST-370 or equivalent experience. This course will provide students with a comprehensive understanding of all facets of Microsoft Windows server based web service installation, configuration, administration, and maintenance. The course will focus on hardware, software, Internet protocols, and advanced web server hosting and services. It provides students with the understandings and skills needed to effectively plan, implement, and deploy valuable World Wide Web services in a professional or personal capacity. (Formerly UTEL-316)

**CPST 365 Internet Server Administration with Linux and Apache**

Prerequisite: CPST-370 or equivalent experience. This course will provide students with a comprehensive understanding of all facets of Linux/Unix server based web service installation, configuration, administration, and maintenance. The course will focus on hardware, software, Internet protocols, and advanced web server hosting and services. It provides students with the understandings and skills needed to effectively plan, implement, and deploy valuable World Wide Web services in a professional or personal capacity. (Formerly UTEL-317)

**CPST 369 Microcomputer Hardware**

The course provides learning opportunities in the various industry-standard hardware components of microcomputers. It also covers their interconnectivity relationships and fundamental system software. This hands-on course emphasizes managing and maintaining the personal computer components: system board, storage drives (especially hard drives), and peripheral equipment (e.g., video and network cards), managing upgrades, etc. (Formerly UINS-312)

**CPST 370 Networking Fundamentals**

Prerequisite: CPST-120 or equivalent experience. This course covers topics in data communications and various technologies that affect business communications. In addition to learning common networking terminology, students will examine existing and emerging networking standards and architectures. Also covered are operating systems, wiring topologies, communications protocols, LAN-to-LAN interconnectivity and WAN fundamentals. This course is intended to provide a solid foundation for further study of communications and networking. (Formerly UTEL-261)

**CPST 371 Internet Technologies**

Prerequisite: CPST-120 or equivalent experience. The goal of this course is to provide an introduction to Internet technologies and prepare students to pass CompTIA's broad-based, vendor –independent internet technology certification exam, i-Net +. This course covers a wide range of material about Internet, from using the Internet to demonstrating how the Internet works, using different Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Internet, such as the OSI model of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world. (Formerly UTEL-263)

**CPST 390 Fundamentals of Information Security and Assurance**

Prerequisite: CPST-370 or equivalent experience. This course provides an introduction to technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, understanding vulnerabilities and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. (Formerly UTEL-318)

### **CPST 420 Object-Oriented Application Development**

Prerequisite: CPST-320 and CPST-322 or equivalent experience. This course provides an examination of the principles, practices, and applications of programming in an object-oriented environment, including modeling language and processes. The primary objective of the course is to study an object oriented approach to software development that systematically uses a set of object-oriented principles, methods, and tools to build high-quality software. This study involves practical work using a development environment that supports the methods and its notation and processes. Object-oriented methods currently in widespread use are compared. (Formerly UCIS-376)

### **CPST 430 Database Application Development**

Prerequisite: CPST-330 and CPST-331 or equivalent experience. This course synthesizes principles and design techniques of Prerequisite courses and adds advanced learning components needed to develop a client/server database application. Included are concepts and components of a two-tier client/server application; design and development of database structure, objects, and relationships; design and development of screens/forms to support the database application. Oracle tools are currently being used in this course. (Formerly UCIS-378)

### **CPST 432 Data Mining and Warehousing**

Prerequisite: CPST-330 and CPST-331 or equivalent experience. In this course students receive an introduction to data warehousing and to the development of data warehouse application. This includes the Build and Test phases of the data mart and data warehouse structures and data warehousing tools, such as Oracle. The course also covers analysis, transformation and loading of data into a data warehouse. It covers the development of the data architecture and physical design and the implementation and administration of the data warehouse. It includes a brief introduction to the basic concepts behind data mining and techniques Applicable to traditionally data-rich industries such as banking, insurance and market research. It is useful for emerging applications in official, environmental and medical statistics. (Formerly UINS-357/UCIS-379)

### **CPST 435 Database Administration**

Prerequisite: CPST-330 and CPST-331 or equivalent experience. This course parallels Oracle Corporation's second course in its database administration track, "Database Administration." Some topics and activities include: installation and management of a database system; ensuring data integrity; managing database users. Students will work in a lab environment to install an Oracle Database, and will then work their way through a series of crucial system-side activities to learn the various tasks of an Oracle database administrator. (Formerly UCIS-347)

### **CPST 440 Internet Database Application Development**

Prerequisite: CPST-230 and CPST-240 or equivalent experience. This course is designed to give the student a firm foundation of Internet Databases. The course will cover the architecture, concepts, design approaches, and challenges involved in the development of applications integrating a web based front-end with a back-

end database. The student will build several web applications during the semester. (Formerly UCIS-345)

### **CPST-445 Multimedia Website Development (3)**

Prerequisite: CPST-240 or equivalent experience. This course provides understandings and skills with some of the tools and techniques of designing, developing and publishing multimedia components on the Internet via the World Wide Web. Students become acquainted with the computer hardware, software (both used on the desktop and the Net), and programming techniques needed to design, create and maintain fully multimedia Web documents and sites. This course will primarily focus on sound, video, and animation component development and publishing. The course relies primarily on "plug-ins" but will require some programming as well. (Formerly UWEB-305)

### **CPST 450 System Requirements Development and Testing**

Prerequisite: CPST-355 or equivalent experience. This course provides a study of concepts and techniques for planning and developing high quality information systems. Fundamentals of specification (including formal models and representations, documents, and standards) are examined. Methods of specifying and developing requirement for generating information systems are discussed. It covers the tools, methods, and current practices for assessing the quality and correctness of information systems. Topics include the roles of testing and formal verification, fundamentals and formal models of program verification, planning and documentation for quality assurance, methods of performing technical reviews, strategies of system testing and integration planning, and principles and practices used in conducting tests. Projects using these techniques are included.

### **CPST 455 Systems Analysis And Design Practicum**

Prerequisite: CPST-355 or equivalent experience. This course provides for the application of Information Systems concepts to a comprehensive group project for the planning, development and implementation of an information system. Management planning, scheduling, and reporting required. Documentation to include feasibility studies, alternative implementation strategies, programming, testing and users manuals. Appropriate computer assisted software engineering tools are used throughout the project from requirement specification to implementation and testing.

### **CPST 461 Network Administration**

Prerequisite: CPST-360 and CPST-370 or equivalent experience. This course is designed to prepare the student for the challenges faced by network administrators, helpdesk technicians, and network analysts. Individuals working in these areas have the responsibility for installing and maintaining local area networks based on Microsoft Windows, Novell NetWare, UNIX/Linux, Apple Mac OS X or other network operating systems. (Formerly UTEL-362)

### **CPST 464 TCP/IP Protocol**

Prerequisite: CPST-370 or equivalent experience. This course will focus primarily on the TCP/IP protocol suite and a set of related network services. It is designed to help students understand networks that use TCP/IP, the suite of protocols that is used today for the Internet and most modern networks.

**CPST 467 Advanced Network Administration**

Prerequisite: CPST-370 and CPST-461, or equivalent experience. This course is designed to familiarize students with the skills needed to administer a Microsoft network in the enterprise. The course provides an in-depth look at the features of Active Directory, including Group Policy, scripting, replication, and disaster recovery, plus the use of Exchange Server in the enterprise for reliable messaging services.

**CPST 470 Wide Area Networks**

Prerequisite: CPST-370 and CPST-475 or equivalent experience. This course examines wide area network architecture and its protocols. Topics include analog and digital transmission, error correction and detection, data link protocols, multiplexing and switching, xDSL, cable networks, copper and optical media, Ethernet, fast Ethernet, Gigabit Ethernet, wireless LANs, ISDN and various routing protocols. (Formerly UTEL-364)

**CPST 471 Managing a Network Infrastructure**

Prerequisite: CPST-370, CPST-461, and CPST-464 or equivalent experience. This course is designed to help students learn how to design, implement and maintaining a network infrastructure, including topics such as the Dynamic Host Configuration Protocol (DHCP), Windows Internet Name Server (WINS), Domain Naming System (DNS), Remote Access and Virtual Private Networking (VPN.) (Formerly UTEL-365)

**CPST-475 Routers and Switches**

Prerequisite: CPST-370 and CPST-464, or equivalent experience. The TCP/IP suite of protocols is the de facto standard for multi-vendor connectivity within corporations and serves as the basis for Internet connectivity. This course focuses on Internet communications architecture and the internetworking between autonomous systems that is facilitated by IP routing. Layer 2 and Layer 3 (IP Switching) architectures will also be examined in relation to interLAN and VLAN routing. (Formerly UTEL-315)

**CPST 491 Network Security**

Prerequisite: CPST-390 and CPST-461 or equivalent experience. This course is designed to provide fundamental skills needed to analyze the internal and external security threats against a network, and to develop security policies that will protect an organization's information. Students will learn how to evaluate network and Internet security issues and design, and how to implement successful security policies and firewall strategies. In addition, they will learn how to expose system and network vulnerabilities and defend against them. (Formerly UTEL-410)

**CPST 492 Website Security**

Prerequisite: CPST-240 and CPST-390 or equivalent experience. This course is designed to provide students with an introduction to website security and privacy issues. Students will understand how to identify security/privacy issues, recognize security issues involving Java, the Internet and email. Students will also explore techniques and best practices for limiting risk. (Formerly UWEB-235)



## **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 the School of Continuing Studies may take.

**Note:** Business Studies courses in the School of Continuing Studies do not satisfy degree requirements for full-time Newcomb-Tulane students.

### **MINORS OFFERED**

For minors, students must have a 2.00 grade-point average in all required coursework and 50 percent of the coursework must be earned at Tulane.

#### **Minor in Accounting (ACTG)**

Any baccalaureate degree program offered by the School of Continuing Studies may be completed with a minor in accounting. This minor program provides students with a background in beginning and intermediate accounting. The accounting minor consists of Accounting 111, Accounting 112, Intermediate Accounting 221, Intermediate Accounting 222, and any two other courses in Accounting with the ACTG prefix or FIAN prefix.

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

Any baccalaureate degree program offered by the School of Continuing Studies may be completed with a minor in accounting and finance. **NOTE:** Intro to Investments 254 is now one of the electives, not required. Students need two electives from FIAN courses. This minor consists of Accounting 111 and 112, Intermediate Accounting 221 and 222, Introduction to Finance 221, and one of the following: Intermediate Investment 354, Money and Banking 331, Personal Financial Planning 356 or Introduction to Investment 254. Though it is not required, students are encouraged to complete at least one course in economics.

#### **Minor in Advertising (ADVT)**

Any baccalaureate program offered by the School of Continuing Studies 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 Introduction to Public Relations 301, Introduction to Graphic Design 280, Principles of Marketing 320, Advertising 340, Advertising II 341, and one of the following: Editing 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 (APBS)**

Any baccalaureate degree program offered by the School of Continuing Studies 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 334, 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 Development (HRDV)**

Any baccalaureate degree program offered by the School of Continuing Studies may be completed with a minor in human resource management. This minor program provides a background in accounting, management, and Human Resource Management. This minor consists of Accounting 111, Management 231 or 334, Human Resource Management 333, Human Resource Management 352, Human Resource Management 365, and Human Resource Management 370.

### **Minor in Marketing (MKET)**

Any baccalaureate degree program offered by the School of Continuing Studies 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 334, and Marketing 341.

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

Any baccalaureate degree program offered by the School of Continuing Studies 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 small business development consists of Accounting 111, Management 231 or 334, Management 225, Management 275, Management 365 and Marketing 320.

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

### **Associate Degrees in Business (2004)**

The School of Continuing Studies offers Associate of Arts degree 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 2.00 grade-point average in all required coursework as well as a 2.00 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 courses a student in the School of Continuing Studies may take.

Note: Business courses at the School of Continuing Studies are not transferable to the A.B. Freeman School of Business.

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

The following 37 credits are required for all four applied business associate degrees:

<b>Course</b>	<b>Credits</b>
English 101 or CSEN 125	4
CSEN 331 or English 367	3
MATH 111 or MGMT 325 or PHIL 106 or PHIL 121	3
ECON 101 or CSEC 100, 101	3
Oral communications: SPEC 140 or SPEC 311 or THEA 210	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 requires 24 credits of business core requirements for a total of 61 credits.

### **II. Core Requirement (for the Associate in Applied Business (APBS))**

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

<b>Course</b>	<b>Credits</b>
ACTG 111    Elementary Accounting	3
FIAN 221    Intro to Finance	3

MGMT 231	Principles of Management or	
MGMT 334	Managing Organizational Behavior	3
BSLW 340	Legal Aspects of Business or	
BSLW 345	Commercial Law	3
MGMT 338	Business Ethics	3
HRDV 333	Intro Human Resources Development or Business Elective	3
MKET 320	Intro to Marketing Principles	3
MGMT 375	Business Internship*	3
	<b>Total</b>	<b>24</b>

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

<b>Course</b>	<b>Credits</b>
ACTG 111    Elementary Accounting	3
MGMT 231    Principles of Management or	
MGMT 334    Managing Organizational Behavior	3
HRDV 333    Human Resource Development	3
HRDV 352    Compensation & Benefits	3
HRDV 365    Planning, Recruiting & Selection of Human Resources	3
HRDV 370    Performance Appraisal & Productivity	3
HRDV 392    Employment & Labor Law	3
MGMT 375    Business Internship*	3
	<b>Total</b>
	<b>24</b>

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

<b>Course</b>	<b>Credits</b>
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ACTG 111	Elementary Accounting	3
MGMT 231 MGMT 334	Principles of Management or Managing Organizational Behavior	3
MGMT 225	Business Communications	3
MKET 320	Intro to Marketing Principles	3
MKET 330	Consumer Behavior	3
MKET 340	Principles of Advertising	3
MKET 341	Advertising II or a business elective	3
MGMT 375	Business Internship*	3
	<b>Total</b>	<b>24</b>

**4. Core requirements for the Associate in Small Business Development (SBDS)**

<b>Course</b>		<b>Credits</b>
ACTG 111	Elementary Accounting	3
MGMT 231 MGMT 334	Principles of Management or Managing Organizational Behavior	3
BSLW 340 BSLW 345	Legal Aspects of Business or Commercial Law	3
MGMT 365	Developing a Small Business	3
MGMT 225	Business Communication	3
MKET 320	Intro to Marketing Principles	3
MGMT 275	Intro to Franchising	3
MGMT 375	Business Internship*	3
	<b>Total</b>	<b>24</b>

*Note: \*MGMT 375 Business Internship should be taken during the last year of study for the associate's degree.*

### **Postbaccalaureate Certificates in Applied Business, Human Resource Management, Marketing, and Small Business Development**

Students must have a 2.00 grade-point average in all required coursework. Half of the required 24 credits must be completed at Tulane University. Courses taken for a baccalaureate degree will not be accepted for transfer credit towards the 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):**

<b>Course</b>		<b>Credits</b>
ACTG 111	Elementary Accounting	3
FIAN 221	Introduction to Finance	3
MGMT 231 MGMT 334	Principles of Management or Managing Organizational Behavior	3
BSLW 340 BSLW 345	Legal Aspects of Business or Commercial Law	3
MGMT 338	Business Ethics	3
HRDV 333	Introduction to Human Resource Development or a business elective	3
MKET 320	Introduction to Marketing Principles	3
MGMT 375	Business Internship*	3
	<b>Total</b>	<b>24</b>

#### **2. Requirements for the Human Resource Management PBC (PBC/HRDV):**

<b>Course</b>		<b>Credits</b>
ACTG 111	Elementary Accounting	3
MGMT 231 MGMT 334	Principles of Management or Managing Organizational Behavior	3

HRDV 333	Human Resource Development	3
HRDV 352	Compensation and Benefits	3
HRDV 365	Planning, Recruiting and Selection of Human Resources	3
HRDV 370	Performance Appraisal and Productivity	3
HRDV 392	Employment and Labor Law	3
MGMT 375	Business Internship*	3
<b>Total</b>		<b>24</b>

**3. Requirements for the Marketing PBC (PBC/MKET):**

<b>Course</b>	<b>Credits</b>	
ACTG 111    Elementary Accounting	3	
MGMT 231    Principles of Management or MGMT 334    Managing Organizational Behavior	3	
MGMT 225    Business Communications	3	
MKET 320    Intro to Marketing Principles	3	
MKET 330    Consumer Behavior	3	
MKET 340    Principles of Advertising	3	
MKET 341    Advertising II or a business elective	3	
MGMT 375    Business Internship*	3	
<b>Total</b>		<b>24</b>

*Note: \* MGMT 375 Business Internship should be taken during the last year of study for the Post Baccalaureate Certificate.*

**4. Requirements for the Small Business Development PBC (PBC/SBDS):**

<b>Course</b>	<b>Credits</b>
ACTG 111    Elementary Accounting	3

MGMT 231	Principles of Management or	
MGMT 334	Managing Organizational Behavior	3
BSLW 340	Legal Aspects of Business or	
BSLW 345	Commercial Law	3
MGMT 365	Developing a Small Business	3
MGMT 225	Business Communication	3
MKET 320	Intro to Marketing Principles	3
MGMT 275	Intro to Franchising	3
MGMT 375	Business Internship*	3
	<b>Total</b>	<b>24</b>

### **Certificates of Completion**

*Note: All courses required for these certificates must be taken at the Tulane University School of Continuing Studies. Courses presented for these certificates require a C or better.*

- *Accounting Certificate:* Requires 12 credits of accounting of which six credits must be Elementary Accounting (ACTG 111)(3) and Elementary Accounting (ACTG 112)(3). The other six hours can be taken from any of the (ACTG) accounting courses. (CA)
- *Certificate in Banking:* Requires 12 credits, Elementary Accounting (ACTG 111)(3); Introduction to Finance (FIAN 221) (3); Legal Aspects of Business (BSLW 340)(3); and Money and Banking (FIAN 331)(3) or a designated elective in the banking area. (UCIB) (Electives to be added in the future.)
- *Beginning Accounting Certificate:* Requires six credits: Elementary Accounting (ACTG 111)(3) and Elementary Accounting (ACTG 112)(3). (ACBG)
- *Finance Certificate:* Requires 12 credits, of which six hours must be Introduction to Finance (FIAN 221)(3) and Introduction to Investments (FIAN 254)(3). The other six credits can be taken from any of the finance courses (FIAN). (FINC)
- *Human Resource Management Certificate:* Requires 12 credits, of which 9 credits must be in the courses Human Resources (HRDV 333)(3); Planning, Recruiting, and Selection of Human Resources (HRDV 365)(3); and

Compensation and Benefits (HRDV 352)(3). The remaining three credits can be taken from any HR course (HRDV). (HRMG)

•*Investments Certificate*: Requires six credits, Introduction to Investments (FIAN 254)(3) and Personal Financial Planning (FIAN 356)(3). (INVT)

•*Management Certificate*: Requires six credits, Principles of Management (MGMT 231)(3) and Business Law (BSLW 340 or 345)(3) (MGMT)

•*Marketing Certificate*: Requires six credits, Introduction to Marketing (MKET 320)(3) and Principles of Advertising (MKET 340)(3). (MKTG)

•*New Ventures Certificate*: Requires 9 credits, Principles of Management (MGMT 231)(3) or Human Resources (HRDV 333)(3); Business Law (BSLW 340 or 345) (3); and Introduction to Marketing (MKET 320)(3) or Principles of Advertising (MKET 340)(3). (VENT)

### **Baccalaureate and Master's 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.

## Casino Resort Studies Program

The Casino Resort Studies program is designed to allow students to earn a bachelor of arts degree, an associate of arts degree, or earn a minor as part of a baccalaureate degree in a discipline other than Casino Resort studies. For students with a baccalaureate degree a post-baccalaureate certificate is offered.

### ASSOCIATE DEGREE IN CASINO RESORT STUDIES:

Students must have a 2.00 grade-point average in all required coursework as well as a 2.00 cumulative GPA. At least half of the general requirements and half of the core requirements must be completed at Tulane University.

#### 1. General Requirements for all Casino Resort Studies

##### Associate of Art Degrees

The following credits are required for the Casino Resort Studies Associate's Degrees:

<b>Course</b>	<b>Credits</b>
<i>Writing Competency</i> ENGL 101 or CSEN 125	4
<i>Quantitative Reasoning</i> Any mathematics course; CPST 107, Mathematics for Information Technology; PHIL 106, Critical Thinking, PHIL 121, Elementary Symbolic Logic; MGMT 325, Business Statistics	3-4
<i>Perspectives Outside the European Tradition/Comparative Cultures ("nonwestern")/ Foreign Language</i>	3-4
<i>Supporting Requirement</i> Oral Communication: Any SPEC course; MGMT 225, Business Communications; or THEA 210 Fundamentals of Acting	3
<i>Distribution Requirements</i> Social Science electives Humanities electives Science electives	6 6 6
<b>Total</b>	<b>34</b>

#### Designated Writing Course 3-4 credits

In addition to the 34 credits of general requirements, the Associate of Arts in Casino Resort Studies requires 24 credits of casino resort studies core requirements for a total of 60 credits.

## 2. Core Courses

Core courses in the Casino Resort Studies program are classes that provide a solid foundation of study. Students in the program must take these seven classes. Note: The internship does not apply to students seeking a minor.

CRST 125 Introduction to Casino Resort Studies	3 credits
CRST 221 Casino Resort Financial Accounting	3 credits
CRST 225 Casino Resort Marketing	3 credits
CRST 325 Quantitative Methods and Applications	3 credits
CRST 391 Casino Resort Customer Service	3 credits
CRST 417 Legal, Regulatory and Security Issues	3 credits
CRST 450 Internship (last course taken)	3 credits
<b>Total</b>	<b>18 credits</b>

## 3. Elective Courses

In addition to the required core courses, students may select an additional one elective (for an Associate of Art or Postbaccalaureate certificate) or one elective class for a minor. The following are proposed electives, and each is a three-credit course.

CRST 233 Casino Resort Human Resources Development
CRST 224 Casino Resort Food and Beverage
CRST 227 Introduction to Casino Resort Hotel Management
CRST 311 Addictive Behavior and Gambling*
CRST 303 Casino Resort Information Systems
MGMT 338 Business Ethics or PHIL 103 Ethics
CRST 401 Special Topics
CRST 440 Casino Resort Operations Integration

## **MINOR IN CASINO RESORT STUDIES**

Any baccalaureate degree program offered by the School of Continuing Studies may be completed with a minor in Casino Resort Studies. Note: Students must have a 2.00 grade-point average in all required coursework for minors.

CRST 125 Introduction to Casino Resort Studies	3 credits
CRST 221 Casino Resort Financial Accounting	3 credits
CRST 225 Casino Resort Marketing	3 credits
CRST 325 Quantitative Methods and Applications	3 credits
CRST 391 Casino Resort Customer Service	3 credits
CRST Any elective	3 credits
<b>Total</b>	<b>18 credits</b>

## **POST-BACCALAUREATE CERTIFICATES IN CASINO RESORT**

## **STUDIES**

Students must have a 2.00 grade-point average in all required coursework. Half of all the required credits must be completed at Tulane University. Courses taken for a baccalaureate degree will not be accepted for transfer credit towards the post-baccalaureate certificates program. Only those courses successfully completed with a grade of “C” or better, after a student received a baccalaureate degree, will be considered for transfer credit.

### **Requirements for the Casino Resort Studies PBC**

#### **Core Courses (same as the Associate Degree in Casino Resort):**

Core courses in the post-baccalaureate Casino Resort Studies program are classes that provide a solid foundation of study. All students in the program must take these seven classes.

CRST 125 Introduction to Casino Resort Studies	3 credits
CRST 221 Casino Resort Financial Accounting	3 credits
CRST 225 Casino Resort Marketing	3 credits
CRST 391 Quantitative Methods and Applications	3 credits
CRST 417 Legal, Regulatory and Security Issues	3 credits
CRST 450 Internship (last course taken)	3 credits
CRST     Any elective	3 credits
<b>Total</b>	<b>24 credits</b>

#### **Elective Courses (same as the elective requirements for the Associate Degree):**

In addition to the required core courses, students may select an additional course. The following are proposed electives. All of the below are three credits.

CRST 233 Casino Resort Human Resources Management  
CRST 224 Casino Resort Food and Beverage  
CRST 342 Managing Troubled Employees in Casinos Resorts  
CRST 227 Introduction to Casino Resort Hotel Management  
ACTG 111 Elementary Accounting/Casino Resort Accounting  
CRST 311 Addictive Behavior and Gambling \*  
CRST 303 Casino Resort Information Systems  
MGMT 338 Business Ethics or PHIL 103 Ethics  
CRST 440 Casino Operations Integration  
CRST 401 Special Topics

## **CASINO RESORT STUDIES COURSE DESCRIPTIONS**

### **CRST/BSAC 111 Elementary Accounting/Casino Resort Studies**

This course serves as an introduction to the principles of accounting that uses the casino resort industry as examples. 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 principles and theories behind the proper accounting treatment of cash, accounts receivable, inventories, prepaid expenses, marketable securities and fixed assets are studied.

**CRST 125 Introduction to Casino Resort Studies**

This course integrates the knowledge required to operate and manage the multidimensional business of a casino resort and includes: hotel operations, gaming operations, food and beverage management, marketing, financial controls and human resource management.

**CRST 221 Casino Resort Financial Accounting**

An introduction to the principles of accounting that uses the casino resort industry and hospitality accounting principles and practices pursuant to the industry's uniform systems. Topics include: theories, practices underlying the accounting process, recording of business transactions, basic balance sheet and income statement preparation, adjusting and closing entries, calculation of accrued expenses and depreciation, inventory valuation and bank reconciliations, accounting for partnerships and corporations, preparing the statement of cash flow and the analysis and interpretation of financial statements.

**CRST 224 Casino Resort Food and Beverage**

During this course, the student studies the food and beverage department of a large casino resort and how it is managed. Of particular importance is how the casino views its food and beverage service in relationship to the image of customer satisfaction for which the casino is striving.

**CRST 225 Casino Resort Marketing.**

At the conclusion of this course, the student should understand how basic marketing principles are applied to the casino resort industry in an effort to satisfy the needs of the customer. Note: Counts as MKET 320 Introduction to Marketing.

**CRST 227 Introduction to Casino Resort Hotel Management**

The casino resort hotel is normally the second largest contributor of profits to the casino and is also the first service that is traditionally "comped" to loyal patrons. This course deals with how a casino resort hotel is managed in order serve the needs of the guests and the needs of the casino in attracting patrons.

**CRST 233 Casino Resort Human Resource Development**

Students will apply both practical and ethical management approaches in accordance with the special concerns of contemporary HRM Departments in the casino resort industry. The course covers legal considerations of personnel management, the organizational challenges of meeting client needs in a variety of services, and the psychological frameworks of intra- and interoffice communications. Issues also include sexual harassment, equal opportunity employment, signs of high risk behavior, and security. Note: Counts as HRDV 333 Human Resource.

**CRST 303 Casino Resort Information Systems**

This course provides an overview of information systems with applications of how it is used in the casino industry. Of particular interest is the tracking of monies, hotel rooms, patron identifications, and game operations.

**CRST 311 Addictive Behavior and Gambling**

This course will provide students with information about addictive behaviors related to gambling that a small percentage of casino guests develop. Topics covered include history of gambling, language of the gambler, recognition of problem and compulsive gamblers, alcohol, drugs, cultural aspects, family involvement, ethical issues, and intervention with the problem gambler. Satisfies Social Science distribution requirement for students pursuing School of Continuing Studies majors.

**CRST 315 Casino Resort Impact on Social Aspects**

After taking this course, the student should demonstrate an understanding of the basic history and major social impacts of the casino industry on individuals, communities, the state and local economies, and regulatory agencies.

**CRST 325 Quantitative Methods and Applications**

This course introduces students to statistics using the casino industry as examples. The student is introduced to the mathematical logic inherent in various casino games and slot machines. The mathematics of probability is fundamental to the concept of gaming and is the basis for control and regulation of gaming activities. Note: This course counts for MGMT 325, which satisfies the degree math proficiency.

**CRST/BSMT 338 Business Ethics**

Prerequisite: 231 or approval of instructor. This course is 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.

**CRST/HRDV 342 Managing Troubled Employees in Casino Resorts**

This course deals with the problem of handling sexual harassment, drug abuse and violent behavior in a casino from the perspective of the HR department. In addition, the course helps front line managers deal with the problems in a positive and effective manner. Note: Counts as a Human Resource elective.

**CRST 407 Economics of Risk-Taking and Gambling**

Prerequisite: CRST 325 or MGMT 325. The course explores the theory and practice of risk taking and gambling. Conflicting approaches to risk taking are examined from the beliefs and superstitions of ancient times to the precise measurements and utilitarian approaches to risk taking of modern times. The functional roles of markets in allocating risks and the entrepreneur as a past seeker are developed.

**CRST 417 Legal, Regulatory and Security Issues**

This course covers the legal and regulatory requirements found in most gaming jurisdictions in the United States. Of particular interest are the regulatory and

legal compliance for Mississippi and the federal government. Security is discussed in the context of assuring that all legal and regulatory requirements of the casinos are being fulfilled faithfully.

**CRST 450 Internship**

This course is taken during the last semester that a student attends school to complete their associate’s degree in casino resort management. During this course, a student works at a casino under the supervision of the casino’s management and keeps a journal of the experience. The student is required to create a professional resume and to consider strategies for finding employment in the particular area of a casino.

**CRST 401 Special Topics**

(This course number reserved for special topics courses in casino resort management)

**BACHELOR OF ARTS IN CASINO RESORT STUDIES**

The Bachelor of Arts in Casino Resort Studies provides students for successful and productive roles in a range of professional careers in the rapidly growing casino resort industry. It encourages the full personal and professional development of those students that it serves. The program is committed to providing educational learning opportunities that teach students how to think critically and strategically, and prepare them for leadership in the dynamic casino resort industry.

<b>Requirements</b>	<b>Credits</b>
<i>Competencies Requirements:</i>	
ENGL 101/CSEN 125	4
Any Mathematics course (PHIL 106, PHIL 121, MGMT 325, or CPST 107)	3 - 4
Perspectives Outside the European/Comparative Cultures (“nonwestern”) or foreign language or a combination of the two	6-8
<i>Supporting Requirements:</i>	
Oral Communications	
<i>Distribution Requirements:</i>	
Humanities (Ethics course recommended)	12
Social Sciences (ECON 101 recommended)	12
Science	12
Designated Writing Requirement 3-4	
General Electives (as needed to total 120)	12-18
<b>Major Requirements (See core below)</b>	<b>30-33</b>
CRST 125 Introduction to Casino Resort Studies	3

CRST 221 Casino Resort Financial Accounting	3
CRST 225 Casino Resort Marketing	3
CRST 325 Quantitative Methods and Applications	3
CRST 341 Casino Resort Financial Controls	3
CRST 391 Casino Resort Customer Service	3
CRST 407 Casino Resort Leadership & Group Dynamics	3
CRST 417 Legal, Regulatory and Security Issues	3
CRST 440 Casino Resort Operation Integration	3
CRST 450 Internship	3
Select any two electives in CRST	

## **CASINO RESORT STUDIES COURSE DESCRIPTIONS**

### **CRST 125 Introduction to Casino Resort Studies**

The course is an introduction to the growing casino resort industry. It will integrate the knowledge required to operate and manage the multidimensional business of a Casino Resort to include: gaming operations, hotel operations, food and beverage operations, marketing, retail operations, and financial controls.

### **CRST 221 Casino Resort Financial Accounting**

Prerequisite: CRST 125. An introduction to the principles of accounting that uses the casino resort industry and hospitality accounting principles and practices pursuant to the industry's uniform systems. Topics include: theories, practices underlying the accounting process, recording of business transactions, basic balance sheet and income statement preparation, adjusting and closing entries, calculation of accrued expenses and depreciation, inventory valuation and bank reconciliations, accounting for partnerships and corporations, preparing the statement of cash flow and the analysis and interpretation of financial statements.

### **CRST 224 Casino Resort Food and Beverage**

Prerequisite: CRST 125. During this course the student will study the food and beverage department of a large casino resort and how it is managed. Of particular importance is how the casino views its food and beverage service in relationship to the image of customer satisfaction that the casino is striving for.

### **CRST 225 Casino Resort Marketing**

This course helps students to develop an understanding of marketing management, the process through which organizations analyze, plan, implement and control programs to develop and maintain beneficial exchanges with target buyers. Effective marketing management is critical for long-term success of any casino resort complex, because this function ensures that the firm attracts, retains and grows customers by creating, delivering, and communicating superior customer value. In this course students will learn how to: evaluate the marketing environment, analyze and identify market opportunities, define and select target customers, plan marketing programs and learn about the 4-P's of marketing and

implementing and controlling marketing plans. Note: Counts as MKeT 320 Introduction to Marketing.

**CRST 227 Introduction to Casino Resort Hotel**

The casino resort hotel is normally the second largest contributor of profits to the casino complex and is also the first service that is traditionally “comped” to loyal patrons. This course deals with how a casino resort hotel is managed in order to serve the needs of the guests and the needs of the casino in attracting patrons. Students will learn how work is performed and how activities are coordinated within and between hotel departments, and its relationship especially to the casino profit center.

**CRST 233 Casino Resort Human Resources**

Prerequisite: CRST 125. Students will apply both practical and ethical management approaches in accordance with the special concerns of contemporary HRM Department in the casino resort industry. The course will cover legal considerations of personnel management, the organizational challenges of meeting client needs in a variety of services, and the psychological frameworks of inter- and intra-office communications. Issues also include sexual harassment, attracting, selecting and retaining quality employees, equal opportunity employment, signs of “high risk” behavior, and security issues. Note: Counts as UHRM 333 Human Resource.

**CRST 303 Casino Resort Information Systems**

Prerequisite: CRST 221. This course gives an overview of information systems with applications of how it is used in the casino resort industry. Of particular interest is the tracking of monies, hotel rooms, patron identification, and game operations.

**CRST 311 Addictive Behavior and Gambling**

Prerequisite: CRST 125. This course will provide students with information on addictive behaviors that a small percentage of casino guests develop related to their gambling. Topics covered include history of gambling, language of the gambler, recognition of problem and compulsive gamblers, alcohol, drugs, cultural aspects, family involvement, ethical issues, and intervention on the problem gambler. Also covered are treatment programs, and how they work for problem gamblers.

**CRST 325 Quantitative Methods/Applications**

Prerequisite: CRST 125 (and statistics course is suggested). This course introduces students to quantitative methods and applications used in the casino industry. Develops the techniques and methods for computing the probabilities, expected values, and house percentages of casino games and analyzes the effects of changes in playing rules and payoff odds. Probability is fundamental to the concept of gaming and is the basis for control and regulations of gaming activities.

**CRST 341 Casino Resort Financial Controls**

Prerequisites: CRST 221 or ACTG 111, and CRST 225. The course integrates the areas of financial accounting and finance and applies the interpretive and

analytical skills of each to casino resort situations. Topics include current asset management, interpretation of financial statements and operating reports, budgeting and forecasting methods, short-term financing, capital budgeting, long-term financing, operating agreements, capital investment analysis, financial feasibility, project and general financing, valuation techniques, and measuring value for stakeholders. Examples will be drawn exclusively from the casino resort industry.

### **CRST 391 Casino Resort Customer Service**

Prerequisite: CRST 225. The course introduces service operations management and operations research methods appropriate for the casino resort industry. The methods, which are based on principles of scientific management, are applied using examples drawn from common operational situations. The evaluation, design, and management of casino resort service delivery systems through operations management topics from a service perspective. Included are other related topics such as customer satisfaction and managing organizational change. The overriding goal of the class is to provide students with the skills and understanding necessary for decision making using quantitative data. Examples will be drawn exclusively from the casino resort industry and focus on providing excellent customer service and measurement of such delivery systems.

### **CRST 401 Special Topics**

(This course number reserved for special topics in casino resort management).  
Prerequisite: CRST 125.

### **CRST 407 Casino Resort Leadership and Group Dynamics**

Prerequisite: Senior and at least four CRST core courses. This course focuses on leadership and managing people in a casino resort. Students develop theoretic lenses for understanding people and group dynamics in organizations, and practical tools for accomplishing personal and organizational goals. Topics include: individual differences, conflict management, problem-solving, power and influence, motivation, leadership, coaching and counseling, and group process. Students learn through the case method, self-assessments, experiential exercises, readings, discussions, papers, and group activities.

### **CRST 410 Casino Resort, Security and Surveillance**

Prerequisite: CRST 125. Analysis of contemporary security and surveillance concerns specific to the casino resort industry: encompassing casino operations, lodging, food and beverage spa and clubs, retailing, and medical service. Includes development of security department organization, surveillance operations, fraud analysis, risk management, asset protection, loss prevention, disaster control, crisis communications, industrial safety, casino security and emergency action planning.

### **CRST 417 Legal, Regulatory, and Security Issues**

Prerequisite: CRST 125. This course covers the legal and regulatory requirements as found in most gaming jurisdictions in the United States. Of particular interest will be the regulatory and legal issues for Mississippi and the Federal government. Security is discussed in the context of assuring that all legal and regulatory requirements of the casinos are being faithfully fulfilled.

**CRST 440 Casino Resort Operation Integration**

Prerequisite: CRST 221, CRST 341. This course presents a view of how the individual operating components of the casino resort are integrated into a single profit center. The class will examine functions that overlap and impact the casino resort as a whole. In a reverse perspective, the contribution of each component to the whole will be assessed. How does the component add to the overall attraction of casino resort and what is the financial contribution of each operation?

**CRST 450 Internship**

Prerequisite: Senior and taken in last year of study (must have at least 5 core courses completed). This course is to be taken during the last semester that a student attends school to complete their associate's degree in casino resort studies. During this course, a student will work at a casino under the supervision of the management at the casino and keep a journal of this experience. The student will also be required to create a polished resume and consider strategies for finding employment in the particular area of a casino that they would enjoy working in.

# Homeland Security

## BACHELOR OF ARTS

Minimum of 120 earned credits and 2.00 GPA in major, minor, and cumulative course work.

### Basic Competencies

#### *Writing*

ENGL 101 or CSEN 125 (4)

#### *Quantitative reasoning*

Mathematics, PHIL 106, Critical Thinking, PHIL 121, Elementary Symbolic Logic, CPST 107, Mathematics for Information Technology, MGMT 325, or Business Statistics (3-4)

*Perspectives Outside the European Tradition/Comparative Cultures (“nonwestern” culture) or foreign language (6-8)*

### Supporting requirement

Oral Communications

SPEC 140 or 311

MGMT 225, Business Communication, or THEA 210, Fundamentals of Acting

### Distribution requirements

Humanities (12) two different disciplines

Science (12) two different disciplines

Social Sciences (12) two different disciplines

Designated Writing Course 3-4

## MAJOR REQUIREMENTS

HMLS 275 Homeland Security (3)

HMLS315 Health and Medical Issues in Emergency Management (3)

HMLS 320 Domestic and International Terrorism (3)

HMLS 325 Emergency Management (3)

HMLS 350 Intelligence Research, Method and Analysis (3)

HMLS 360 Critical Infrastructure Protection (3)

HMLS 370 Transportation and Border Security (3)

Three courses, 9 credits, from approved electives:

HMLS 450, 460, 470, AND 499 (should be taken in final year of study); EENS 204, HISM 120, 320, 321, and 322; HISU 353, 359, and 650; POLA 210, 427; POLI 452, 453, 463, 663; SOCI 130.

## **MINOR OPTION 15-18 CREDITS**

Electives (as needed to total 120 credits)

### **HMLS minor (18 credits)**

HMLS 275, 315, 320, and 325; and any two HMLS courses

## **HMLS POST-BACCALAUREATE CERTIFICATE**

Half of the 24 credits required must be earned at Tulane University. A minimum 2.00 grade point average is required in all course work. Courses taken for a baccalaureate degree will not be accepted for transfer credit toward the certificate. Only those courses successfully completed with a C or better after a student receives a baccalaureate degree will be considered for transfer credit. Courses required: HMLS 275, 315, 320, 325, 350, 360, 370, and 499

## **HOMELAND SECURITY COURSE DESCRIPTIONS**

### **HMLS 275 Homeland Security: The National Challenge**

The evolution of homeland security as a concept, and a legal framework, a redirection of national policies and priorities is described. The political, economic, and practical issues of implementation are examined. An overview of the history of the terrorist threat and U.S. responses and an introduction to fundamental policy legislation and documents, such as national security strategies, homeland security decision directives, the National Response Plan, and National Incident Management System is provided. The Department of Homeland Security model of planning, protecting, responding, and recovering from a natural disaster or terrorist attacks is described.

### **HMLS 315 Health and Medical Issues in Emergency Management**

A study of the important health and medical management issues involved in crises and emergencies presented for the non-medical emergency manager. The wide range of medical and health issues inherent to crisis including biological, radiological, nuclear events and emergencies are described. Methods for integrating medical, public health, and psychological processes into emergency management programs are discussed.

### **HMLS 320 Domestic and International Terrorism**

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, international and domestic security threats, and the goals, motivational factors, targets, and tactics of terrorist organizations. The student will learn techniques for evaluating an organization's vulnerability to attacks that involve chemical, biological, explosive, radioactive weapons or sabotage. Students will learn the current models, roles, and responsibilities of local, state, and federal agencies in counter-terrorism investigations.

### **HMLS 325 Emergency Management**

This course will examine core elements of emergency management in the context of the science, law, medicine, and economics that confront 21st Century leaders in

business and government. Case studies, including that of Hurricane Katrina, will serve as the focus for readings, class discussion and policy research to improve this vital function of government. Key consideration will be given to asymmetrical problems presented to emergency managers, the established authorities and programs, their effectiveness and how to improve them.

### **HMLS 350 Art and Practice of Intelligence**

This course is designed to give students an understanding of the history and fundamental concepts of intelligence-gathering and analysis. In addition to tracing the development of intelligence organizations, it examines both the disciplines of intelligence (signals intelligence and espionage, for example) and its products. It focuses on the effects intelligence exercises on decision making, particularly, but not exclusively, in the realm of national security and military policy.

### **HMLS 360 Critical Infrastructure Protection**

This course introduces participants to the Critical Infrastructure Protection (CIP) process to secure the effective protection of the people, physical entities, and critical information systems. This course will introduce a time-efficient and resource-restrained practice that ensures the protection of only those infrastructures upon which survivability, continuity of operations, and mission success depend. The CIP course will guide leaders in the theories of physical protection and conducting vulnerability assessments of critical infrastructures. This course will also introduce the critical sectors currently identified by the United States Department of Homeland Security and how disruption of these sectors affects civilians and the economy.

### **HMLS 370 Transportation and Border Security I**

This course provides a student with an analysis of issues that concern the protection of the borders of the United States and U.S. policies regarding the safety of the U.S. transportation system. The course analyzes the changes in security arrangements from pre to post 9-11 policies, relative to border and transportation security, with a synthesis of the impact of the formation of the U.S. Department of Homeland Security and on the issues concerning internal CONUS security relative to these two security concerns.

### **HMLS 450 Intelligence Analyst/Critical Thinking**

Prerequisite: HMLS 350. This course presents an in-depth analysis of the methods used by terrorist organizations to finance global operations and the investigative techniques used to counter such measures. The means used by terrorist organizations to generate, transfer, and spend terrorist funding will be analyzed. It will also include research of public source, information sharing, and other information that can be used to “connect the dots.” During the computer lab portion to this course, students will become proficient in developing link charts using Analyst Notebook and other 12 Inc. analytical software.

### **HMLS 460 Homeland Security & Approaches to Counter-Terrorism**

Prerequisite: HMLS 320. This course will examine key policy issues and balances that must be addressed in strategic planning for homeland security and counterterrorism, particularly in science and technology planning. The course will examine terrorist threats to the homeland, how these threats can leverage science

and technology, and policy issues and balances that must be resolved to deny or diminish terrorists' capabilities to attack the US homeland. The course will also examine key missions, elements, and planning principles of homeland security, the role of science and technology in protecting the US homeland, and the key bureaucratic and policy issues that must be resolved to use information and capabilities effectively in protecting the US homeland as balanced against civil liberties.

**HMLS 470 Maritime and Border Security II**

Prerequisite: HMLS 370. This course will examine the role of maritime security in terms of protecting the homeland of the United States and other countries who are members of the International Maritime Organization (IMO). The primary focus will be on the ISPS Code and the Maritime Transportation Security Act.

**HMLS 499 Homeland Security Practicum (Director's approval required)**

The practicum may include job-related field projects, integrative analyses of professional literature and published research, original research, original research projects, and comprehensive project proposals by third parties. In all cases, the practicum is intended to demonstrate an extensive understanding of the topic area selected, the ability to develop an integrative and systemic analysis of a problems, and the ability to identify appropriate solutions and recommendations. A written report documenting all aspects of the project will be presented for faculty approval. This course is to be taken during the student's last year of study.

## Humanities\*

The School of Continuing Studies offers a Bachelor of Arts in the Humanities for part-time students.

To receive a Bachelor of Arts in the Humanities, a student must complete at least 120 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the concentration. In addition, one half of all credits earned at Tulane University must be at the 200 level or above. There is also a 48 credit residence requirement; the last 24 credits must be earned through the School of Continuing Studies.

At least half the credits earned for the Humanities concentration must be earned at Tulane University.

<b>General Requirements</b>	<b>Credits</b>
<i>Competencies Requirements:</i>	
ENGL 101/CSEN 125	4
Quantitative Reasoning: PHIL 106, PHIL 121, MGMT 325, or CPST 107	3 - 4
Perspectives Outside the European/Comparative Cultures (“nonwestern”) or foreign language or a combination of the two	6-8
<i>Supporting Requirement:</i>	
Oral Communications: Any speech course; MGMT 225, Business Communications, or THEA 210	3
<i>Distribution Requirements:</i>	
Humanities & Fine Arts. At least two different disciplines [may apply to concentration]	12
Social Sciences. At least two different disciplines [may apply to concentration]	12
Science. At least two different disciplines [may apply to concentration]	12
Designated Writing Course	3-4
<b>Concentration Requirements</b>	<b>30</b>
Four courses at any level (12 cr.)	
Six courses at 400 level or higher (18 cr.)	
See University Catalog for listing of Humanities disciplines	
<b>Minor Option</b>	<b>15-18</b>
<b>Electives (as needed)</b>	<b>15-21</b>

**NOTE:** no more than 27 credits in business may be applied to SCS degree programs.

*\*Degree program open to SCS students only.*

## **Journalism**

### **ASSOCIATE OF ARTS**

To receive an Associate of Arts in Journalism, a student must complete at least 60 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime. Major requirements for the degree consist of:

The core course list for journalism majors seeking an Associate of Arts degree includes:

- JOUR 201
- JOUR 301
- JOUR 320
- MDAR 201
- MDAR 205
- JOUR 360
- One from MDAR 210, 235 or 281,

In addition, students must complete the following general education courses

- ENGL 101 or CSEN 125
- MATH, PHIL 106, 121, MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, or THEA 210)
- one computer applications supporting requirement
- Humanities (4)
- Science (4)
- Social Science (4)
- Electives as necessary to total 60 credits

### **BACHELOR OF ARTS**

To receive a Bachelor of Arts in Journalism, a student must complete at least 120 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime.

Major requirements for the degree consist of:

- JOUR 201
- JOUR 301
- JOUR 320

- MDAR 201
- MDAR 205
- JOUR 350
- JOUR 360
- JOUR 401
- One from MDAR 261, JOUR 330 or 340,
- One from MDAR 210, 235, 281,
- MDAR 501

In addition, students must complete the following general education courses

- ENGL 101 or CSEN 125
- Math, PHIL 106, 121, or MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, or THEA 210)
- Foreign Language or Proficiency Alternative (6-8)
- one computer applications supporting requirement (3)
- Humanities (12, at least two disciplines)
- Science (12, at least two disciplines)
- Social Science (12, at least two disciplines)
- Electives as necessary to achieve a total of 120 credits
- Designated writing course 3-4 credits

### **POST-BACCALAUREATE CERTIFICATE IN JOURNALISM**

The certificate program is offered to students who already hold a baccalaureate degree. The certificate will be earned upon successful completion of 10 required courses for the major for a BA in Journalism.

The core course list for journalism majors seeking post-baccalaureate certificate of degree includes:

- JOUR 201
- JOUR 301
- JOUR 320
- MDAR 201
- MDAR 205
- JOUR 360
- JOUR 401
- One from MDAR 261, JOUR 330, or 340
- One from MDAR 210, 235, 281,
- MDAR 501

### **MINOR IN JOURNALISM**

The minor is open to students who are in a baccalaureate program other than Journalism. Students majoring in Media Arts, Public Relations, Website

Development or Digital Design may count only one course towards both the major and minor requirements.

The core course list for journalism minors seeking a bachelors or arts degree includes:

- JOUR 201
- JOUR 301
- JOUR 320 or 340
- MDAR 201 or 205
- JOUR 360
- JOUR 401

## **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 its 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, or any special topics course under HISU 393 or HISU 394 concerning a Louisiana topic, (please consult with an academic adviser before registering for a special topics course) and take two courses from among the following: CSAR 131 & CSAR 132, ENLS 401, EENS 206, MUSC 189, and any LOUS course.

## **Media Arts**

The Media Arts program at the School of Continuing Studies offers majors and minors in Media Arts, Public Relations, Digital Design, Website Development and Graphic Design. Post-baccalaureate certificates are offered in all five majors.

The program is open to all part-time students admitted to the School of Continuing Studies. The program concentrates on oral and written applied communications skills, acquaintance with computer technologies, and aspects of business relevant to communicators. Students can tailor course selection to their areas of interest. Electives may be chosen from an array of disciplines, including English, Speech, Communication, Marketing, Information Technology, Website Design and Development, and Media Arts.

The program prepares students for careers in areas such as journalism, graphic design, digital design, computer art, public relations, radio, and television.

### **ASSOCIATE OF ARTS**

To receive an Associate of Arts in Media Arts, a student must complete at least 60 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses also offered in the daytime. Major requirements for the degree consist of:

- a two-course core (MDAR 101 and ENLS 263)
- one Media Arts writing elective (JOUR 201, 320, 330, MDAR 240, 340, CSEN 331 and ENLS 361);
- two Media Arts computer courses (chosen from among MDAR 210, 215, 220, 230, 235, 281, 320, 330, 335, 365, 381, 430, 432, 434, and CPST 229); School of Continuing Studies: Media Arts 2
- one ethical/legal course (chosen from among MDAR 201, 205, MGMT 338, and PHIL 103);
- two Media Arts electives (one of the two must be at 300 level or above) – see list below for eligible courses

In addition, students must complete the following general education courses

- ENGL 101 or CSEN 125
- Math, PHIL 106, 121, CPST 107, or MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, MGMT 225, or THEA 210)
- Humanities (3)
- Science (3)
- Social Science (3)
- Electives as necessary to achieve a total of 61 credits

## **BACHELOR OF ARTS**

To receive a Bachelor of Arts in Media Arts, a student must complete at least 120 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime.

Major requirements for the degree consist of:

- a two-course core (MDAR 101 and ENLS 263)
- one Media Arts writing elective (JOUR 201, 320, 330, MDAR 240, 340, CSEN 331 and ENLS 361);
- two Media Arts computer courses (chosen from among MDAR 210, 215, 220, 230, 235, 281, 320, 330, 335, 365, 381, 430, 432, 434, and CPST 229);
- one ethical/legal course (chosen from among MDAR 201, 205, MGMT 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 501

In addition, students must complete the following general education courses

ENGL 101 or CSEN 125

Math, PHIL 106, PHIL 121, CPST 107, or MGMT 325

- one course from oral communications supporting requirement (SPCH 140, 311, MGMT 225, or THEA 210) • “nonwestern” culture (Perspectives Outside the European Tradition or Comparative Cultures) or Foreign Language
- Humanities (12, at least two disciplines)
- Science (12, at least two disciplines)
- Social Science (12, at least two disciplines)
- Designated writing course 3-4 credits
- Electives as necessary to achieve a total of 120 credits

## **POST-BACCALAUREATE CERTIFICATE IN MEDIA ARTS**

The certificate program is offered to students who already hold a baccalaureate degree. The certificate will be earned upon successful completion of 10 required courses for the major for a BA in Media Arts.

## **MINOR IN MEDIA ARTS**

The minor is open to students who are in a baccalaureate program other than Media Arts. Students majoring in Journalism, Public Relations, Website Development or Digital Design may count only one course towards both the

major and minor requirements. A minor consists of 19 credits distributed as follows:

- a two-course core (MDAR 101 and ENLS 263)
- one Media Arts writing elective (JOUR 201, 320, 330, MDAR 240, 340, CSEN 331 and ENLS 361);
- one Media Arts computer course (chosen from among MDAR 210, 215, 220, 230, 235, 281, 320, 330, 335, 365, 381, 430, 432, 434, and CPST 229);
- one ethical/legal course (chosen from among MDAR 201, 205, MGMT 338, and PHIL 103);
- two Media Arts electives

For all program options, Media Arts electives include MDAR 201, 205, 210, 215, 220, 230, 235, 240, 245, 250, 255, 261, 281, 320, 330, 335, 340, 345, 355, 361, 365, 381, 420, 430, 432, , , 499, JOUR 201, 301, 310, 320, 330, 340, , 360, 401, 405, , CSEN 331, ENLS 361, 363, 365, MKET 320, 330, 201, SPCH 311, CPST 229, and COMM 215. Courses that satisfy the Computer and Legal/Ethical components may also be taken as electives.

## **Media Arts - Public Relations**

### **ASSOCIATE OF ARTS**

To receive an Associate of Arts in Public Relations, a student must complete at least 60 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime. Major requirements for the degree consist of:

- a two-course core (MDAR 101 and ENLS 263);
- MDAR 261
- MDAR 361
- MDAR 205
- MDAR 210
- MDAR 201 or MGMT 338
- one from MDAR 281, 235, or JOUR 340

In addition, students must complete the following general education courses

- ENGL 101 or CSEN 125 and either an English or designated writing course
- Math, PHIL 106, PHIL 121, CPST 107, or MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, MGMT 225, or THEA 210)

- Humanities (3)
- Science (3)
- Social Science (3)
- Electives as necessary to total 60 credits

## **BACHELOR OF ARTS**

To receive a Bachelor of Arts in Public Relations, a student must complete at least 120 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime.

Major requirements for the degree consist of:

- a two-course core (MDAR 101 and ENLS 263);
- MDAR 261
- MDAR 361
- MDAR 365
- JOUR 201
- MDAR 205
- MDAR 210
- MDAR 201 or MGMT 338
- one from MDAR 281, 235, or JOUR 340
- MDAR 501

In addition, students must complete the following general education courses

- ENGL 101 or CSEN 125
- Math, PHIL 106, PHIL 121, CPST 107, or MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, MGMT 225, or THEA 210)
- “nonwestern” culture courses (Prospective Outside the European Tradition or Comparative Cultures) or Foreign Language (6-8)
- Humanities (12, at least two disciplines)
- Science (12, at least two disciplines)
- Social Science (12, at least two disciplines)
- Designated writing course 3-4 credits
- Electives as necessary to total 120 credits

## **POST-BACCALAUREATE CERTIFICATE IN PUBLIC RELATIONS**

The certificate program is offered to students who already hold a baccalaureate degree. The certificate will be earned upon successful completion of the eleven courses required for the major for a BA in Public Relations.

- a two-course core (MDAR 101 and ENLS 263);

- MDAR 261
- MDAR 361
- MDAR 365
- JOUR 201
- MDAR 205
- MDAR 210
- MDAR 201 or MGMT 338
- one from MDAR 281, 235, or JOUR 340
- MDAR 501

### **MINOR IN PUBLIC RELATIONS**

The minor is open to students who are in a baccalaureate program other than Public Relations. Students majoring in Journalism, Media Arts, Website Development or Digital Design may count only one course towards both the major and minor requirements. A minor consists of 19 credits distributed as follows:

- ENLS 263
- MDAR 261
- MDAR 361
- MDAR 365
- MDAR 201 or MGMT 338
- one from MDAR 281, 235, or JOUR 340

## **Media Arts - Digital Design**

### **ASSOCIATE OF ARTS**

To receive an Associate of Arts in Digital Design, a student must complete at least 60 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime. Major requirements for the degree consist of:

- a two-course core (MDAR 101 and ENLS 263);
- MDAR 220
- MDAR 230
- MDAR 235
- MDAR 320 • MDAR 205
- two courses chosen from MDAR 210, 281, 261, 201, 381, CPIS 229, and MGMT 275

In addition, students must complete the following general education courses

- • ENGL 101 or CSEN 125

- Math, PHIL 106, 121, CPST 107, or MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, MGMT 225, or THEA 210)
- Humanities (3)
- Science (3)
- Social Science (3)
- Electives as necessary to total 61 credits

## **BACHELOR OF ARTS**

To receive a Bachelor of Arts in Digital Design, a student must complete at least 120 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime.

Major requirements for the degree consist of:

- a two-course core (MDAR 101 and ENLS 263);
- MDAR 220
- MDAR 230
- MDAR 235
- MDAR 320
- MDAR 430
- MDAR 205
- two courses chosen from MDAR 210, 281, 261, 201, 381, CPIS 229, and MGMT 275
- MDAR 501

In addition, students must complete the following general education courses

- ENGL 101 or CSEN 125
- Math, PHIL 106, PHIL 121, CPST 107, or MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, MGMT 225, or THEA 210) • “nonwestern” culture (Perspectives Outside the European Tradition or Comparative Cultures) or Foreign Language (6-8)
- Humanities (12, at least two disciplines)
- Science (12, at least two disciplines)
- Social Science (12, at least two disciplines)
- Designated writing course 3-4 credits
- Electives as necessary to achieve a total of 120credits

## **POST-BACCALAUREATE CERTIFICATE IN DIGITAL DESIGN**

The certificate program is offered to students who already hold a baccalaureate degree. The certificate is earned upon successful completion of the eleven courses required for the major for a BA in Digital Design.

- a two-course core (MDAR 101 and ENLS 263);
- MDAR 220
- MDAR 230
- MDAR 235
- MDAR 320
- MDAR 430
- MDAR 205
- two courses chosen from MDAR 210, 281, 261, 201, 381, CPIS 229, and MGMT 275
- MDAR 501

## **MINOR IN DIGITAL DESIGN**

The minor is open to students who are in a baccalaureate program other than Digital Design. Students majoring in Journalism, Public Relations, Website Development or Media Arts may count only one course towards both the major and minor requirements. A minor consists of 18 credits distributed as follows:

- MDAR 220
- MDAR 230
- MDAR 235
- MDAR 430
- two courses chosen from MDAR 210, 281, 261, 201, 381, CPIS 229, and MGMT 275

## **MINOR IN GRAPHIC DESIGN**

In addition to the minor in Digital Design, there is a print-oriented minor in Graphic design open to students who are in a baccalaureate program. Students majoring in Digital Design, Journalism, Public Relations, Website Development or Media Arts may count only one course towards both the major and minor requirements. A minor consists of 18 credits distributed as follows:

- MDAR 220
- MDAR 230
- MDAR 235
- MDAR 335
- MDAR 330
- one course chosen from MDAR 210, 261, 201, or 320

## **Media Arts - Website Development**

### **ASSOCIATE OF ARTS**

To receive an Associate of Arts in Website Development, a student must complete at least 60 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime.

Major requirements for the degree consist of:

- a two-course core (MDAR 101 and ENLS 263);
- MDAR 220
- MDAR 230
- CPIS 229 or MDAR 281
- CPST 303 or CPST 307
- MDAR 201 or MDAR 205
- MGMT 275

In addition, students must complete the following general education courses

- ENGL 101 or CSEN 125
- Math, PHIL 106, PHIL 121, CPST 107, or MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, MGMT 225, MGMT 225, or THEA 210)
- Humanities (3)
- Science (3)
- Social Science (3)
- Electives as necessary to achieve a total of 60 credits

### **BACHELOR OF ARTS**

To receive a Bachelor of Arts in Website Development, a student must complete at least 120 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the major. All required courses are offered during the evening hours, with some courses additionally offered in the daytime.

Major requirements for the degree consist of:

- a two-course core (MDAR 101 and ENLS 263);
- MDAR 220
- MDAR 230
- CPIS 229 or MDAR 281
- CPST 303 or CPST 307
- MDAR 201 or MDAR 205

- MGMT 275
- MDAR 381
- one course chosen from: MDAR 235, 430, CPST 231, 320, 321, 305, 318, , , , 304, 308, or 302
- MDAR 501

In addition, students must complete the following general education courses

- ENGL 101 or CSEN 125
- Math, PHIL 106, 121, CPST 107, or MGMT 325
- one course from oral communications supporting requirement (SPCH 140, 311, MGMT 225, or THEA 210) • “nonwestern” culture ( Perspectives Outside the European Tradition and Comparative Cultures) or Foreign Language (6-8)
- Humanities (12, at least two disciplines)
- Science (12, at least two disciplines)
- Social Science (12, at least two disciplines)
- Designated writing course 3-4 credits
- Electives as necessary to achieve a total of 120 credits

### **POST-BACCALAUREATE CERTIFICATE IN WEBSITE DEVELOPMENT**

The certificate program is offered to students who already hold a baccalaureate degree. The certificate will be earned upon successful completion of the eleven courses required for the major for a BA in Website Development.

- a two-course core (MDAR 101 and ENLS 263);
- MDAR 220
- MDAR 230
- CPIS 229 or MDAR 281
- CPST 303 or CPST 307
- MDAR 201 or MDAR 205
- MGMT 275
- MDAR 381
- one course chosen from: MDAR 235, 430, CPST 231, 320, 321, 305, 318, 304, 308, or 302
- MDAR 501

### **MINOR IN WEBSITE DEVELOPMENT**

The minor is open to students who are in a baccalaureate program other than Website Development. Students majoring in Journalism, Public Relations, Media Arts or Digital Design may count only one course towards both the major and minor requirements. The minor consists of 18 credits distributed as follows:

- MDAR 220
- MDAR 230
- CPIS 229 or MDAR 281
- CPST 303 or CPST 307
- MDAR 201 or MDAR 205
- one course chosen from MGMT 275 or MDAR 235

### **MINOR IN ADVERTISING**

The Media Arts and Business Studies Programs jointly offer a minor in Advertising. Any baccalaureate degree program offered by University College may be completed with this minor. Students majoring in Website Development, Journalism, Public Relations, Media Arts or Digital Design may count only one course towards both the major and minor requirements. The minor consists of 18 credits distributed as follows:

- MDAR 261
- MDAR 235
- MKET 320
- MKET 201
- MKET 341

one course chosen from JOUR 360, ENLS 263, or MGMT 275

## **Paralegal Studies**

The Tulane paralegal studies program is a college credit program, established in 1979. The program was first grant approval by the American Bar Association in 1981, and it remains the oldest such approved program in this region.

The School of Continuing Studies offers Bachelor's and Associate's degrees in Paralegal Studies, a Minor, and a Post-Baccalaureate Certificate upon fulfillment of the requirements listed below.

Tulane's Paralegal Studies Program prepares professionals who are ready to succeed in today's competitive legal environment. According to the American Bar Association, a paralegal is:

“...a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

Paralegals are not lawyers and do not practice law. Under the supervision of attorneys, they 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 primary goal of Tulane's Paralegal Studies Program is to educate students of diverse background to become effective, ethical and professional paralegals who are employable in a variety of legal settings and who are committed to on-going improvement and continuing paralegal education. The program encourages diversity in its student body and faculty and is committed to equal opportunity in its placement program.

The program achieves this goal by meeting the following objectives:

1. To provide students with a comprehensive general education that includes studies in writing, formal thought, speech, the humanities, sciences and social sciences, and that is designed to develop students' critical thinking and communication skills.
2. To educate students about the role of the paralegal in the delivery of legal service.
3. To educate students to perform legal and factual investigation and research using both traditional and technology-based methods.
4. To educate students about the court system, including civil, criminal and administrative fields, on trial and appellate levels, and also on alternative

- dispute resolution methods.
5. To teach students to analyze factual situations, handle legal procedures, and draft legal documents used in state and federal practice.
  6. To prepare students to function effectively with the computer technology used in practice and to adapt to ever-changing technological advances.
  7. To assist students to develop the organizational skills necessary for successful law office functioning, including categorizing and organizing documents, calendaring, prioritizing work, managing time, using forms, and maintaining billing data.
  8. To expose students to a range of specialty areas enabling them to explore their interests and to prepare for careers in a variety of settings, including but not limited to immigration law, family law, corporate law, personal injury and medical malpractice, healthcare compliance, and succession practice.
  9. To provide students with an understanding of the rules of ethics and professional standards that govern lawyers, their application to paralegals, and of the ethical codes and canons of the national paralegal associations.
  10. To encourage students to engage in lifelong learning and professional development and to support continuing paralegal education opportunities for graduates and other members of the local paralegal community.

The program runs a job placement service at no cost to students, graduates, or employers. Students are encouraged to join the Tulane University Paralegal Association (TUPA), to take advantage of the networking and mentoring opportunities available. TUPA sponsors speakers events, disseminates information on career opportunities, and promotes high standards in the paralegal profession.

Students can earn 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 (open to students holding a bachelor's degree from an accredited college).

**Note:** Paralegal studies majors with no prior college coursework must take general education courses their first semester. A first-year writing course (ENGL 101 or CSEN 125) is a prerequisite for enrollment in any Paralegal Studies course.

## **CORE COURSES IN PARALEGAL STUDIES**

Requirements for the Associate of Arts, the Bachelor of Arts, and the Certificate in Paralegal Studies include the following sequence of 6 core courses:

PARA 201 Introduction to Paralegal Studies  
PARA 302 Legal Research  
PARA 303 Legal Writing  
PARA 305 Litigation I  
PARA 306 Litigation II  
PARA 402 Computers in the Law Firm

**Sequence of courses:** ENGL 101 (or CSEN 125) must be completed prior to enrollment in any Paralegal Studies course. CPST 100, Introduction to Microcomputers, or director approval is a prerequisite for PARA 402, Computers in the Law Firm. PARA 302, Legal Research, is a prerequisite to PARA 303, Legal Writing. PARA 305, Litigation I is a prerequisite to PARA 306, Litigation II.

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

## **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 (AA) and then to continue working towards the Bachelor of Arts degree. All coursework for the A.A. 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.

To receive the Associate of Arts degree with a major in Paralegal Studies, students must complete a total of 60 hours of coursework. Nine paralegal courses plus an internship (which has a classroom component) are required to complete the major. Students begin with the six core paralegal courses (see above). In addition students must complete three advanced elective courses and the internship course. Advanced elective courses are paralegal courses at or above the 400-level, a selection of which are offered on a rotating basis each semester. The core courses must be taken before registering for any of the advanced electives. Generally, the internship course is taken in the last semester of enrollment. To successfully complete this degree, the student must maintain a 2.000 grade point

average in all paralegal courses taken as well as a 2.000 grade point average overall.

In addition, students must complete the following courses from the general liberal arts curriculum: ENGL 101 or CSEN 125, one designated writing course, two humanities electives, two social science electives, one science elective, one formal thought course (math, CPST 107, BSMT 325, critical thinking, or symbolic logic); and electives of the student's choice as necessary to reach 60 hours, the minimum required for the A.A. degree.

There is a trend in paralegal employment to prefer a four-year degree. Many graduates of the two-year program are gainfully employed in the field, but students pursuing the two-year Associate of Arts degree 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 which requires a total of 120 credit hours. 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 2.000 grade-point average in all paralegal courses taken, as well as a 2.00 cumulative grade point average. Students who have earned an Associate of Arts degree in Paralegal Studies from the School of Continuing Studies will have already completed all but two of the advanced electives required for the major.

Eleven courses and an internship (which has a classroom component) are required for the major. Of the eleven courses, six are the required core courses (see above). In addition students must complete five advanced elective courses and the internship course. Advanced electives courses are paralegal courses at or above the 400-level, a selection of which are offered on a rotating bases each semester. The core courses must be taken before registering for any of the advanced electives. Generally, the internship is taken in the last semester of enrollment.

In addition, students must complete the School of Continuing Studies general education requirements for the Bachelor of Arts degree.

### **POSTBACCALAUREATE 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 (see Core Courses in Paralegal Studies above). After the

core courses are completed, students register for the two remaining advanced elective courses and the internship. The internship course is generally taken after the student has completed all other courses.

Students must maintain a 2.000 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, and is not approved by the American Bar Association.

Six courses are required for the minor. The six courses are

- PARA 201 Introduction to Paralegal Studies
- PARA 302 Legal Research
- PARA 303 Legal Writing
- PARA 305 Litigation I
- 2 advanced elective courses in paralegal studies (400+ level)

To successfully complete the minor, the student must maintain a 2.000 grade-point average in all paralegal courses taken.

## **Pre-Social Work Minor**

Students minoring in pre-social work are required to complete 15 credits of coursework from among the following:

- two core courses: SOCI 115: Introduction to Social Work and PRSW 450: Generalist Social Work Practice (capstone course)
- any two of the following—SOCI 103: Sociology of the Family, SOCI 109: Contemporary American Social Problems, PRSW 250: Introduction to Gerontology
- 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.

## Social Sciences\*

The School of Continuing Studies offers a Bachelor of Arts in Social Sciences for part-time students.

To receive a Bachelor of Arts in Social Sciences, a student must complete at least 120 credits with a cumulative grade point average of 2.000 (C) and a grade-point average of at least 2.000 in the concentration. In addition, one half of all credits earned at Tulane University must be at the 200 level or above. There is also a 48 credit residence requirement; the last 24 credits must be earned through the School of Continuing Studies.

At least half the credits earned for the Social Sciences concentration must be earned at Tulane University.

<b>General Requirements</b>	<b>Credits</b>
<i>Competencies Requirements:</i>	
ENGL 101/CSEN 125	4
Quantitative Reasoning: PHIL 106, PHIL 121, MGMT 325, or CPST 107	3 - 4
Perspectives Outside the European/Comparative Cultures (“nonwestern”) or foreign language or a combination of the two	6-8
<i>Supporting Requirement:</i>	
Oral Communications: Any speech course; MGMT 225, Business Communications, or THEA 210	3
<i>Distribution Requirements:</i>	
Humanities & Fine Arts. At least two different disciplines [may apply to concentration]	12
Social Sciences. At least two different disciplines [may apply to concentration]	12
Science. At least two different disciplines [may apply to concentration]	12
Designated Writing course	3-4
<b>Concentration Requirements</b>	<b>30</b>
Four courses at any level (12 cr.)	
Six courses at 400 level or higher (18 cr.)	
See University Catalog for listing of Social Science disciplines	
<b>Minor Option</b>	<b>15-18</b>
<b>Electives (as needed)</b>	<b>15-21</b>

**NOTE:** no more than 27 credits in business may be applied to SCS degree programs.

*\*Degree program open to SCS students only.*

## **The Schools of Liberal Arts and Science and Engineering**

School of Continuing Studies students may select any major in the School of Liberal Arts or the School of Science and Engineering which offers a B.A. or B.S. degree. The academic departments determine the requirements for these majors. Students electing this option must fulfill the core curriculum requirements for the major.

Students should consult with their School of Continuing Studies adviser if they wish to pursue a major offered by these schools.

**Note:** Majors completed in areas not sponsored by the School of Continuing Studies may require some day course enrollment at a higher tuition rate.

## **Special Programs**

### **PROFESSIONAL DEVELOPMENT COURSES**

The School of Continuing Studies 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**

The School of Continuing Studies offers a concurrent enrollment program for outstanding high-school students. To qualify, students must have a minimum grade-point average of 3.200, and an SAT score of at least 1800, an ACT composite of at least 26, or a PSAT score of 120 (2 parts) or 180 (3 parts). Concurrent enrollment students may enroll in either or both semesters of the regular academic year or the summer sessions.

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.

The School of Continuing Studies tuition rates apply to all courses.

### **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 PRLW 101: Law in American Society, PRLW 340 Business Law, PRLW345 Commercial Law, or PRLW 334 Real Estate Law 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. Students interested in law school may consult with the university's pre-law adviser, housed in the pre-professional advising office, or with the School of Continuing Studies' paralegal studies director.

## **COURSE DESCRIPTIONS**

### **PRLW 101 Understanding the Law (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.)

### **PRLW 390 Special Topics (3)**

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