SCHOOL OF CONTINUING STUDIES

The School of Continuing Studies offers courses that may be taken individually or as a group, leading toward a certificate.

INTRODUCTION
The School of Continuing Studies provides individuals with a variety of pathways to earn credits toward a degree, pursue a personal or professional interest, or participate in ongoing training. Numerous courses and programs are offered throughout Southern California at regional centers in Burbank, Rancho Cucamonga, Redlands, Riverside, San Diego, Santa Ana, and Temecula. Programs are offered in convenient evening, intensive daytime, and online formats.

ADMISSION
Courses are open enrollment, meaning no formal admission or application is required.

REGISTRATION
Registration must occur prior to the beginning of the course and payment is due at the time of registration.

CROSS-REGISTRATION WITH THE SCHOOL OF BUSINESS, SCHOOL OF EDUCATION, AND COLLEGE OF ARTS AND SCIENCES
Full-time, upper-division Arts and Sciences students may cross-register for School of Continuing Studies courses with the permission of their academic advisor and the Registrar. School of Business students may cross-register for School of Continuing Studies courses with the permission of their Student Services Manager. School of Education students may cross-register for School of Continuing Studies courses with permission of their Program Chair.

MINIMUM GRADE FOR CERTIFICATE PROGRAMS
Students must earn a minimum grade of 2.0 or higher for any course to be applied to a certificate program.

AUDITING FOR NO CREDIT
A student may audit a course with the approval of the School and the instructor. Standard tuition fees apply. The instructor will not administer or grade any exams or papers of an auditing student. Audited courses are billed at the current per-credit rate for the course.

ATTENDANCE
Students are expected to attend all of the scheduled meetings of the course(s) for which they register. Failure to attend may result in a poor or failing grade or administrative withdrawal from the course(s).

WITHDRAWAL
Students who find it necessary to withdraw from a course or program must do so in writing. Written requests should be submitted to the School. There may be financial ramifications. In order to withdraw from a course prior to the first meeting, the School must be notified before the course begins. No record of the course will appear on the student's transcript. If a student withdraws from a course after the course has begun but prior to the last meeting, refunds will be calculated based on the last course meeting date prior to submittal of the request. Refunds are calculated based on the University refund

policy. The student will receive a grade of "W" on his/her transcript. Students not attending the first two sessions of a course may be administratively withdrawn.

EXAMINATIONS

The instructor may administer quizzes and examinations during a course, but are expected to notify students of quizzes and examinations in the course syllabus. Students will not usually be permitted to make up missed final examinations; however, if absence from any announced examination is required because of an emergency (personal or work related), the examination may be made up if the instructor is provided with written verification of the emergency.

TRANSFER CREDIT FOR CERTIFICATE PROGRAMS

Credits (grade of 2.0 or higher) may be transferred from regionally-accredited colleges and applied to a certificate program. No more than 50 percent of the certificate program may be fulfilled with transfer credit. All transfer requests must be approved by the School. Additional work may be required at the discretion of the School.

TUITION

Refer to the Redlands website for current tuition rates at www.redlands.edu/ContinuingStudies.

TEXTBOOKS

Students purchase textbooks through the University of Redlands campus bookstore. Textbooks and materials are not included in tuition.

METHODS OF PAYMENT

Tuition is due at the time of registration and may be paid by check, credit or debit card.

POLICY ON REFUNDS

Refund policies at the University of Redlands are established in compliance with the 2008 amendments to the Higher Education Act of 1965. The University has adopted the federal refund policy guidelines as its institutional policy. Refund policies are subject to change at any time, according to federal and state regulations. When such changes are made, notice will be given as far in advance as possible. To obtain a refund, please contact the Student Accounts office. Refunds are based on the date of official withdrawal.

Students receiving federal Title IV financial aid funding may be eligible for a refund according to the federal refund guidelines. Federal regulations stipulate the allocation of refunds representing federal aid, as well as the repayment requirements for students receiving cash disbursements of federal aid. A separate publication outlining examples of refund policy requirements and calculations is available from the Student Accounts office.

ADMINISTRATIVE DISMISSAL FOR FINANCIAL OBLIGATION

Students who fail to meet their financial obligations will be dismissed and will be accountable for tuition and fees accrued through the dismissal date. Students dismissed for any reason must stop attending class as they are no longer registered.

PROGRAMS OF STUDY

ACCOUNTING CERTIFICATE: 26 CREDITS
-- ACCTCS 210 Principles of Financial Accounting and Reporting. (4).
-- ACCTCS 220 Principles of Managerial Accounting. (4).
-- ACCTCS 310 Intermediate Accounting I. (4).
-- ACCTCS 320 Intermediate Accounting II. (4).
-- ACCTCS 410 Auditing. (4).
-- ACCTCS 415 Tax Accounting. (4).
-- ACCTCS 421 Governmental and Not-For-Profit Accounting. (2).

BUSINESS LOCATION ANALYTICS CERTIFICATE: 10 CREDITS
-- BUSCS-610 Business Location Analytics: Foundations and Value Creation (3).
-- BUSCS-611 Business Location Analytics: Problems, Insights, and Solutions (4).
-- BUSCS-612 Business Location Analytics: Competitive Spatial Strategies. (3).

HEALTHCARE ADMINISTRATION CERTIFICATE: 16 CREDITS
-- HADCS 302 Healthcare Leadership Principles and Practice. (3).
-- HADCS 303 Healthcare Quality and Performance Management. (2).
-- HADCS 304 Healthcare Information Systems and Informatics. (2).
-- HADCS 305 Healthcare Human Resources Management and Labor Relations. (3).
-- HADCS 306 Healthcare Finance. (4).
-- HADCS 307 Healthcare Strategy and Marketing Development. (2).

HUMAN RESOURCES MANAGEMENT CERTIFICATE: 18 CREDITS
-- HRCS 310 Human Resources Management. (4).
-- HRCS 311 Legal Aspects of Human Resources Management. (3).
-- HRCS 312 Employee Recruitment and Selection. (3).
-- HRCS 313 Compensation and Benefits Administration. (3).
-- HRCS 314 Performance Management. (3).

Complete 2 of the following 3 courses:
-- HRCS 316 Ethics in Human Resources Management. (1).
-- HRCS 317 Risk Management and Workers' Compensation Administration. (1).
-- HRCS 318 Training and Development. (1).

INSTRUCTIONAL DESIGN: 16 CREDITS
-- EDUCCS 300 Introduction to Instructional Design. (4).
-- EDUCCS 301 Emerging Technologies and Instructional Design Tools. (4).
-- EDUCCS 302 Learning Theories. (4).
-- EDUCCS 303 E-Learning Instructional Design Concepts & Implementation. (4).

LGBTQ LEADERSHIP CERTIFICATE: 8 CREDITS
-- LEADWI 400 Intersectional Diversity: Facing Racism, Sexism, & Homophobia. (0-1).
-- LEADWI 401 Trans-affirming: Gender Identity & Expression. (0-1).
-- LEADWI 402 Creating Safe Spaces. (0-1).
-- LEADWI 408 Internship (0-1).

Complete 3 of the following courses:
-- LEADWI 403 Community Based Activism & Social Change. (0-1).
-- LEADWI 404 Fundraising & Nonprofit Development. (0-1).
-- LEADWI 405 Structures of Acceptance: Family & Community. (0-1).
-- LEADWI 406 Building Bridges: Religion & Spirituality. (0-1).
-- LEADWI 407 Human Rights & Global Advocacy. (0-1).
NOTE: a Strategic Impact Project will also need to be completed. Strategic Impact Projects are proposed by the participants and are iterated in purpose, scope, and operation throughout the certificate.

MARKETING CERTIFICATE: 19 CREDITS
-- BUSCS 340 Principles of Marketing. (4).
-- BUSCS 341 Marketing Research. (3).
-- BUSCS 342 Customer Experience Management. (3).
-- BUSCS 343 Internet and Social Media Marketing. (3).
-- BUSCS 344 Integrated Marketing Communication. (3).
-- BUSCS 345 Marketing Analytics. (3).

MENTAL HEALTH AND SPIRITUALITY: CREDIT/NO CREDIT
-- URAWI 501X Spirituality in Mental Health. (0-2).
-- URAWI 502X Paradigms of Healing and Wholeness. (0-2).
-- URAWI 503X Integrating Spirituality in Clinical Practice. (0-2).

Complete 2 of the following 3 courses:
-- URAWI 504X Bi-Polar Faith. (0-2).
-- URAWI 505X Spirituality in Bereavement. (0-2).
-- URAWI 506X Spiritual Journeys in Chronic Illness. (0).

ORGANIZATIONAL LEADERSHIP CERTIFICATE: 12 CREDITS
-- BUSCS 320 Managing Individual Performance. (3).
-- BUSCS 322 Leading and Managing Teams. (3).
-- BUSCS 323 Managing and Resolving Conflict. (2).
-- BUSCS 324 Organizational Change Management. (2).
-- BUSCS 325 Organizational Leadership Principles and Practice. (2).

PRACTICE DEVELOPMENT FOR MENTAL HEALTH PROFESSIONALS: CREDIT/NO CREDIT
-- EDUCCS 500 Fundamentals of Competency-Based Supervision. (0).
-- EDUCCS 610 Entrepreneurship and Niche Practices for Mental Health Professionals. (0).
-- EDUCCS 611 Practice Finances for Mental Health Professionals. (0).
-- EDUCCS 612 Practice Management for Mental Health Professionals. (0).
-- EDUCCS 613 Ethical Marketing for Mental Health Professionals in Private Practice. (0).
-- EDUCCS 614 Ethics and Risk Management In the Business of Private Practice. (0).

PROFESSIONAL FINANCIAL PLANNING CERTIFICATE: 21 CREDITS
-- BUSCS 350 Financial Planning, Principles, and Practice. (3).
-- BUSCS 351 Insurance Planning and Risk Management. (3).
-- BUSCS 352 Investment Planning. (3).
-- BUSCS 353 Income Tax Planning. (3).
-- BUSCS 354 Employee Benefits and Retirement Planning. (3).
-- BUSCS 355 Estate Planning. (3).
-- BUSCS 356 Financial Plan Development. (3).

PROJECT MANAGEMENT CERTIFICATE: 15 CREDITS
-- PMCS 301 Project Management Principles and Practices. (3).
-- PMCS 302 Project Leadership, Teambuilding, and Communications. (3).
-- PMCS 303 Project Quality and Risk Management. (3).
-- PMCS 304 Project Planning, Procurement, and Cost Management. (3).
-- PMCS 305 Project Management Practicum. (3).

PURCHASING, LOGISTICS AND SUPPLY CHAIN MANAGEMENT CERTIFICATE: 12 CREDITS
-- BUSCS 310 Supply Chain Management Principles and Practices. (3).
-- BUSCS 311 Supply Chain Management Logistics. (3).
-- BUSCS 312 Supply Chain Management Procurement. (3).
-- BUSCS 313 Supply Chain Management Practicum. (3).

COURSE OFFERINGS

ACCOUNTING (ACCTCS)

210 Principles of Financial Accounting and Reporting. (4).
Explore financial accounting and reporting concepts and procedures used in daily business operations. Examine the use of economic resources, as well as the obligations and activities of financial entities. Learn how financial information is used to analyze the financial health and performance of an enterprise.

220 Principles of Managerial Accounting. (4).
Analysis of financial and relevant non-financial information used in planning, directing, motivating and evaluating economic behavior. Concepts, terms, and techniques from financial accounting, economics, and behavioral sciences are applied to operational situations.

301 Accounting Ethics. (3).
Learn ethical obligations of an accounting professional. Examine the codes of conduct in business and accounting, with focus on the AICPA, PCAOB and IRC. Includes exposure to the Triple Bottom Line approach.

310 Intermediate Accounting I. (4).
Study of the financial accounting environment and the authoritative accounting literature that provides a guide to the recording of economic resources and obligations, and the related economic activities of a business enterprise.
Prerequisite: ACCTCS 210.

320 Intermediate Accounting II. (4).
Study of the financial accounting environment and the authoritative accounting literature that provides a guide to the recording of economic resources and obligations, and the related economic activities of business enterprise.
Prerequisite: ACCTCS 310.

410 Auditing. (4).
Examine the purposes, expectations and responsibilities of independent public auditors as the profession evolves in society. Emphasis on the auditor's decision process. Topics: legal liability, ethics, sampling theory, evidence, and audit standards.
Prerequisite: ACCTCS 310.

415 Tax Accounting. (4).
Determine federal and state income tax liability for individuals, corporations, and partnerships. Topics: calculating taxes, filing returns, paying taxes, refunds, and legislative and judicial development of tax law.
Prerequisite: ACCTCS 210.

421 Governmental and Not-For-Profit Accounting. (2).
Learn accounting principles and practices related to state and local government agencies and not-for-profit entities, including hospitals, colleges, religious groups, and social service organizations. Topics: fund accounting and basic financial analysis.
Prerequisite: ACCTCS 210.

601 CPA Exam Review: Financial Accounting and Reporting. (0-2).
In preparation for the Uniform CPA examination; review and reinforcement of key concepts related to financial accounting and reporting. Provided in partnership with Becker Professional Education.

602 CPA Review: Business Environment and Concepts. (0-2).
In preparation for the Uniform CPA examination; review and reinforcement of key concepts related to corporate governance, economics, finance information systems, strategic planning, and operations management. Provided in partnership with Becker Professional Education.

603 CPA Exam Review: Auditing and Attestation. (0-2).
In preparation for the Uniform CPA examination; review and reinforcement of key concepts related to auditing and attestation services. Provided in partnership with Becker Professional Education.

604 CPA Exam Review: Regulation. (0-2).
In preparation for the Uniform CPA examination; review, and reinforcement of key concepts related to taxation, ethics, professional responsibility, and business law. Provided in partnership with Becker Professional Education.

ART (ARTCS)

105 Introduction to Media Design. (4)
Overview of what goes into the visual inception, creation, and design of a brand's identity, with the primary objective being a comprehension of fundamental graphic design. By understanding distinctions of graphic design, a rational creative process can be derived to make sound visual decisions for a brand's identity solution.

131 Drawing. (4)
This is an introductory studio course that focuses on traditional techniques, materials and processes of drawing. Through the basic observation of still life, landscape, and portraiture, the student will learn how the elements and principles of design can be developed in their own drawings to promote personal expression and understanding. Emphasis is placed on composition, mark making, and interpretative drawing.

155 Introduction to Printmaking. (4)
This course is an introduction to the basic strategies and techniques of lithographic, intaglio, serigraphic, and relief processes. Emphasis is on development of imagery and introduction to understanding command of print processes.

233 Painting. (4)
Introduction to the materials and techniques of painting. Emphasis is placed on color, mixing and modifying paints, surface, composition, and the history of the medium.

265 Creative Photography. (4)
Introduction to the technical and conceptual practice of photography and photographic image making for artistic purposes. Using a smart phone camera, students will produce original work in response to a series of lectures, online discussions, readings, and assignments.

267 Introduction to Digital Media. (4)
Studio art course that uses the computer as a tool to create visual images and implement design solutions based in the fundamentals of 2D design and principles of color theory. Topics include composition, color typography, illustration, concept and context, and critical thinking for artistic and commercial applications.

BUSINESS (BUSCS)

100 College Algebra. (4).
Introduction to graphic, numeric, and analytical approaches of college algebra. Application of theories, methods, and technology to model, analyze, interpret data, and solve real world problems. Covers real number system; algebraic, exponential, and logarithmic functions and their inverses; graphing for polynomial and rational functions, sequences and series; and systems and equations.

125 Business and Public Speaking. (3).
Theory and practice relevant to a variety of business and public speaking situations. Develop informational, authoritative, and persuasive presentations. Topics include active listening, audience analysis, research, style, and delivery of public presentations.

130 Business Writing. (3).
Develop approaches to effectively plan, write, and edit common business communications, including letters, reports, memos, and e-mails. Identify proper tone, grammar, style and format to meet audience needs. Create planning strategies and approaches that ensure accuracy and timeliness. Learn the use and misuse of electronic communication in a business setting.

135 Business Reporting Using Excel. (3).
Learn common business computing tasks, including the application of basic college algebra and statistical methods using Excel. Examine navigation techniques, spreadsheet and workbook formats, formulas, build-in functions, chart design, common tips and tricks, special features to simplify tasks, data filters, the Tip Function, and Chart Wizards.

136 Excel Essentials I. (2).
Learn common Microsoft Excel tasks. Topics: spreadsheet navigation and design, common functions and formulas, data interpretation and organization, application of basic business statistical methods, and tools, menus, and automated techniques.

137 Financial Literacy Essentials. (2).
Explore key financial literacy topics including consumerism, budgeting, debt, risk management, and savings strategies.
Numeric grade only.

138 Visual Persuasion. (2-4).
Introduction to the concepts of commercial graphic design in the context of visual presentations. Students will develop an understanding of the four basic principles of design (contrast, repetition, alignment, proximity) applied to visual presentations that are planned, created, and executed by individuals in any degree program, industry, or profession.
Numeric grade only.

140 Data Analytics Essentials. (2).
This introductory course in data analytics is designed for those with little or no prior experience in the analysis of data. Vital topics to today's quantitative environment will include, but not be limited to: basic finance, probability, graphing, sampling, predictive analytics, artificial intelligence, data collection ethics, and descriptive statistics.
Numeric grade only.

145 Mathematical Foundations for Business. (4).
Introduction of mathematical foundations with applications for decision making in business, economics, finance, business statistics, and operations management. Focus is on mathematical concepts, including functions and their graphs and systems of equations.

150 From Beer to Eternity. (0 – 1).
Exploration of the history of beer and the burgeoning craft beer movement. Study of beer including its history, chemistry, biology, and physics, ingredients, brewing styles, industry, brewery operations, and job opportunities in the craft brewery industry.

230 Economics for Business. (4).
Introductory study of macro- and micro-economics. Macro-economics includes coverage of the national and global economies. Microeconomics studies decision making by individual firms and consumers in regard to the allocation of scarce resources.

232 Business Statistics. (4).
Basic statistical concepts, including measuring of central tendency and dispersion, frequency distributions, probability distributions, sampling distributions, and estimations. Also covered are statistical inference, and one- and two sample hypothesis testing.

310 Supply Chain Management Principles and Practices. (3).
Survey of supply chain management, including defining the scope of service, procurement, and purchasing and material management. Business concepts include return on investment, value chain principles, contracts, legal issues, and operations management.

311 Supply Chain Management Logistics. (3).
Examine transportation and distribution concerns, including production scheduling, third-party logistics, calculating costs of services, warehousing, materiel management, analyzing value of services, staffing and supervision, and technology.

312 Supply Chain Management Procurement. (3).
Explore procurement management and contract administration, including procurement policies and procedures, supplier selection, cost analysis, contract negotiation, strategic sourcing, bidding and requests for proposals, and overall project management.

313 Supply Chain Management Practicum. (3).
Capstone experience focusing on the application of industry best practices. Topics include aligning supply chain management operations with business practices.
Prerequisites: two of the following courses: BUSCS 310, BUSCS 311 or BUSCS 312.

320 Managing Individual Performance. (3).
Explore the roles and responsibilities of supervisors and managers in developing, monitoring, and managing performance standards. Topics include motivation, goal setting, supervisory excellence, communication skills, reward systems, vision, and values.

321 Coaching and Mentoring. (1).
Survey the role coaching and mentoring play to improve performance, employee morale and customer service. Topics include identifying what makes a great coach or mentor, understanding the role and establishing ongoing mentoring and coaching relationships.

322 Leading and Managing Teams. (3).
Examine how effective teams are led and managed even when you may not have direct authority over team members. Understand hierarchies, team dynamics, managing expectations, aligning teams with organizational goals, and communication.

323 Managing and Resolving Conflict. (2).
Develop effective conflict management skills. Learn how and when conflicts arise, and identify approaches to manage conflicts with subordinates, peers, and supervisors. Know how to engender goodwill and develop win-win conflict management tactics.

324 Organizational Change Management. (2).
Identify when, how and why organizational change occurs. Create approaches to manage change by using intervention strategies, creating buy-in, communicating in a productive and positive manner, identifying the sequence of change, and managing resistance.

325 Organizational Leadership Principles and Practice. (2).
Explore organizational leadership roles: visionary, manager, director, change agent, supervisor, coach and mentor. Identify how leadership styles influence the direction of the organization. Develop an appreciation for how leaders affect daily operations.

340 Principles of Marketing. (4).
Introduction to the concept of marketing and marketing principles, with a focus on how marketing creates value for the customer. Survey the marketing mix (product, price, promotion, and place/distribution), and its application to products and services in profit and not-for-profit enterprises in a local, national, and international environment.

341 Marketing Research. (3).
Learn how to make effective marketing decisions using marketing research. Explore market research sources, data collection, analysis, surveys, research theories, and strategies. Evaluate quantitative and qualitative research with an emphasis on the value and limitations of various sources. Identify how to blend and manage marketing research sources.

342 Customer Experience Management. (3).
Develop an appreciation for the various ways customers experience products and services from brand awareness to product and service fulfillment to loyalty programs. Examine the customer and brand experience. Identify how to create a customer experience management system. Learn to deliver exceptional customer service.

343 Internet and Social Media Marketing. (3).
Explore Internet marketing, including its components, structure, and technology, as well as the application of marketing concepts to social media. Learn the strategies, tools, and tactics related to Internet marketing with special attention given to the development of messaging techniques designed for specific social media tools.

344 Integrated Marketing Communication. (3).
Survey the integration of advertising, sales promotion, public relations, direct marketing, and the marketing mix to support marketing strategy. Learn the linkages of segmentation, targeting, positioning, buyer behavior, and branding. Explore planning, budgeting, and the execution of a comprehensive, integrated marketing communication program from message development through media selection and evaluation.

345 Marketing Analytics. (3).
Learn how marketing measurement relates to business return on investment using analytics. Review top-view campaign performance, tactical management, and real-time campaign monitoring. Explore how to integrate results from multiple media and channels, including retail, sales, direct marketing, and online media. Covers use of analytics tools.

346 Search Engine Optimization. (3).
Learn how to optimize website content for the best possible search engine ranking. Examine the theory behind a Google search and other popular search engine algorithms. Demonstrate skills that can be applied to a career as a Search Engine Optimization specialist, digital marketing professional or online content developer.
Numeric grade only.
May be offered online.

349 Personal Branding. (2-4).
Examine the strategies, tools, and tactics of personal branding. Topics include: brand evaluation, brand creation, social media integration, online and offline brand management.

350 Financial Planning, Principles, and Practice. (3).
Learn how financial plans are developed. Topics include: establishing a client-planner relationship, gathering client data and determining client financial needs for investment, insurance, estate planning, and retirement benefits. Understand the roles and responsibilities of the financial planner, including professional ethics.

351 Insurance Planning and Risk Management. (3).
Develop life, health, casualty, and liability insurance planning strategies as part of a comprehensive financial plan. Topics include: assessing and managing risk, evaluating insurance products for tax and estate planning consequences, and understanding the role of insurance in retirement and businesses.

352 Investment Planning. (3).
Survey various investment vehicles available to meet financial planning goals. Topics include: evaluating risk tolerance, asset allocation strategies, security analysis, bond and security valuations, modern portfolio theory, market analysis, alternative investment instruments, and special topics.

353 Income Tax Planning. (3).
Develop an understanding of income tax planning opportunities, issues, and challenges. Topics include income tax law, compliance, calculations, accounting, tax of business entities, trust and estate tax, tax basis, depreciation, like-kind exchange consequences, property tax, alternative minimum tax (AMT), tax reduction techniques, passive activity rules, special circumstances, and deductions.

354 Employee Benefits and Retirement Planning. (3).
Learn how employee benefit plans and comprehensive retirement planning help clients meet their financial goals. Topics include: retirement needs analysis, Social Security, types of retirement plans, qualified plan rules, investment considerations, distribution rules and consequences, and employee benefit plans and options.

355 Estate Planning. (3).
Survey estate planning principles as they relate to the development of a comprehensive financial plan. Topics include: property titles and transfers, documents, including wills and trusts, gifting strategies, tax consequences and compliance, liquidating estates, charitable giving, life insurance, business transfers, fiduciaries, and special topics.

356 Financial Plan Development. (3).
Develop professional financial planning strategies, approaches, and techniques. Upon completing the course, each participant will have developed and presented a comprehensive financial plan based on various client concerns, life stages, and risk tolerances.

357 Equity Trading and Fund Risk Management. (3).
Provides a thorough study of the investment process and strategies. The focus is on hands on practice in carrying out investment plans through real-time simulation. Participants practice controlling impulsive and emotional equity trading behavior and establishing good investment habits and attitudes.

358 Options Trading and Hedging Strategies. (3).
Provides real-time simulation in practicing various options trading and hedging strategies. Directional and non-directional trading concepts, applications, and options portfolio strategies are examined. Participants study various approaches in forming hedge funds with options or embedded options.

550X Certified Associate in Project Management (CAPM®) / Project Management Professional (PMP®) Examination Review. (2.8).
BUSCS 550X (2.8 Continuing Education Units – CEUs) – Four-day exam preparation workshop for Certified Associated in Project Management (CAPM®) and Project Management Professional (PMP®) Certifications. In-depth topic reviews of the Project Management Body of Knowledge (PMBOK®), state-of-the-art courseware, and practice assessments.

600 Situational Leadership & Strategic Thinking. (1).
Explore situational leadership dynamics and your role as a visionary, manager, director, change agent, supervisor, coach and mentor. Examine strategies to become more effective in your daily work by improving your approach to operational, tactical, strategic and managerial decision-making.

610 Business Location Analytics: Foundations and Value Creation. (3).
Overview of value creation using GIS and location intelligence in various private sector industries. Using a location value chain approach, myriad roles of GIS and location analytics in sales, marketing, operations, supply chain management, risk mitigation, and R&D are discussed, with emphasis on industry trends and applications.
Numeric grades only.

611 Business Location Analytics: Problems, Insights, and Solutions. (4).
This course introduces students to hands-on applications of GIS and location analytics, using Esri's industry-leading web-GIS platform ArcGIS Online. Focus is on location analytics and decision-making for understanding customers, expanding the business, and managing risk (such as how GIS has played a visible and strategic role in addressing business disruption due to the 2020 pandemic).
Numeric grades only.

612 Business Location Analytics: Competitive Spatial Strategies. (3).
This course focuses on GIS as a driver of differentiated business strategy that informs decisions and actions from the C-suite on to managers and analysts in a coherent and consistent fashion. Spatial storytelling is a distinguishing aspect of this course.
Numeric grades only.

COMMUNICATIVE DISORDERS (CDISCS)

100 Clinical and Research Processes in Communicative Disorders. (4).
The normal processes of communication and a survey of the disorders that affect communication. The basics of evaluation and treatment, and research methods using case study methods.

204 Speech and Hearing Science (4).
Review of the acoustics of sound and the perceptual characteristics of speech. Research and laboratory techniques used in speech and hearing science.

206 Functional Anatomy/Physiology of Communication (4).
Functional anatomy and physiology of speech, swallow and language mechanisms. Emphasis on how an understanding of head and neck physiology/anatomy impacts clinical diagnosis and management of communication/ swallowing disorders.

COMPUTER SCIENCE (CSCS)

101 Introduction to Computers. (4).
Designed to make students computer literate. Non-technical introduction to computers with particular focus on microcomputers and how they work. Students are introduced to the Windows operating system, word processing, spreadsheets, graphics programs, databases, programming, and ethical issues in computer use.

102 Internet Business Associate. (1).
Learn about the tasks involved in various information technology (IT) job roles, and explore career opportunities in the IT industry. Explore Internet connection methods, Internet protocols, the Domain Name System (DNS), cloud computing, and mobile devices.

103 Network Technology Associate. (1)
The Network Technology Associate course teaches essential networking technologies and skills, including TCP/IP, stable network creation, wireless networking, mobile devices, and network troubleshooting. Students learn to use various network components, and protocols that enable users to share data quickly and easily.

104 Site Development Associate. (1).
Learn to develop websites using Hypertext Markup Language version 5 (HTML 5) and Cascading Style Sheets (CSS), including writing code manually, as well as using graphical user interface (GUI) authoring tools. Also learn how to insert images, create hyperlinks, and add tables, forms, video, and audio to web pages.

300 Fundamentals of Full Stack Web Development Boot Camp (0 or 8).
Learn the fundamentals of front-end and back-end web development, including the foundations of computer programing, using some of the latest web technologies in a fast-paced format. Topics include: HTML 5, CSS, Javascript, JQuery, Bootstrap, Command Line, JSON, MySQL, and Node.js.

ECONOMICS (ECONCS)

250 Principles of Microeconomics. (4).
Introduction to the economics theory of market, consumer, and firm behavior. Economic models are developed and applied to topics such as market performance, taxation, externalities, and public goods.

EDUCATION (EDUCCS)

115 Teaching Economics in the K–8 Classroom. (4).
Introduction to concepts of economics for teachers in the K–8 classroom. Emphasizes the Economics Strand of the California History/ Social Science standards and specific pedagogies and strategies for instruction in the classroom, including creation of specific lesson plans of economic concepts.

300 Introduction to Instructional Design. (4).
Introduction to the core components of instructional design. Learn effective methodologies and principles suitable for the online, face-to-face, and hybrid instruction.

301 Emerging Technologies And Instructional Design Tools. (4).
This course will prepare students to explore, understand, and implement contemporary technology tools used to design and develop instructional materials. This course will cover techniques and effective pedagogical principles followed when using instructional technology tools in the development of training and course materials for face-to-face, hybrid, or online delivery.
Numeric grade only.

302 Learning Theories. (4).
In order to create engaging learning experiences, instructional designers must understand theories of learning, and how these theories intermix with ubiquitous digital content and social networks. In this course students with both explore and apply learning theories from traditional behavior-based understanding to emerging theories of social engagement.
Numeric grade only.

303 E-Learning Instructional Design Concepts & Implementation. (4).
This course will provide students the technical and pedagogical knowhow to design instructional materials for both face-to-face- and e-learning environments. Students will learn to evaluate, assess, and utilize instructional design software applications. The course will include discussions on various instructional design concepts, including evaluation and employment of specific software.
Numeric grade only.
May be offered online.

331 Child Development. (0).
Cognitive, cultural, emotional, physical, social, and language development of children from birth through adolescence; various learning theories and their implications for the timing of instruction and developmental implications for teaching the whole child.
Credit/No Credit Only.

500 Fundamentals of Competency-Based Supervision. (0).
This course prepares mental health professionals in the practice of competency-based clinical supervision. They will learn to use a competency framework to enhance their professional supervision practice to foster supervisees' development. Topics include supervision best practices, relationships, multicultural issues, assessment, feedback, gatekeeping, and legal and ethical practices.
Credit/No Credit Only.
Course may be offered online.

610 Entrepreneurship and Niche Practices for Mental Health Professionals. (0).
Learn concepts and strategies of entrepreneurship in creating, developing, and enhancing a private practice in a mental health setting. Topics include identifying and capitalizing on opportunities in developing niche practices, developing business models, ethical and legal issues in establishing a practice, and setting up operations.

611 Ethics And Risk Management In The Business of Private Practice. (0).
This course introduces ethical and regulatory compliance issues that are especially salient for mental health professionals in private practice, especially those that arise in starting a practice, in practice policies, in practice administration, in billing and financial management, and in staff training and marketing. Emphasis will be on practical applications.
Credit/No Credit only.
May be offered online.

612 Practice Finances for Mental Health Professionals. (0).
Learn concepts and strategies necessary for managing finances independent practices. Topics include key terminology, exercising fiduciary responsibility, attitudes toward money and the effects on those attitudes, financial metrics, using practice dashboards, compensation systems, fee setting, and creating a financial action plan.
Credit/No Credit only.
May be offered online.

613 Practice Management For Mental Health Professionals. (0).
Learn concepts and strategies of managing a private practice as a business entity in a mental health setting. Topics include understanding a practice as a system with subsystems, identifying and acting on core values, roles of a practice owner, data-driven decision making, strategic planning, and writing a business plan.
Credit/No Credit only.
May be offered online.

614 Ethical Marketing for Mental Health Professionals in Private Practice. (0).
Learn concepts and strategies of ethical marketing for mental health professional in private practice. Topics include understanding of what constitutes ethical marketing for private practice, how to connect with referral partners and ideal clients, and marketing via person-to-person contact, print, websites, blogs and social media.
Credit/No Credit only.

672 Educational Administrative Development. (1–2).
Individualized exploration of educational administration designed to reflect administrative trends and issues in education while current and topical.

ENVIRONMENTAL STUDIES (EVSTCS)

100 Introduction to Environmental Studies. (4).
Overview of the major causes and consequences of pollution, natural resource depletion, and loss of biological diversity. The primary objective is to develop an interdisciplinary understanding of our natural environment, the human impacts that degrade it, and the measures we can take to protect and to restore environmental quality.
340 Green Business. (4).
Examines various aspects of sustainability and options available to businesses to establish green practices. Explores opportunities that businesses create, the challenges encountered, and the contributions toward protecting the environment while simultaneously sustaining a profit. The role of environmental policy, leadership, technology, and public opinion also is investigated.

GOVERNMENT (GOVTCS)

111 American National Government and Politics. (4).
Introduction to the dynamics of government and politics in the United States and analysis of major contemporary public policy problems.

306 Constitutional Law: National and State Powers. (4).
Examination of governmental powers focusing primarily upon the Supreme Court's interpretation of constitutional language contained in Articles I, II, III, VI, and Amendment X. The relationships among legislative, executive, and judicial powers, as well as the nexus between national and state powers, are extensively explored.

380/480 Government Internship (1 – 4).
Gain work experience in a career field at the explanatory or advanced level. For advanced credit, 300-level and above, you must have previous experience in the field.

HEALTHCARE ADMINISTRATION (HADCS)

301 The U.S. Healthcare System. (1).
Review structure and function of the U.S. healthcare system including issues and forces shaping its future. Topics include need and access to care, insurance programs, managed care, costs/expenditures, availability of resources, and assessment/improvement.

302 Healthcare Leadership Principles and Practice. (3).
Explore the principles of leadership, supervision, and management within the healthcare system.

303 Healthcare Quality and Performance Management. (2).
Learn to improve organizational quality, effectiveness, and performance in the areas of patient care, safety, risk management, healthcare operations, staff supervision, regulatory reporting and compliance, customer satisfaction, and business results.

304 Healthcare Information Systems and Informatics. (2).
Explore the managerial perspective on effective use of data and information technology to improve performance in healthcare organizations.

305 Healthcare Human Resources Management and Labor Relations. (3).
Review of HR management practices in healthcare organizations.

306 Healthcare Finance. (4).
Examine financial management principles and practice in healthcare services, with an emphasis on accounting, financial statements, finance and payment systems, cash flow analysis, risk management, budgeting, and capital finance.

307 Healthcare Strategy and Marketing Development. (2).
Learn the role, function, and application of strategic planning and market development in healthcare organizations. Emphasis is placed on strategic planning, product/service development, and implementation.

HISTORY (HISTCS)

102 World History Since 1450. (4).
Introduction to the themes or issues shaping world history from the European age of discovery through the end of the Cold War. Unavoidably selective, the course focuses upon the forces of modernization and change revolutionizing traditional world cultures and resulting in the interdependent, global system of today.

HUMANITIES (HUMCS)

300 Theories Of Human Nature. (3).
Analysis and comparison of a number of major theories of human nature. Not open to students who have received credit for MGTW 310.
Numeric grade only.

HUMAN RESOURCES (HRCS)

310 Human Resources Management. (4).
Study the theory and practice of the human resource personnel function in organizations, including labor relations. Current issues in human resources management will be addressed.

311 Legal Aspects of Human Resources Management. (3).
Review state and federal regulations governing human resources management including labor law, discrimination, sexual harassment, occupational safety and health (OSHA), unions, and labor relations.

312 Employee Recruitment and Selection. (3).
Explore recruitment and staffing processes, including analyzing position requirements, preparing job descriptions, recruiting candidates, selecting finalists, and orienting new employees.

313 Compensation and Benefits Administration. (3).
Explore the design, development and administration of common employee compensation and benefit programs, including pay strategies, administration of health care and retirement plans, and reward systems.

314 Performance Management. (3).
Review of best practices in measuring, analyzing and monitoring job performance.

316 Ethics in Human Resources Management. (1).
Review ethical issues and dilemmas human resources professionals face in the workplace. Explore organizational culture, the role of the human resources manager, laws and legal constraints, and rights and responsibilities of employees and employers.

317 Risk Management and Workers' Compensation Administration. (1).
Explore the identification and management of risk from a human resources perspective, including workers compensation liabilities, workplace health and safety concerns, adequate or appropriate insurance coverage, and hostile work environments.

318 Training and Development. (1).
Examine current trends and issues in workplace training and development with special attention to the design, development, and application of training programs to improve productivity, safety, and quality.

INTERNATIONAL BUSINESS (INTBCS)

470 International Area Studies (3 – 4).

MUSIC (MUSCS)

100 Experiencing Music. (4).
Exploration of sound—its sources, effects and organization—with emphasis on direct involvement through listening. Music of major styles and periods is introduced with emphasis on Western music. Students develop and become familiar with music technology.

120 Digital Audio Production. (3)
This course provides students with experience in digital editing using computers and software.

121 Intermediate Digital Audio Production Using Pro Tools. (3).
This serves as the second course in the training curriculum targeting User Certification. The 100-level coursework prepares students to operate a Pro Tools system in an independent production environment. Following completion of the User Certification coursework and certification exam, students can proceed to the 200-level courses to pursue Operator Certification.

130 Introduction to Jazz History. (4)
History of jazz, including its origins, the musical characteristics of major styles, and the leadership during key periods. Emphasis on developing critical listening skills, the contributions of specific cultures and individuals, and understanding commercial, technological, political, and social influences on the evolution of styles.

NONPROFIT OPERATIONS (NPCS)

201 Nonprofit Operations and Personnel Management (4)
Build effective operational and personnel management approaches to improve organizational effectiveness and ensure regulatory compliance. Topics include operational excellence, personnel management, supervision, coaching, and performance management, policies and procedures, and legal aspects of nonprofit management. Case studies are discussed.

PROJECT MANAGEMENT (PMCS)

301 Project Management Principles and Practices. (3).
Overview of project management processes and principles used in planning and monitoring project activities from inception through closure.

302 Project Leadership, Teambuilding, and Communications. (3).
Learn essential qualitative areas necessary for effective project management, including leadership, personnel and team management, communication, and strategic planning.

303 Project Quality and Risk Management. (3).
Examine the principles and practices associated with project quality assurance and risk management including quality assurance and risk management strategies, executing an effective quality assurance plan, and monitoring and controlling quality and risks. Project management best practices and standards are explored using the Project Management Body of Knowledge (PMBOK).

304 Project Planning, Procurement, and Cost Management. (3).
Learn the essential project management tools and techniques involved in planning and scheduling projects, procuring supplies and services, and managing project costs. Topics include collecting project requirements; developing scope of work procedures and documentation using work breakdown structures; conducting source selections; estimating and controlling costs; and closing out project activities.

305 Project Management Practicum. (3).
Capstone experience to the project management certificate. A practical and applied approach for review and reinforcement of previously learned project management skills, strategies, and techniques.

600 Project Management & Process Improvement. (1).
Develop a systems-based approach to project management and process improvement. Understand how PM tools may be utilized to plan, schedule, budget and deliver excellent projects. Identify how to improve processes within the areas you manage and supervise. Topics include project management principles and continuous process improvement.

PSYCHOLOGY (PSYCCS)

100 Introduction to Psychology. (4).
Survey of classic and contemporary theory and research in human and animal behavior. Topics include the bio-psychological bases of behavior, learning, cognition, motivation, developmental and social processes, and psychological disorders and their treatment.

RELIGION (RELCS)

100 Introduction to Religious Studies. (4).
This class examines what religion is, the many ways scholars have sought to understand and study it, and the various methodological approaches they have chosen.

125 Introduction to World Religions. (4).
By studying major religious traditions of the world, students will consider how religious traditions guide the way people live their lives in an ever-increasingly diverse and religiously pluralistic world. Investigations will include both historical studies and the writings of religious traditions.

131 Religion in America. (4).
Exploration of religion in America from the pre-colonial era to the present. Emphases will vary, drawing from a variety of religious communities (including Puritan, Native American, Muslim, Buddhist, African American, Hindu, Evangelical, Catholic, and Neo-Pagan) and issues (such as civil rights, "cults", church/state, gender, race, and ethnicity).

189 Religion and Popular Culture. (4)
This course analyzes the inter-connectedness of religion and popular culture and what it can tell us about the nature of religion in America.

SCIENCE (SCIBCS)

150 Current Issues in Science & Technology. (3).
Examination of some of the most important technological developments of this century and their impact upon human lives. Examination of the complex relationship among humans, the environment, and technology. Not open to students who have received credit for LSNS 150.

201 Natural Sciences Through Living Laboratories. (3).
Exploration of the principles and methodology of astronomy, marine biology, natural history, and ecology to understand the natural environment. Students will utilize campus-based facilities and field sites throughout Southern California as laboratories. Not open to students who have received credit for LSNS-201.

SOCIOLOGY (SOCS)

100 Introduction to Sociology. (4).
Explore the patterns and processes of social life by examining individual actors, informal groups, formal organizations, social inequalities, and social institutions. Become familiar with how social scientists approach research topics, analyze specific research pieces, and think critically about the world around them.
Numeric grade only.
May be offered online.

SPANISH (SPANCS)

101 First-Year Spanish. (4).
Pronunciation, conversation, essentials of grammar and composition, and reading of elementary texts. Practice and drills focus on four basic skills: reading, writing, speaking, and listening. Periodic lectures on Hispanic culture.

WRITING (WRITCS)

90 College Reading and Writing. (4).
Instruction and practice in critical reading and response. Students distinguish between constructing meaning and collecting information; analyze claims, perspectives, and inferences; and compose shorter arguments based on textual evidence. Composing, revising and editing strategies provided with basic methods of reference.

100 Introduction to Academic Writing. (4).
Instruction and practice in composing analytical, source-based arguments. Critical reading and discussion are modeled after scholarly inquiry. Students develop several multi-draft, documented writing projects. Structural and stylistic revision strategies supplement attention to genre to build rhetorical awareness and adaptive strategies for writing.

APPLIED WISDOM INSTITUTE—RACIAL JUSTICE (RJWI)

300 Anti-Racism: Introduction to Racism and White Supremacy. (0-2).
This course will give students the opportunity to develop and strengthen skills in learning and discussing the history of racism in America, how it presents in America today, and practical steps towards decriminalizing Blackness, and becoming an Antiracist country. Learners can use this course to devise methods to critically understand racism, effectively attack it, and undermine violence and complacency within racist structures.

APPLIED WISDOM INSTITUTE— LGBTQ LEADERSHIP (LEADWI)

400 Intersectional Diversity: Facing Racism, Sexism, & Homophobia. (0-1).
This seminar addresses the individual's experience- their socio-cultural contexts, biases, and causes/effects of discrimination and oppression. The case is made for action-oriented, ethical and inclusive leadership for diverse communities that uncovers common roots and builds from and works with instead of solving for.

401 Trans-affirming: Gender Identity & Expression. (0-1).
This seminar explores the historic influence of patriarchy, the contributions of science and medicine to the understanding of gender, and the targeting of transgender people with policies and laws. Participants will analyze social organizing forces in gender and sexuality, repercussions of historical and contemporary action, to develop trans-affirming leadership competencies.

402 Creating Safe Spaces. (0-1).
Participants will gain insights and competencies to effectively manage the first task of any LGBTQ/LGBTQ-allied organization- the creation of safe space. Safe spaces include physical, social, emotional, spiritual and legal. Seminar topics address language; community-based boundary creation; respect of beliefs, values, and spiritual backgrounds; and legal parameters.

403 Community Based Activism & Social Change. (0-1).
Participants gain an integrated perspective on the process of community-based activism and leading change specific to LGBTQ matters. Emphasis is placed on engaging stakeholders, increasing buy-in, accelerating collaboration, organizing and mobilizing resources, and networking for global change. Competencies for bottom-up leadership for grassroots, social-change, and/or community-based activism organizations will be acquired.

404 Fundraising & Nonprofit Development. (0-1).
This seminar emphasizes how participants can strengthen and contribute to the mission of an organization by critical analysis of the ties between organizational growth and health to fundraising, communications, and the relationships between internal stakeholders. Participants will gain competencies in the fundamentals of communications, fundraising, programming, and growth management.

405 Structures of Acceptance: Family & Community. (0-1).
Focus will be on developing comprehensive understanding of the impact of family acceptance and family rejection upon LGBTQ youth and adults; this includes analysis of the impact on physical and mental health. Participants will gain competencies in developing best practice strategies to strengthen organizations that support LGBTQ persons and families.

406 Building Bridges: Religion & Spirituality. (0-1).
Examine spirituality and religion as the sense of connection to something larger; as resources to enable activists to maintain perspective, to combat fatigue and sustain hope in the midst of work; and recognize their roles and their impact as a bridge and/or barrier when doing equality work.

407 Human Rights & Global Advocacy. (0-1).
Focus on the global perspective of LGBTQ rights as human rights and as a foundation for equality. Topics include the UN's work in 70+ countries where being LGBTQ+ is illegal; doing advocacy that recognizes the effects of growing global migration; and leading with frameworks that are rooted locally, reaching globally.

408 Internship. (0-1).
Internships are completed with a partner organization or one approved by the course coordinator. Internships are 4 - 6 weeks in length, for a minimum of 30 total hours.

APPLIED WISDOM INSTITUTE – MENTAL HEALTH AND SPIRITUALITY (URAWI)

501X Spirituality in Mental Health. (0-2).
Learn concepts and strategies for understanding and integrating spirituality in mental health services for mental health professionals, clinical chaplains, community leaders, and others. Topics include understanding of cultural frameworks, multi-faith and interfaith frameworks, implicit biases, and working with instead of solving for diverse communities.

502X Paradigms of Healing and Wholeness. (0-2).
Explores a range of paradigms for human healing and wholeness, inspired by diverse spiritual traditions (e.g., Christian, Hindu, Jewish, Buddhist, Native American, Sufi) and clinical frameworks (e.g., meaning based therapy, Jungian depth psychology, inner cultivation of compassion and mindfulness). Emphasis is on experiential application of concepts and practice.

503X Integrating Spirituality in Clinical Practice. (0-2).
Students learn to utilize spirituality informed strategies and techniques to assess spiritual distress, guide treatment planning, implement appropriate evidenced based interventions and evaluate therapeutic outcomes. Course is Practitioner focused and designed to develop clinical skills integrating spiritual issues in therapy.

504X Bi-Polar Faith. (0-2).
Learn concepts and strategies for providing spiritual care, mental health guidance, and culturally sensitive training for groups that seek to provide access to care. Topics include intertwining of familial, social, and spiritual issues; living with Bi-Polar disorder; finding, providing, and/or receiving resources; collaboration, and community; and forgiveness vs. reconciliation post-trauma.

505X Spirituality in Bereavement. (0-2).
Gain academic training to supplement the practical experience of providing clinical, palliative, and hospice care to those who are dying and those who survive the dying, shifting from best intention to best practices. Topics include types of grief, possible psychological and spiritual complications in grieving, and rituals in grieving.

506X Spiritual Journeys in Chronic Illness. (0).
Learn, practice, and develop best practices for palliative caregivers, medical practitioners, interfaith chaplains, and more in dealing with issues of chronic illness, spirituality, and survival. Topics include understanding how age, degrees of function, and grief interplay in well-being.