ABRAHAM LINCOLN UNIVERSITY
Since 1996

University Catalog

Associate, Bachelor's, Master's and Doctorate Degrees
Diploma and Certificate Programs

January 2017-December 2017

Changing Tomorrows
One Student at a Time

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www.alu.edu

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Abraham Lincoln University 2017 Catalog (Cat v4.3 1204)

Reservation of Rights:
Abraham Lincoln University reserves the right to make changes to provisions of this catalog, and its rules and procedures at any time, with or without notice, subject to licensing requirements. This catalog is neither a contract nor an offer to contract but merely a general outline of the programs currently offered by the university.

Abraham Lincoln University reserves the right to make changes at any time, with or without notice and in its sole and absolute discretion, to course structure and lecture delivery format, including the length and method of lecture delivery currently used at the university. To ensure that students are presented with a progressive and challenging curriculum, Abraham Lincoln University also reserves the right to change graduation requirements and to revise or delete courses as deemed necessary.

Supplemental Information as of December 4, 2017

Since this catalog's original 2017 publication, Abraham Lincoln University has made the following changes to its **January 2017 – December 2017 catalog**:

Date Changed Published	Catalog Version #	Page(s) on Which Change Appears	Change/Update
1/23/2017	Cat v4.1 0123	11, 16, 61-62, 66-67	Provided further clarification Coaching and Power Generation Management Certificates are graduate-level certificate programs
10/26/2017	Cat v4.2 1026	12	University Staff
10/26/2017	Cat v4.2 1026	18	New Certificate Programs Offered
10/26/2017	Cat v4.2 1026	24	Tuition – New Certificate Programs; DBA
10/26/2017	Cat v4.2 1026	25	Eliminating Leave of Absence Fee
10/26/2017	Cat v4.2 1026	26	Estimated Textbook Costs (Certificate programs)
10/26/2017	Cat v4.2 1026	27-29	Institutional Payment Plan
10/26/2017	Cat v4.2 1026	32	Online Students Outside California
10/26/2017	Cat v4.2 1026	33, 34	Academic Calendar; Certificate Programs
10/26/2017	Cat v4.2 1026	35-36	Updated SAP and Dismissal Policy
10/26/2017	Cat v4.2 1026	39	Proctored Examinations
10/26/2017	Cat v4.2 1026	39-40	Graduation Requirements
10/26/2017	Cat v4.2 1026	40-44	Faculty
10/26/2017	Cat v4.2 1026	47	Change of Address; Transfer Credit Evaluation (Certificate programs)
10/26/2017	Cat v4.2 1026	48	Academic Course Credit – minimum course grade (graduate programs)
10/26/2017	Cat v4.2 1026	50	Leave of Absence (Verbal Approvals)
10/26/2017	Cat v4.2 1026	67-86	New Certificate Programs – Program Descriptions, Objectives, Courses
10/26/2017	Cat v4.2 1026	113, 115,117, 119, 121, 123, 138, 154, 170, 199	Graduate Capstone Course # change from 799 to 699
12/4/2017	Cat v4.3 1204	18, 65, 72	Changed Financial Accounting Certificate program name to Accounting Certificate
12/4/2017	Cat v4.3 1204	18, 65, 76	Changed Business and Accounting Certificate program name to Business Administration Certificate
12/4/2017	Cat v4.3 1204	73	Increased Legal Assistant Certificate program credits from 18 to 24 credit hours
12/4/2017	Cat v4.3 1204	Multiple	New Course Identifiers (no change in course names): NPS100 *changes* to BIO100; NPS195 to SCI195; NPS210 to CHEM210; NPS295 to SCI295; SBS105 to PSY110; SBS110 to SOC110; SBS205 to PSY305; SBS208 to ECON205; SBS210 to ECON310; SBS305 to PSY315; SBS311 to ECON315; SBS340 to RES340; SBS350 to ANTH350; SBS360 to POLI110; SBS365 to POLI365; SBS490 to ECON490

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1. About Abraham Lincoln University

President's Welcome

On behalf of the faculty and staff, it is a pleasure to welcome you to Abraham Lincoln University (ALU). The university, one of California's and the nation's pioneering online law schools, has been a prominent fixture in Los Angeles since 1996.

With the School of Law and Juris Doctor degree as the flagship, the university's expanded distance education programs focus on legal learning at many levels. Programs include certificate, diploma, associate, bachelor's and master's degrees in paralegal studies, legal studies, criminal justice, business administration, information technology and general studies. Additionally, the university offers an online doctorate degree in business administration.

This University Catalog contains information for the diploma, associate, bachelor's, master's and doctorate programs. Detailed information about the Juris Doctor degree program may be found separately in the School of Law catalog at www.alu.edu.

The undergraduate degree programs build an academic bridge for students who may not have the required bachelor's degree for entry into the law school. Paralegal, criminal justice and legal studies programs provide course content that eases a student's transition into the demanding law school curriculum. Graduate degrees in criminal justice, business and information technology create a path for students who may not be interested in studying law or want to add specific knowledge to go along with their law degree.

The primary university mission is to provide an academic environment that leads to graduates who are prepared to make an impact in their field of study. This mission is partially accomplished by providing students with the ease of online access to faculty and courses. This student-centered focus is the foundation of ALU's commitment to provide students with the highest level of personal academic support.

ALU's commitment to personal service is genuine. Please don't hesitate to contact me, our Director of University Programs and admissions staff personally by phone or email to learn more about ALU. We are here to provide you with the academic structure and student services to lead you to your goal of earning your degree.

Sincerely,
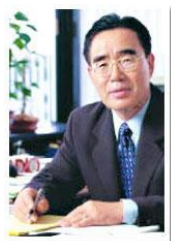
Hyung J. Park
President and CEO

History

In 1996, Hyung J. Park, a practicing attorney and CPA, had a vision. He believed that there could be a law school where students could take their entire curriculum online, utilizing the flexibility and the emerging power of the Internet. That vision became reality when Abraham Lincoln University School of Law was founded as one of California's and the nation's first online law schools.

ALU provides adult students with a focused and practical education. The university extensively utilizes Internet technology to deliver online course content and academic support to enhance the student's learning experience.

ALU courses can be accessed from a computer with Internet access from anywhere in the world. The university is literally an institution without national borders or travel barriers. We offer the combination of scheduling convenience and technical expediency to complement job market oriented academic programs and personalized student service and support.

The original vision of harnessing the effectiveness and convenience of distance education remains focused on adult students who strive to earn a college degree. Adding complementary undergraduate and graduate degree programs allows ALU to serve a wider student population. ALU will continue the law school tradition of academically rigorous courses and programs while, at the same time, providing individualized support at all degree levels in a true student-centered learning environment.

Mission, Objectives and Values

The institutional mission of Abraham Lincoln University is to be a respected international provider of quality certificate, undergraduate and graduate degree programs primarily in law, business, technology and arts and sciences. The mission is achieved through online distance education curricula, academic support and student services that are designed to provide lifelong learning opportunities for students who may be underserved by traditional educational institutions.

ALU's institutional objectives are aligned with the university mission and include:
- Conducting academic and business operations in an open, collaborative and ethical manner.
- Facilitating accessibility and affordability for a diverse and non-traditional student body.
- Incorporating quality into educational activities and support services that meet or exceed standards set by accrediting and regulatory bodies.
- Embedding a practitioner's perspective into the curriculum with a focus on skills, knowledge and abilities needed for entry or progression in occupations or fields of study.
- Offering a dynamic, technology-based distance education environment that expands access to postsecondary education and engages students in a rich, multi-media learning experience.
- Developing competence in communication, critical thinking, collaboration and information utilization to enhance opportunities for sustained career success.
- Providing clear learning outcomes, timely feedback and assessment to promote student course content mastery.
- Engaging in a constant process of continuous improvement through policy and course and program outcomes assessment to promote student mastery of program and course objectives, retention and graduation.

Governance and Ownership

Board of Directors

Hyung Joo Park, JD, MBA and CPA, President and CEO

Soon Hee Park, JD, Secretary and Treasurer

Roy Winter, MBA, External Member

Ownership

Hyung Joo Park, JD, MBA and CPA, President and CEO

Soon Hee Park, JD, Secretary and Treasurer

Advisory Council

George Ackerman, Ph.D, J.D, MBA

Mary Caruso, J.D, Attorney

Seongyeob Choi, Ph.D

Chris Figueroa, Doctor of Public Administration

Ryann Jorban, J.D., Attorney

Norfina Joves, MA

Jonathan Kramer, J.D.

Brian Kim, Founder and CEO, Turbo Air, Inc

Doris Lee, MA

Susan E. Lomeli, Doctor of Public Administration

Thomas Pattenaude, President, Colgate Capital

Alicia Paynter, MFA

Thomas L. Reynolds, J.D, MSCJ

Brian Schofield, Sony Pictures Executive Director of Security Operations

Michelle Tabb, US Attorney's Office Paralegal Specialist

Carolyn Torres, J.D

Val Vera, MS; Elected President, California Advisory Council on Military Education

Dr. Tommy Lee White, Ph.D, FPPR, FICCP, FICPPM

Annette Wiley, J.D.

Roy Winter, MBA

Greg Yacoubian, J.D.

University Staff

Administration

Hyung J. Park, MBA, CPA, & JD, President and CEO

Robert Abel Jr., Ph.D. Chief Academic Officer

Joshua Sung, JD, Chief Financial Officer

Jessica Park, JD, Vice President/Chief Information Officer and Dean, School of Law

Vivek Sharma, M.D., Director of Operations

Lisa Ingoldsby, Director of Compliance and Financial Aid

Academics and Student Affairs

Elizabeth Gomez, Registrar

Lidby Lopez, Student Services Coordinator

Andrew Cho, JD, Academic Program Coordinator

Scott Mensch, Ph.D., Program Chair, Business & Information Technology

Tonya Nagle, Ph.D., Program Chair, General Studies

Admissions and Marketing

Daniel Jung, Director of Admissions & Marketing and Law School Advisor

Isaac Hanson, Assistant Director of Admissions

Technology

Michael Yap, Director of Technology

Qian Chen, IT Support Technician/Junior Web Developer

Lacey Madison, IT Support/Junior Web Developer

Edwin Ruiz, IT Support Technician

Contact Us

Looking out from the 14th floor of the Wilshire Metroplex campus in Los Angeles, Abraham Lincoln University faculty and staff are greeted with a panoramic view of the Hollywood Hills. Prominently perched near the top of Mount Lee is the *Hollywood Sign*, a local landmark since 1923.

The campus address is just a few miles from Hollywood at:
3530 Wilshire Blvd., Suite 1430
Los Angeles, CA 90010
213.252.5100 Local
www.alu.edu
admissions@alu.edu

Campus Hours

(Pacific Standard/Daylight Time)

Monday through Thursday
● 10:00 A.M. to 7:00 P.M.
Saturday
● 8:30 A.M. to 2:30 P.M.

ALU is closed on Fridays and Sundays.

Holiday Schedule – 2017
● New Year's Day   January 1 (Sunday)
● Memorial Day   May 29 (Monday)
● Independence Day   July 4 (Tuesday)
● Labor Day   September 4 (Monday)
● Thanksgiving Day   November 23 (Thursday)
● *Christmas Eve   December 24 (Sunday)
● Christmas Day   December 25 (Monday)
● *New Year's Eve   December 31 (Sunday)

*ALU is closed on holidays listed above, except for Christmas Eve and New Year's Eve when those holidays are on business days. When Christmas Eve and New Year's Eve fall on business days (Monday – Thursday), the administrative office closes at 2:00 PM PST. When Christmas Eve and New Year's Eve fall on business (Saturday), the administrative office closes at 12:30 PM PST.

Student Course Access

To enable maximum student accessibility, the online classroom, known as the Student Learning Center (SLC), is typically available 24 hours a day, seven (7) days a week, including holidays. Down time for maintenance and software updates is kept to a minimum. Due to the accessibility of online systems, faculty members are generally available to students continuously through e-mail, chat and discussion board postings.

2. Accreditation, Regulation, Approvals, Affiliations & Memberships

Distance Education Accrediting Commission

Abraham Lincoln University is accredited by the Distance Education Accrediting Commission (www.deac.org). The Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

The Accrediting Commission is a charter member of the Council for Higher Education Accreditation (CHEA), the leading non-governmental recognition for accrediting associations. A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100

California Bureau for Private Postsecondary Education (BPPE)

The programs, with the exception of the Juris Doctor degree program, offered by Abraham Lincoln University, a private institution, have been approved to operate by the California Bureau for Private Postsecondary Education (BPPE), and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the BPPE endorses programs, or that the BPPE approval means the institution exceeds minimum standards. Abraham Lincoln University's approval to operate by BPPE is by means of accreditation. The Juris Doctor degree program offered by Abraham Lincoln University is considered exempt by BPPE and is instead under the jurisdiction of the Committee of Bar Examiners of the State Bar of California (CBE).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site address: www.bppe.ca.gov
Phone: (916) 431-6959 or (888) 370-7589 (toll free)
Fax: (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov..

Other Approvals, Affiliations & Memberships

Council for Higher Education Accreditation (CHEA)
ALU is a recognized CHEA member institution. CHEA is comprised of an association of 3,000 degree-granting colleges and universities and serves as a national voice for voluntary accreditation and quality assurance to the U.S. Congress and U.S. Department of Education.

DoD Armed Forces Tuition Assistance (TA)
ALU is a qualified school for the Department of Defense's Armed Forces Tuition Assistance (TA). Armed Forces TA is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard, which may pay up to 100% of tuition.

GoArmyEd
ALU's diploma and degree programs are listed by GoArmyEd, the virtual gateway from the Army Continuing Education System (ACES). GoArmyEd is used by soldiers to pursue postsecondary educational goals, Army Education Counselors to provide educational guidance, and schools to deliver degree and course offerings as well as soldier progress.

Los Angeles County Sheriff's Department
ALU works together with the Los Angeles County Sheriff's Department to provide educational opportunities to law enforcement personnel. The LA County Sheriff's Department offers an unparalleled variety of work assignments and schedules including training and educational incentives.

Los Angeles Paralegal Association (LAPA)
ALU is endorsed by the Los Angeles Paralegal Association, a California non-profit corporation providing networking opportunities, continuing legal educational programs, and pro bono activities for paralegals and other members of the legal community. LAPA maintains a mutually beneficial working relationship with local and state bar associations, educational institutions, and businesses serving the legal community.

Military-Friendly Recognition (MAE)
ALU has been named a military-friendly school by Military Advanced Education Magazine, the leading publication rating institutions of higher education in terms of the benefits schools provide to active-duty military, veterans, and military spouses.

Military Spouse Career Advancement Accounts (MyCAA)
ALU meets Department of Defense (DoD) eligibility requirements for participating in MyCAA. The MyCAA (Military Spouse Career Advancement Accounts) program provides up to $4,000 over two years of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

National Association of Legal Assistants (NALA)
ALU has complied with the qualifications and requirements for membership in NALA and is a qualified member. The university has agreed to be bound by the NALA Code of Ethics & Professional Responsibility.

Peace Officers Research Association of California (PORAC)
ALU is endorsed by PORAC, a leading organization conducting research, providing education and training, and defining and enhancing standards for professionalism among California peace officers.

Veterans Education Benefits and GI Bill®
ALU is approved as an institution of higher learning through the California State Approving Agency for Veterans Education (CSAAVE) to train eligible veterans and to certify students for payment of VA Educational Assistance Benefits (GI Bill®) through the U.S. Department of Veterans Affairs.

Western Association of Veteran Education Specialists (WAVES)
ALU is an institutional member. WAVES is an association that serves the needs and interests of veterans, faculties and administrators in member institutions, which consist of educational institutions of higher learning and those offering non-college degree programs engaged in the administration of veterans education benefits within the geographic areas served by the Muskogee Regional Processing Office.

3. Admission Requirements and Processing

The university policies and procedures are aligned with the needs of adult students who typically enroll in online programs. Many students will have accumulated transfer credit from previously completed college courses, credit by examination, military training or professional course work. The shared goal is to maximize the number of transfer credits into ALU programs that are allowable by the DEAC Accrediting Commission to ensure that the student is not paying multiple times for comparable credits previously earned.

High School Diploma or Equivalent Requirement

A student accepted for admission into a college-level degree program must possess a high school diploma, GED certificate or equivalent. Students enrolling into a master's or Juris Doctor program must have earned a bachelor's degree. Students enrolling into a doctorate program must have earned a master's degree.

International or homeschooled applicants must provide an authenticated program completion document issued by a governmental authority or school supervisor. The document(s) will be reviewed by the schools Chief Academic Officer and must attest to the successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate.

Students should provide one of the following official documents as proof of high school graduation:

1. Official or Unofficial high school transcript or copy of diploma.
2. Official transcript from an accredited college or university indicating that the applicant fulfilled the requirements for graduation from an accredited high school.
3. Official General Educational Development (GED) certificate or other approved high school equivalency certificates
4. Military service members and veterans may provide:
   - DD Form 1966 - Record of Military Processing.
   - DD Form 214 - Certificate of Release or Discharge from Active Duty.
   - Military Branch records that document high school graduation or equivalent.

Certificate, Diploma and Degree Programs Offered

Abraham Lincoln University enrolls students into certificate, diploma, associate, bachelor's, master's and doctorate degree programs. In addition, the ALU School of Law offers the Juris Doctor (J.D.) degree.

Program areas of study include:

Undergraduate Certificate Programs	
Program	**Standard Occupational Classification (SOC) Code**
A+	15-1151, 15-1152
Network+	15-1121, 15-1122, 15-1143, 15-1152
Security+	15-1151, 15-1152
Homeland Security	11-9161, 11-9199, 33-1012
Accounting	11-3031, 13-2011, 13-2031, 13-2051
Legal Assistant	23-2011, 23-2093, 23-2099
Certificate in Communications and Writing	25-1123, 25-2031, 25-1123, 25-1199, 27-3041, 27-3042, 27-3043
Marketing	11-1011, 11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Business Administration	11-3031, 13-2011, 13-2051
Management	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Investigation	25-1111, 33-3021, 33-3051

Graduate Certificate Programs	
Program	**SOC Code**
Coaching	13-1071, 25-1011
Power Generation Management	19-3011, 19-3022, 25-1063
Real Estate Law	11-9141, 13-2021, 41-9021, 41-9022
Human Resource Law	11-3111, 11-3121, 11-3131, 13-1071, 13-1075, 13-1141, 13-1151, 25-1011
Business Law	11-3011, 11-3061, 13-1011, 25-1011
Management	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Advanced Leadership (Post-doctoral)	25-1011
Advanced Leadership (Post-doctoral)	11-1011, 11-1021, 15-2031, 25-1011

Diploma Programs	
Program	**SOC Code**
Criminal Justice - DCJ	11-9199, 25-1111, 33-1012
Paralegal Studies - DPS	23-2011, 23-2093, 23-2099

Associate Degree Programs	
Program	**SOC Code**
Business Administration - AS	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - AS	11-9199, 25-1111, 33-1012
General Studies - AA	25-1199
Information Technology - AS	11-3021, 15-1111, 15-1121, 15-1122, 15-1132, 15-1133, 15-1143
Paralegal Studies – AS	23-2011, 23-2093, 23-2099

Bachelor's Degree Programs	
Program	**SOC Code**
Business Administration - BS	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - BS	11-9199, 25-1111, 33-1012
General Studies - BA	25-1199
Legal Studies - BS	25-1112

Graduate and Doctoral Degree Programs	
Program	**SOC Code**
Business Administration - MBA	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - MS	11-9199, 25-1111, 33-1012
Information Technology - MS	11-3021, 15-1111, 15-1121, 15-1122, 15-1132, 15-1133, 15-1143
Law - MS	No Match
Business Administration - DBA	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Juris Doctor[1] - JD	23-1011, 23-1012, 23-1022, 23-1112

Advantages of Earning a Degree

Students enrolling in Abraham Lincoln University benefit by gaining skills and knowledge in their chosen field. They earn a degree, diploma or certificate that carries national accreditation. Students acquire skills and learn to solve problems even as they come to better understand their own lives and communities. Many students benefit through the educational courses here at ALU by gaining intellectual tools and preparation for their future careers. They are equipped for a lifetime of learning.

Students are guided through the courses by direct contact with the faculty members, with assistance from their Academic Progress Advisers, students proceed from course to courses in a steady organized manner. This approach enables educational objectives to be achieved in a logical, consistent manner. Students demonstrate mastery of the course material by completing assignments, quizzes, final exams, and term papers. Students post to course discussions boards to both demonstrate their understanding and to learn from their peers.

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[1] Please see separate School of Law Catalog for Juris Doctor (J.D.) degree policy details.

Application and Enrollment Process

The application process is simplified to reduce processing time. Prospective ALU students complete an online application that can be accessed from the website, **www.alu.edu**. Applicants indicate whether they will pursue a certificate, diploma program, associate, bachelor's, master's or doctorate degree and choose an academic program including Business Administration, Criminal Justice, General Studies, Paralegal Studies, Legal Studies and Information Technology.

Enrollment Process

Soon after the application has been received by the Admissions Department, the prospective student is contacted by an admissions representative to inform the applicant about ALU's available programs and assist throughout the enrollment process. Essential documents, including transcripts for credit transfer, enrollment agreement, military service forms, and payment method, are collected by the admissions representative by e-mail and mail.

Transfer Credit Evaluation

As soon as the prospective student and the admissions representative have completed the application requirements, the information is sent to the Registrar for transfer credit evaluation. An unofficial transcript, which may be sent from the applicant to ALU, is accepted to expedite the credit evaluation. An official transcript, which must be sent to ALU directly from the institution or military branch where the credit was earned, or sent by student as long as the official transcript is sealed from the originating institution, must be submitted before the end of the first semester. An assessment is generated listing all course work that is transferable. The assessment is used to generate the individual degree plan (IDP).

Individual Degree Plan

After the transcripts are evaluated, transfer credit is applied to the selected program. An individual degree plan showing the transferred credit, along with remaining courses required to graduate, is created and sent to the applicant. The admissions representative contacts the prospective student at this point and answers any questions related to the degree plan or the enrollment process. For students using the GI Bill®, the VA is notified prior to enrollment. VA notification occurs for first time enrollment and for all additional course re-enrollments.

Completing the Enrollment Process

Once the individual degree plan is approved and all required documents are submitted, the enrollment process is completed, and the applicant officially becomes a student. First time ALU students will automatically be enrolled in the online orientation course (ORT100). The orientation gives students the opportunity to become comfortable with the university's online student learning center platform and helps them successfully complete their course work. Students may begin the online orientation course shortly after their enrollment is confirmed.

Applicants with International Degrees and Credentials

ALU encourages applications from students around the world. No English language services, however, are offered. No I-20 student visa services are provided since ALU is a distance learning institution and requires no resident or physical classroom attendance.

Qualifications of applicants who speak English as a second language or who have earned credits or degrees in a country other than the U.S. are required to provide additional documentation during the application and enrollment process.

- **Submitting Academic Documentation**

  Students are required to have official copies of transcripts from secondary schools and colleges and universities that they have attended sent directly to ALU. Transcripts in languages other than English must be accompanied by a certified translation.

  Foreign Transcript Evaluation: Transcripts for comparable university-level courses completed in a country other than the United States must be evaluated by an outside credential evaluation company before they are submitted to ALU. The National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services.

- **Verifying English Proficiency**

  International applicants whose native language is not English and have not completed their studies at an accredited U.S. college or university must submit evidence of English proficiency through one of the following sources:

  o Test of English as a Foreign Language (TOEFL) with a minimum score (undergraduate) of 500 for paper based, or 61 for iBT - Internet based.
  o Test of English as a Foreign Language (TOEFL) with a minimum score (master's degree) of 530 for paper based, or 71 for iBT - Internet based.
  o International English Language Test (IELTS) exam with a minimum score (undergraduate) of 6.0 and (graduate) of 6.5.
  o A minimum grade of Pre-1 on the Eiken English Proficiency Examination.
  o A transcript verifying completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited college or university where the language of instruction was English; "B" or higher for master's degree.
  o International students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or university are not required to submit TOEFL or IELTS scores.

Undergraduate Degree, Diploma or Certificate Program Requirements

Students applying for admission to an undergraduate degree, diploma or certificate program at Abraham Lincoln University (ALU) must submit the following items:
- **An application form and submit an application fee.** All applicants must pay a non-refundable application fee of $50.00 by a credit card, debit card, or usage of a PayPal account in order for applications to be processed, except for active-duty military and veteran prospects who qualify for an application fee waiver.
- Proof of High School Graduation or its equivalent.

- All students are required to submit documentation of a current government issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- **Obtain and send transcripts for additional transfer credits** to be evaluated for possible transfer to an ALU program. Unofficial transcripts will be accepted to expedite transfer credit evaluation. Students who are admitted to the university *must* submit official transcripts no later than 30 days from the start of the course.
- Credit evaluation fee to have previously earned credit evaluated for possible transfer toward an ALU degree program. This fee will be waived for students all U.S. military and veteran students.
- Students applying for Veterans Affairs (VA) Educational benefits must provide:
    o DD214 Form;
    o Official transcripts from *all* previously attended institutions. If unable to obtain official transcripts, please contact the admissions office;
    o VA students admitted to the University must submit Certificate of Eligibility (COE or NOBE) before the start of the course.
- Once all admissions and enrollment action items are complete, students are enrolled into an online orientation course (ORT100) and are provided access to the Learning Center.

Graduate Degree Program Requirements (Master's Level)

Students applying for admission to a graduate degree program (master's level), including graduate-level certificate programs, at Abraham Lincoln University must submit the following items:
- An application form and submit an application fee. All applicants must pay a non-refundable application fee of $50.00 by a credit card, debit card, or usage of a PayPal account for applications to be processed, except for active-duty military and veteran prospects who qualify for an application fee waiver.
- Evidence of a bachelor's degree in the form of an official transcript from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university.
- All students are required to submit documentation of a current government issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts of previous baccalaureate and post-baccalaureate study must be sent directly to Abraham Lincoln University by the granting institution(s). Unofficial transcripts will be accepted to expedite transfer credit evaluation. Students who are admitted to the university *must* submit official transcripts no later than 30 days from the start of the course.
- Credit evaluation fee to have previously earned credit evaluated for possible transfer toward an ALU degree program. This fee will be waived for all U.S. military and veteran students.
- Students applying for Veterans Affairs (VA) Educational benefits must provide:
    o DD214 Form;
    o Official transcripts from *all* previously attended institutions. If unable to obtain official transcripts, please contact the admissions office;
    o VA students admitted to the University must submit Certificate of Eligibility (COE or NOBE) before the start of the course.

- Once all admissions and enrollment action items are complete, students are enrolled into an online orientation course (ORT100) and are provided access to the Learning Center.

Doctorate Degree Program Requirements (Excluding Juris Doctor)

Students applying for admission to a doctorate degree program (except for the J.D degree program[2]), including post-graduate certificate programs, at Abraham Lincoln University must submit the following items:
- An application form and submit an application fee. All applicants must pay a non-refundable application fee of $50.00 by a credit card, debit card, or usage of a PayPal account in order for applications to be processed, except for active-duty military and veteran prospects who qualify for an application fee waiver.
- Evidence of a master's degree in the form of an official transcript from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university.
- All students are required to submit documentation of a current government issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts of previous baccalaureate and post-baccalaureate study must be sent directly to Abraham Lincoln University by the granting institution(s). Unofficial transcripts will be accepted to expedite transfer credit evaluation. Students who are admitted to the university *must* submit official transcripts no later than 30 days from the start of the course.
- Complete three (3) Doctoral Applicant Reference Forms.
- Write a Statement of Purpose addressing why you are seeking the degree.
- Students applying for Veterans Affairs (VA) Educational benefits must provide:
  o DD214 Form;
  o Official transcripts from *all* previously attended institutions. If unable to obtain official transcripts, please contact the admissions office;
  o VA students admitted to the University must submit Certificate of Eligibility (COE or NOBE) before the start of the course.
- Once all admissions and enrollment action items are complete, students are enrolled into an online orientation course (ORT100) and are provided access to the Learning Center

Notice Concerning Transferability of Credits and Credentials Earned at ALU

The transferability of credits you earn at Abraham Lincoln University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Abraham Lincoln University to determine if your credits or degree, diploma or certificate will transfer.

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[2] Please see separate School of Law Catalog for Juris Doctor (J.D.) degree policy details.

4. Tuition, Fees and Financing Options

The following tables contain the ALU tuition and fees. While every effort is made to maintain costs at a reasonable level, tuition and fees are subject to change at the discretion of the university.

Tuition Schedule – Semester Credit Hour Rate

Tuition rates for the certificate, diploma, associate, bachelor's, master's, and doctorate degree courses and programs are as follows:

Program/ Degree	Semester Credit (1)	Semester Credit (3)	Total Program
Certificate (Undergraduate)	$250	$ 750	$3,000-$6,000
Certificate (Master's)	$350	$1,050	$4,200-$6,300
Certificate (Post-Graduate)	$450	$1,350	$8,100-$9,450
Diploma	$250	$ 750	$ 7,500
Associate	$250	$ 750	$15,000
Bachelor's	$250	$ 750	$30,000
Master's	$350	$1,050	$12,600
Doctorate	$450	$1,350	$27,000

Military Students: The following tuition and fees apply to military students enrolling under the U.S. Department of Defense's Armed Forces Tuition Assistance (TA) and all U.S. military veteran students. For all other students, the tuition and fee pricing remain the same as stated in the 2017 University Catalog.

Program/ Degree	Semester Credit (1)	Semester Credit (3)	Total Program
Master's	$250	$750	$9,000
Doctorate	$350	$1,050	$21,000

Tuition is the total student cost for course instruction and student service. Tuition for ALU courses and programs is calculated on a semester credit hour basis. Each ALU course is three (3) credit hours. Students typically enroll in one or two courses at a time within their individual degree plan. Students may petition the university to enroll in a complete semester which would consist of 12 to 15 semester credits for undergraduate and 9 to 12 semester credits for graduate programs.

Transfer Credit Offset to Tuition

Enrolling ALU students may transfer previously earned semester units as credit toward their program or degree. If transfer credit is applicable to the degree, diploma, associate and bachelor's programs, ALU will allow 75% of the required credits to be transferred, while the master's degrees allow 20% and doctorate degree allow 10%. ALU does not accept transfer credits toward any credential-level certificate program.

For a student receiving the maximum transfer credit tuition offset, the tuition for the total program is as follows:

Program/ Degree	Percentage Transfer Credits	Maximum Transfer Credit ($)	Tuition Total Program
Diploma	75%	$5,625	$1,875
Associate	75%	$11,250	$3,750

Bachelor's	75%	$22,500	$7,500
Master's	20%	$2,520	$10,080
Doctorate	10%	$2,700	$24,300

Textbook Grant Program for Military Tuition Assistance (TA) and all U.S. Military Veteran Students

For all military and veteran active ALU students who enrolled *prior to January 9, 2017*, textbooks that are required for course completion are provided at no additional charge to Military Tuition Assistance (TA) students and all U.S. military veteran students through the Abraham Lincoln University Textbook Grant Program enrolling into the diploma, associate, bachelor's, and master's degree programs *(excluding doctorate program)*. **Military and veteran students who enroll or restart their program after January 9, 2017 are not eligible for this program.** ALU may provide eBooks, used or new textbooks depending upon publisher's availability and inventory stock.

Fees and Non-Tuition Charges

Application/Transfer Credit Evaluation, External Academic Resources, Transcript, Graduation and Registration (per program) fees are waived for military students enrolling under the U.S. Department of Defense Tuition Assistance (TA) and all U.S. military veteran students enrolling into the certificate, diploma, associate, bachelor's, and master's degree programs *(excluding doctorate program)*. The Application Fee only is waived for all military students applying to the doctorate program. Otherwise, the following non-refundable fees apply:

Table 1: Non-Refundable Fees and Non-Tuition Charges

External Academic Resources (per year)	$50*
Application/Transfer Credit Evaluation	$50
Course Extension or Repeat Petition	$10
American Psychology Association (APA)	$100
Comprehensive Exam Fee (per Exam)	$100
Continuing Enrollment Fee (per eight-week term)	$450
Dissertation Completion	$450
Duplicate Diploma	$125**
Graduation	$250**
Late Monthly Payment Charges	$20
Registration (per program)	$100
Reinstatement Petition	$10
Returned Checks/Credit Card Charge Back	$20
Student Tuition Recovery Fund	.0 x tuition charge rounded to nearest $1000 $0
Transcript, Official / Unofficial	$10 / $5

*Only applicable to paralegal and legal studies programs.
**Applicable to the doctorate program only

Textbooks and Study Materials

Tuition and fees does not include cost for books and study materials. Books and study materials for courses are the responsibility of the student. The best effort estimate cost of textbooks and other materials per course is $144 ($125 for doctorate program). The best effort estimate cost of books for different programs, based on the number of courses in each program's degree plan, are as follows:

Degree	Textbooks Costs
Certificate	$576 - $1,008
Diploma	$1,440
Associate	$2,880
Bachelor's	$5,760
Master's	$1,728
Doctorate	$2,250

Educational Materials and Course Access

Since Abraham Lincoln University offers a distance educational program where the instruction is not offered in real time, ALU will transmit the first lesson and any materials, other than the commercially available textbooks, to students within seven days after the ALU accepts the student for admission. Students will also receive online access to the ALU's Learning Management System within seven days after the ALU accepts the student for admission.

Additional Abraham Lincoln University Obligations:

1) ALU shall transmit all lessons and other materials to the student if the student:

   (A) has fully paid for the educational program; and

   (B) after having received the first lesson and initial materials, request in writing that all of the material be sent.

(2) If ALU transmits the balance of the material as the student requests, ALU shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Payment Plan Options
Qualified students may be eligible for private loans, military tuition assistance, veteran's education benefits, employer tuition reimbursement or other third-party resources. Students who obtain outside loans have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund from ALU. Abraham Lincoln University does not participate in any federal or state student aid or loan program at this time.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Tuition and fees must be paid-in-full. Transcripts and diplomas will not be issued, and other university privileges may be suspended until all financial obligations are met by the student.

Institutional Payment Plan
For those students who will pay ALU directly, the university offers a zero-interest, monthly payment plan option. See below for program specific requirements.

Any monthly installment more than 10 days late will put a student's account in financial delinquency and a late fee of $20 will be charged. Students have a grace period of 10 days at the beginning of each month before the late fee is charged. Any monthly installment more than 30 days late will result in academic access suspension. A student's account that is more than 60 days late may result in financial dismissal.

ALU Payment Plan Requirements for Undergraduate Degrees and Certificates:
- Tuition of $250 per credit hour with monthly payment due to ALU in the amount of **$250 each month**
- Balance of the tuition paid in equal monthly payments of $250 until paid in full.
- Payment plan may extend beyond the student's anticipated completion date and must be repaid according to the terms of the note. Transcripts and degrees will not be released until tuition and fees are paid in full even if loan extends beyond program completion date.
- The first payment must be made with the submission of the Enrollment Agreement.
- Debit card or credit card <u>will be charged</u> for all subsequent payments on the 1st day of each month following the first month of study thereafter until the tuition is paid in full. **Auto-payment by debit card or credit card is mandatory.**
- Annual percentage rate (APR) for interest is **zero (0)** percent.
- Students who fail to make payments may forfeit their ALU student rights.
- **Additional fees or charges (see Table 1) may change the total charges for the period of attendance.**

ALU Payment Plan Requirements for Graduate Degrees and Certificates (Master's Level)
- Tuition of $350 per credit hour with monthly payment due to ALU in the amount of **$350 each month**
- Balance of the tuition paid in equal monthly payments of $350 until paid in full.
- *For military students enrolling under the U.S. Department of Defense's Armed Forces Tuition Assistance (TA) and all U.S. military veteran students, the tuition rate of $250 per credit hour applies, with monthly payment due to ALU in the amount of* **$250 each month, balance of tuition paid in equal monthly payments of $250 until paid in full.**
- Payment plan may extend beyond the student's anticipated completion date and must be repaid according to the terms of the note. Transcripts and degrees will not be released until tuition and fees are paid in full even if loan extends beyond program completion date.
- The first payment must be made with the submission of the Enrollment Agreement.

- Debit card or credit card <u>will be charged</u> for all subsequent payments on the 1st day of each month following the first month of study thereafter until the tuition is paid in full. **Auto-payment by debit card or credit card is mandatory.**
- Annual percentage rate (APR) for interest is **zero (0)** percent.
- Students who fail to make payments may forfeit their ALU student rights.
- **<u>Additional fees or charges (see Table 1) may change the total charges for the period of attendance.</u>**

ALU Payment Plan Policy and Requirements for Doctorate Degrees and Post-Graduate Certificates:
- Tuition of $450 per credit hour with monthly payment due to ALU in the amount of **$450 each month**
- Balance of the tuition paid in equal monthly payments of $450 until paid in full.
- Payment plan may extend beyond the student's anticipated completion date and must be repaid according to the terms of the note. Transcripts and degrees will not be released until tuition and fees are paid in full even if loan extends beyond program completion date.
- *For military students enrolling under the U.S. Department of Defense's Armed Forces Tuition Assistance (TA) and all U.S. military veteran students, the tuition rate of $350 per credit hour applies, with monthly payment due to ALU in the amount of **$350 each month, balance of tuition paid in equal monthly payments of $350 until paid in full.***
- The first payment must be made with the submission of the Enrollment Agreement.
- Debit card or credit card <u>will be charged</u> for all subsequent payments on the 1st day of each month following the first month of study thereafter until the tuition is paid in full. **Auto-payment by debit card or credit card is mandatory.**
- Annual percentage rate (APR) for interest is **zero (0)** percent.
- Students who fail to make payments may forfeit their ALU student rights.
- **<u>Additional fees or charges (see Table 1) may change the total charges for the period of attendance.</u>**

Cancellation, Withdrawal and Refund Policy

The university policy for cancellation, withdrawal and refund complies with prescribed standards established by DEAC and BPPE.

ALU's refund policy, as stated below, is in compliance with California Bureau of Postsecondary Education (BPPE) state requirements. For those students who reside in a state other than California where ALU is authorized to operate, the student will receive an Enrollment Agreement Addendum specific to their state's requirements. If there is a conflict between another state agency's refund policy with the California Bureau for Private Postsecondary Education's guidelines, ALU will follow the policy that is more beneficial to the student. In the absence of such requirements, or a state where ALU has received exemption, ALU will follow the refund policy stated below.

Student's Right to Cancel

A student may cancel an Enrollment Agreement or withdraw from the University at any time. Any money due to the student will be refunded within 30 days. If the student cancels within five (5) calendar days after signing the Enrollment Agreement, the student has the right to a full refund of all monies paid to the institution. After five (5) calendar days upon signing the Enrollment Agreement through attendance at the first class session or the seventh day of enrollment, whichever is later, the student has the right to cancel the enrollment agreement and obtain a full (100%) refund of all tuition paid less the non-refundable fees.

A student may withdraw from a course or program and receive a refund by providing a written notice to the ALU postal mailing address (3530 Wilshire Blvd. Suite 1430, Los Angeles, CA 90010) or via email to registrar@alu.edu.

The student will receive a full refund for paid courses that were not started at the time of withdrawal. If the student received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial program funds. For California residents, the amount of assessment for the Student Tuition Recovery Fund is nonrefundable and will not be returned to students who are California residents. Notwithstanding non-refundable portion of tuition and fees, a refund of the remaining tuition will be based on the following table:

Length of Course	Refundable Tuition Due After Completing:	
8 weeks	1st week	90%
	2nd week	75%
	3rd week	65%
	4th week	50%
	5th week	0%

An example of the refund policy: A student paid the total price of $750 for an 8-week course and then withdrew *during* the 5th week. Since the student did not complete a full 5th week, ALU will refund the tuition based on the completion of the 4th week. This student will receive a refund of $375 ($750 x 50%).

For service members, reservists, and family members who stop attending due to service obligations, the University will return any unearned benefits administered by the institution to the source of the funds on a pro-rata basis through at least the 60 percent portion of the period for which the funds were provided.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; or

2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

CEC §94909(a) (12) Mandated Disclosure

Abraham Lincoln University does not have a pending petition in bankruptcy; it is not operating as a debtor in possession; it has not filed a petition within the preceding five years; nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States. Bankruptcy Code (11 U.S.C. §§ 1101 et seq.).

5. Academic Affairs and Instruction

The Chief Academic Officer is the senior academic leader of the university and the institutional voice for all academic functions. The Chief Academic Officer develops academic policies and principally manages curriculum research and selection, instructional design, course development, faculty and outcomes assessment for the university.

Distance Education Course Structure and Delivery

Abraham Lincoln University's goal is to provide accessibility and academic accountability to students through online, distance learning course and services delivery. The course structure and delivery format used by the university is designed to provide a quality educational experience to students through professional instructional design and innovative online technology.

The enrollment process is comprised of the following components:
- Enrollments are processed at six starts a year in 8-week modules (prior existing University students are encouraged to join cohorts).
- Each enrollment has a fixed start date and end date.
- The student interacts with the instructor in cohorts and may be assigned based upon the program and/or course objectives.

The content delivery is based on the course structure and assessment schedule:
- Entering students are required to complete an online orientation before beginning the first course.
- Courses consist of eight modules that are identified in the course syllabus.
- Allowable completion time is eight weeks – one week per module.
- Extension petitions may be granted based upon the student's needs.
- Students are required to submit two or more assessments per module.
- Specific core or major courses are identified and may require final exams.
- Selected exams are proctored. The number of proctored exams is based upon the level of the program.

Students from States Other Than California

Abraham Lincoln University is required to meet other states' requirements to offer online programs to citizens where it is not physically located. The regulations for authorization vary from state to state and could change at any time affecting a student's enrollment. ALU, located in California, has a list provided on its website of the states the university is authorized or exempt to offer distance education. Students who reside outside California should review the list and regulations regarding authorization of a specific state before enrolling into an ALU program.

Student and Faculty Interaction

Student-faculty interaction is mandatory throughout the course of study and managed through the Student Learning Center (SLC) portal. Students receive support through e-mail, chats and discussion board postings that are tailored to their individual needs and learning styles. The primary academic goal is that students master the course objectives and complete all module assignments within the eight-week course schedule. Instructors are responsible for initiating substantive contact with students throughout the course and to monitor students' progress throughout their program. Monitoring and evaluation is accomplished by assignment submission and grading, discussion boards and through student and faculty surveys.

Academic Calendar

ALU delivers its degree program courses in a session format, with two eight-week sessions offered each semester. There are six sessions a year and each session has fixed start and end dates per calendar year. *Note: In 2018, for each session instruction ends at 11:59 pm PST on Saturday of week eight. No instruction occurs on holidays or during break periods indicated below; however, students may submit assignments to maintain academic engagement.*

Final Term 2017	
Monday, November 6, 2017	Session Begins
Thursday, November 23	Thanksgiving Day Holiday
Monday, December 25	Christmas Day Holiday
Sunday, December 31	Session Ends

2018 Spring Semester	January 7, 2018–April 28, 2018
January 2018 Session	
Sunday, January 7	Session Begins
Monday, January 15	Martin Luther King Jr., Day Holiday
Saturday, March 3	Session Ends
March 2018 Session	
Sunday, March 4	Session Begins
Saturday, April 28	Session Ends
Spring Break: Sunday–Saturday, April 29 – May 5	

2018 Summer Semester	May 6, 2018–September 1, 2018
May 2018 Session	
Sunday, May 6	Session Begins
Monday, May 28	Memorial Day Holiday
Saturday, June 30	Session Ends
Summer Break: Sunday–Saturday, July 1 – July 7	
July 2018 Session	
Sunday, July 8	Session Begins
Saturday, September 1	Session Ends

2018 Fall Semester	September 2, 2018–December 22, 2018
September 2018 Session	
Sunday, September 2	Session Begins
Monday, September 3	Labor Day Holiday
Saturday, October 27	Session Ends
November 2018 Session	
Sunday, October 28	Session Begins
Thursday–Friday, November 22–23	Thanksgiving Break
Saturday, December 22	Session Ends
Winter Break: Sunday–Saturday, December 23–January 5	

Students enrolled full-time in a diploma, certificate or other degree program can expect to complete their program as follows:

Certificate Program
The certificate program is between a one and two-semester, 12-21 semester credit hour program. Courses are typically eight (8) weeks of study with fixed start and end dates. The program may be completed within one year.

Diploma Program
The diploma program is a two-semester, 30 semester credit hour program. Courses are typically eight (8) weeks of study with fixed start and end dates. The program may be completed within one year.

Associate Degree
The associate degree is a four-semester, 60 semester credit hour program. Courses are typically eight (8) weeks of study with fixed start and end dates. The degree may be completed within two years.

Bachelor's Degree
The bachelor's degree is an eight-semester, 120 semester credit hour program. Courses are typically eight (8) weeks of study with fixed start and end dates. The degree may be completed within four years.

Master's Degree
The master's degree is a three-semester, 36 semester credit hour program. Courses are eight (8) weeks of study with fixed start and end dates. The degree may be completed within two years.

Doctorate Degree
The doctorate degree is a six-semester, plus dissertation, 60 semester credit hour program. Courses are eight (8) weeks of study with fixed start and end dates. The degree may be completed within two and half to three years.

Outcomes Assessment

Each course in a program provides for a variety of both formative and summative assessments to evaluate student learning. The majority of courses require written assignments in the form of essays or short responses to discussion questions that cognitively engage the learner in achievement of the performance objectives specified for each course. Summative evaluations take the form of either written essays or final exams. Courses may also include case studies analyses.

Each course is designed to run eight weeks in length and typically consists of eight modules. Each week has at least two assessments. One of the assessments includes discussion board questions with required interaction between student and faculty. Other assessments may include longer essays, mid-term exams and final exams.

Students are required to complete an end of course survey. The responses provide feedback on the student's learning experience for that course. Responses cover the range of questions about the instructional materials, instructor facilitation, support materials, student service support, technology and demographic questions.

The students' assessment grades, course grades and end of course survey responses provide a continuous feedback loop into course development and instruction that allows for continual improvement.

The following procedural and analytical criteria are at the heart of the assessment process:
- Clearly identify what the institution, program and course should accomplish.
- Establish measurable goals and performance indicators to assess the level of success in achieving the outcomes.
- Utilize appropriate quantitative and qualitative tools and techniques to isolate the variables that impact the outcomes.
- Analyze the results with a focus on intended and unintended consequences.
- Continuously follow-up and analyze changes to improve results.

Credit Evaluation Policy

The school will inquire about each applicant's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted if appropriate. After the transcript is evaluated, transfer credit is articulated into the selected program. A personalized degree plan showing the transfer credit, along with the remaining courses to graduate, is created and sent to the applicant.

Satisfactory Academic Progress (SAP)

Students must maintain satisfactory academic progress while earning a degree. SAP is measured against two criteria: Quantitative is credit hours attempted and earned; qualitative is institutional grade point average (GPA).

SAP for degree-seekers is calculated annually after the second term following the student's first enrollment. Changes in major may alter SAP status, which is based upon the current degree level pursued. Students meeting the standards listed below are classified as being in SAP good standing.

Credit Hours Attempted and Earned

Students who earn a passing grade (C or higher for undergraduate programs and B or higher for graduate programs) in a minimum of two-thirds (67%) of total credits attempted meet SAP. A student attempting 12 credits in one semester, for example, must earn a passing grade for eight (8) or more of the credits attempted (credits earned ÷ credits attempted.)

Institutional Grade Point Average (GPA)

Satisfactory progress (good standing) is maintained when students earn an institutional GPA of 2.0 (grade of C) or higher for undergraduate programs or 3.0 (grade of B) or higher for graduate programs (excluding JD) on a 4.0 grade scale. Students who do not meet ALU SAP will be placed on academic probation the following semester. Academic probation will not exceed two semesters. If, during the next semester, the student's grade average is still unsatisfactory, the student will be placed on academic dismissal and his/her VA educational benefits will be interrupted and the US Department of Veterans Affairs will be promptly notified.

Academic Standing, Probation and Dismissal

Abraham Lincoln University reserves the right to dismiss students whose academic progress is unsatisfactory. Factors considered will include, but are not limited to, the number of failing grades, past academic performance, the number of withdrawn courses, and the probability of achieving satisfactory academic standing within a reasonable time frame. Students are subject to academic dismissal (without a probationary period) from the program if their GPA falls below 2.0 for undergraduate or 3.0 for graduate program or if they withdraw from the majority of courses within the last 12 semester hours. Appeal or reinstatement from academic dismissal shall be made through the Office of the Registrar.

The following policies are implemented by the school's Academic Standards Committee (ASC). The ASC reserves the authority to utilize its discretion in applying these policies to individual students.

Based upon students' failure to meet the satisfactory academic progress thresholds and maintain good standing, an academic review will be conducted to determine if a probation period or dismissal from the program may be appropriate. If a probation period is recommended, the Committee will develop a specific plan with guidelines for activities to improve the student's academic progress. If these measures fail to result in academic improvement, the university administration will dismiss the student from the degree program. Dismissal decisions may be appealed through the appeal process.

Dismissal Appeal Process

A student who is dismissed from an ALU program may appeal for reinstatement by submitting a written petition. The appeal petition must contain verifiable documentation of mitigating circumstances that contributed to poor academic performance and must be submitted no later than 30 days from the date of the dismissal notice.

Appeal Approval

If the appeal is approved, the student may enroll in the next available term. Students will remain on academic probation until successful completion of the first course taken upon re-admission.

Academic Integrity

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

It is possible that violation of academic integrity may not be discovered until credits are issued or a degree is awarded. In such a case, ALU reserves the right to revoke credits or degrees based on discovery of improper scholarly conduct.

Individual instructors may fail a student for an examination, assignment or course that contains a violation of the ALU academic honesty policy. The instructor may refer the circumstances to the Academic Standards Committee for review and final action. The Director of the relevant academic department may fail a student in an exam in a course or expel a student for cheating or plagiarism.

No credit will be given for homework that is not the original work product of the submitting student. Students will receive credit only for their own original work. Plagiarism may be grounds for dismissal from the university.

Grading

Grading at Abraham Lincoln University is accomplished by the faculty members or qualified graders using a combination of objective multiple-choice questions and subjective evaluation of essays, spreadsheets, capstone courses and other assessments for student homework and examinations. Instructors rate student achievement on content, accuracy, organization, presentation, analysis, promptness of submissions and overall quality.

Grading Scale

Grades will be based on the quality of work and level of understanding demonstrated in assessments. Each member of the faculty is required to post grades through the Student Learning Center (SLC) for each student based upon the grading and evaluation response time schedule described in this catalog. Grade reports will be made available to students through the SLC. No official grade results will be given to students by phone or e-mail.

Students may request a review of grades. Such requests must be in writing, dated and signed, and submitted to the Student Affairs department within two weeks after a grade is posted.

Abraham Lincoln University has established the following grading scale. All faculty members comply with this standard 100-point scale in the table below.

100 Point Grading Scale

Grade	Description	Scale	Quality Points
A+	Excellent	97-100	4.00
A		94-96	4.00
A-		90-93	3.67
B+	Above Average	87-89	3.33
B		84-86	3.00
B-		80-83	2.67
C+	Average	77-79	2.33
C		74-76	2.00
C-		70-73	1.67
D+	Below Average	67-69	1.33
D		65-66	1.00
D-		60-64	0.67
F	Failure	Below 60	0.00
P	Credit Earned/ Pass	NA	0.00
I	Incomplete	NA	0.00
W	Withdraw	NA	0.00

Attendance Requirements and Student Participation

All assignments must be posted by the student through the Student Learning Center (SLC), within 24 hours of the last day of each scheduled week. Instructors will respond and grade assignments within the evaluation response time schedule described in this catalog. Under extenuating circumstances, the student must contact the instructor to make alternate arrangements for assignment submission. This agreement must support the student's ability to master the learning objectives and to complete all work within the course timeframe. All students are expected to complete the course within the eight-week timeframe specified by the university.

Since Abraham Lincoln University students study online, traditional attendance is not recorded. However, assignment submission, discussion board participation, time logged into the Student Learning Center and other academic activities are recorded and monitored. The ability to monitor online study activity through the SLC and other learning management systems is a major strength of online institutions of higher learning.

Students must progress through each course at a steady pace to ensure course completion within the eight-week period. Students must submit module assignments on schedule for review and interactive feedback by the instructor as required in the course syllabus. Students are expected to submit their assignments weekly throughout the course rather than submitting all assignments at the end of the course. This allows students the opportunity to benefit from faculty feedback.

Each online course typically contains a course discussion. Participation in the course discussion is a weekly requirement as specified by the instructor. Participation comprises various amounts of the final grade depending upon the course. Points are awarded by the instructor based on the student's level of participation throughout the course. Failure to participate in a continuous and substantive manner will result in points being deducted from the final grade. Active participation will enable students to gain faculty insights into course topics, and gain significant benefits through professional, peer-to-peer interaction.

Non-Participation

Non-participation is characterized by lack of assignment submission and inadequate contribution in discussion board postings. In every module of the course, participation will be monitored by both faculty and academic progress advisors (APA). Closer monitoring will be made particularly during the first two weeks to encourage continuous and active student engagement.

Students who have not submitted assignments and have not responded to the discussion board postings for the module will be contacted by their instructor and the academic progress advisors to learn why the students are not participating. If students are experiencing extraordinary circumstances that prevent assignment submission, the academic progress advisors will provide assistance as needed and instructors will provide support and guidance on assignment submission. **Students who do not submit any assignments within the first 14 days from the start of the course will be cancelled from the course.**

Proctored Examinations

Students are required to successfully pass proctored exams during the completion of their academic programs. The number of proctored exams by program includes:
- Diploma Program – one (1)
- Associate Degree – two (2)
- Bachelor's Degree – three (3)
- Master's Degree – two (2)
- Doctorate Degree – two (2)

Courses are selected to measure a student's mastery of the subject matter and to help ensure academic honesty. Proctored courses are chosen from required core or major courses. Students are notified of proctored exams through the course syllabus.

Students may arrange to take a proctored exams on-campus on the regular exam day, at a testing center, via online live proctoring, or with a pre-approved off-site proctor. Students select the proctor and submit the qualifications to the Student Affairs department. The proctor must certify that he/she is not a relative or close friend of the student and that there is no relationship with the student that would prevent the exam from being objectively administered.

Exams are primarily taken online through the Student Learning Center (SLC). Printed paper exams may also be taken when requested. Proctored exams may be closed or open book and timed depending upon the course and program. A typical proctored exam would be open book and timed at two hours. The time, and other accommodations, may be adjusted to allow for documented special needs.

Once the off-site proctor is approved by ALU Academic Affairs, the following occurs:
1. The examination is e-mailed or mailed to the proctor, or;
2. A system security code for the examination is sent to the proctor.
3. The student contacts the proctor and arranges a time to take the examination.
4. The proctor verifies that the photo ID of the student matches ALU information.
5. The student takes the examination at the proctor's location.
6. The proctor submits all examination materials directly back to the university.

Detailed written instructions are provided to both the student and proctor when a proctored examination is due. Student Services will assist in the process. To comply with live mandatory proctored exam requirements, students may incur costs depending on what option that they select, but they are free to arrange for no-cost live proctoring options as well, as long as it meets ALU's proctoring requirements.

Graduation Requirements

Students enrolled in ALU's programs must successfully pass all courses and complete the minimum credit units required by the student's degree program. To earn a certificate, diploma, or degree at the **undergraduate level**, a minimum cumulative grade point average (GPA) of 2.0 is required. In addition to a 2.0 (C) grade point average, the student must have maintained the required grade point averages with no grade of less than 1.0 (D) for any course that applies to the program. To earn a certificate or degree at the **graduate level** *(excluding Juris Doctorate)*, a minimum cumulative grade point average (GPA) of 3.0 is required. In addition to a 3.0 (B) grade point average, the student must have maintained the required grade point averages with no grade of less than 2.0 (C) for any course that applies to the program.

Students must meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld. Students should file an application for graduation when they are completing their last course(s).

Abraham Lincoln University Faculty

The university provides working adults with a focused and practical online education. A significant difference in ALU's educational model is the use of Internet technology to deliver course content and academic support to enhance the student's learning experience. The faculty is staffed by full-time educators as well as practitioners from industry and various professions. Each selected member of the faculty has online teaching experience and is attuned into the preferences and needs of adult students who often balance a full-time job, family and school.

Faculty

Hyung J. Park
- J.D., Loyola Law School, Los Angeles, California
- M.B.A., University of Minnesota, Minneapolis, Minnesota
- B.A., Sogang University, Seoul, Korea

Jessica Park
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- M.A., Health Care Administration, Central Michigan University
- B.A., Medical Technology, Wayne State University
- Certified Lab Specialist in Hematology

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- M.B.A., Information Systems Emphasis, University of Redlands
- B.S., Business Administration, University of California Riverside
- Certified Online Training & Mentoring

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- M.B.A, Healthcare Management, Campbellsville University
- M.B.A, Marketing and Advertisement Management, University of Saint Mary
- B.Sc., Marylhurst University

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- M.S., Veterinary Science, University of Georgia
- B.S., Medical Technology, Medical College of Georgia

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- B.A., Psychology, University of Southern California
- A.B.I.M., Medical Oncology and Hematology

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- M.S., Mathematical Economics, California Institute of Technology, Pasadena
- B.A., Economics/Space Physics, Rice University, Houston, Texas

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- M.A., Argosy University
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- Certified Infant/Toddler Development Specialist

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- B.A, Healthcare Administration, Ashford University

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- M.B.A., National University
- B.A., Business/Pre-Law, National University

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- M.S., Criminal Justice, Mountain State University
- B.S. Criminal Justice, Mountain State University
- Retired, Police Officer, Tennessee
- Captain, Tennessee State Guard

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- B.A., Communications, California State University, Northridge

Rebecca Siceloff
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- M.S. Disaster Science, University of Richmond
- B.A., Emergency Services, University of Richmond
- F.E.M.A. Section Chief

Janice Spangenberg
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- C.A.G.S., Organizational Leadership, Regent University
- M.A., Organizational Development, Fielding Graduate University
- M.S., Management, Troy State University
- B.A., Business Administration, St. Leo College

Mimi Strauss
- J.D., UCLA
- M.P.A., University of Southern California
- B.A., Sociology, California State University, Northridge, CA
- Member, California State Bar
- Member, Academy of Criminal Justice Sciences

Marsha Welleim
- Ed.D., Educational Leadership, Argosy University
- M.Ed., University of Guam
- B.A., Arts, Drama & Speech, University of Hawai'i

A comprehensive, up-to-date faculty list is available at www.alu.edu.

Academic Freedom
Abraham Lincoln University adheres to the following principles of academic freedom. As a higher education institution, ALU holds the pursuit of education in highest regard and strives to provide an environment that promotes the pursuit of truth and mutual respect to support the generation of new knowledge and reasoned argument based on scholarly justification.

Students and faculty are expected to adhere to university standards, including:
- Academic integrity: Academic integrity refers specifically to those actions and intentions associated with your work at Abraham Lincoln University. Your commitment not to "cheat, steal, plagiarize, or lie in matters related to your academic work" is of great importance to the Abraham Lincoln community.

- The highest ethical standards: The highest level of academic excellence promotes the positive enforcement of ethical principles that support our honor code. Students, faculty, lecturers, staff, teaching assistants, and graders are expected to uphold the highest standard of integrity in their academic and professional endeavors.

- Professional conduct in all processes and practices: Standards for professional conduct are rooted in the fundamental values of honesty, tolerance, respect, fairness, and the collective pursuit of knowledge. Academic dishonesty or cheating involves the use of any method or technique enabling a student to misrepresent the quality or source of his or her academic study, scholarship, or field practice.

- Academic dishonesty with respect to written or other types of assignments includes, but is not limited to:
  - Failure to acknowledge the ideas or words of another that have consciously been taken from a source, published or unpublished.

    - Placing one's name on papers, reports, or other documents that are the work of another individual, whether published or unpublished.
    - Flagrant misuse of the assistance provided by another in the process of completing academic work.
    - Submission of the same paper or project for separate courses without prior authorization by the faculty in both courses.
    - Fabrication or alteration of data; and knowingly facilitating the academic dishonesty of another.

Academic dishonesty with respect to intellectual property includes, but is not limited to, theft, alteration, or destruction of the academic work of other members of the community, or of the educational resources, materials, or official documents of the university.

It is reasonable that the teaching and learning environments will be open to diverse opinions and voices and that the same course content can be presented in multiple ways in order to achieve the same outcome goals. Teaching and learning styles may differ and it is expected that differences in styles, opinions, and approaches may occur.

Toward these ends and in respect for diversity, the following guidelines should be followed:
- The university recognizes that each faculty member will express his or her opinions and philosophies freely without censorship. Concurrently, faculty members realize their responsibility to ensure that students understand that the faculty opinions and expression may not represent the opinions of Abraham Lincoln University.

- The thorough discussion of topics from diverse perspectives within the faculty member's subject expertise is encouraged. Controversial subject matter outside of each faculty member's area of expertise is strongly discouraged within courses.

6. Student Affairs Policies and Procedures

Academic Advising

The University has a team of professionals who support each student's progress through the degree. Each student has direct access to faculty and is assisted by a member in the following areas: Admissions, Student Services, the Registrar, and Academic Affairs

The Student Services department is principally accountable to manage student records from the point of the first enrollment through graduation and handles inquiries on, transfer credit evaluation, veteran affairs coordination, tuition billing, academic progress advising and retention.

Change of Address

Students must keep contact information current with Abraham Lincoln University. Students may update their contact information by submitting a Change of Address form, located at the Student Center, to petitions@alu.edu. Before moving to another state and to avoid any necessary interruptions in studies, students are encouraged to review the list of approved/exempt states where ALU is authorized to offer online programs. Rules and regulations regarding authorization vary state by state and could change at any time affecting a student's enrollment.

Transfer Credit Evaluation

Transfer credit toward a degree may be awarded for postsecondary courses completed by students at other institutions if such courses are found to meet the standards of ALU and the requirements of the specific program of interest. ALU does not accept transfer credits toward any credential-level certificate program. The registrar evaluates transcripts based on the following criteria and policies:

- **Undergraduate Degree and Diploma Programs**
  - A maximum of 75% of the total credits required to complete the program may be applied from credits transferred into ALU. For an associate degree requiring 60 semester credits, 45 credits may be transferred in. For a bachelor's degree requiring 120 semester credits to complete, 90 credits may be transferred in.

- **Master's Degree Programs**
  - A maximum of 20% of the total credits required to complete the program may be applied from credits transferred into ALU. For a master's degree requiring 36 semester credits, seven credits may be transferred in.

- **Doctorate Degree Programs**
  - A maximum of 10% of the total credits required to complete the program may be applied from credits transferred into ALU. For a doctorate degree requiring 60 semester credits, six credits may be transferred in.

Requirements for Documentation of Coursework and/or Credit Hours

Coursework and credit hours will be evaluated based on the following criteria:

- Credits earned within the most recent seven (7) years are accepted first – older credits may be accepted based on the subject area and the applicant's professional work history.
- An academic catalog, syllabus and/or course outline from the institution awarding credit is available.
- Value of the transfer credit is equal to or less than the value of the ALU course.
- General education courses may be substituted and applied as transfer credit when the courses are comparable to the appropriate general education subject area.
- Transcripts from non-U.S. institutions must be evaluated by an outside credential evaluation service - members of www.naces.org are acceptable.

Types of coursework and credit hour evaluations that may be acceptable to ALU:

- **Academic Course Credit**
  - Credit earned in courses at colleges and universities accredited by agencies recognized by the U.S. Department of Education (ED).
  - Course grade must be at "C-" or higher (undergraduate) or "B-"or higher (graduate).
  - Course content and level must be comparable to courses in the ALU program.
  - Quarter credits (QC) will be converted to semester credits by multiplying 1 QC by 0.67 to equal the equivalent semester credit (SC).
  - Credit transfer will not be denied solely on the source of accreditation of the sending institution.

- **Credit by Examination**
  - Advanced Placement (AP) Program – College Board.
  - American Council of Education (ACE) – College Credit Recommendation.
  - College Level Examination Program (CLEP).
  - DSST Program (DANTES Subject Standardized Tests).
  - Excelsior College Examinations.
  - Other accepted industry certification or institution-developed tests.

- **Courses Offered Outside an Institutional Setting**
  - American Council of Education (ACE) Center for Adult Learning and Education (CAEL) credentials programs recognized programs.
  - Military Training Transcripts.
    - Army/American Council on Education Registry Transcript (AARTS).
    - Coast Guard Institute (CGI).
    - Community College of the Air Force (CCAF).
    - Sailor/Marine American Council on Education Registry Transcript (SMART).

Academic Term and Enrollment Status

Each ALU course is offered within an eight-week time-frame.

The number of courses enrolled within the start and end dates of the academic term are used to define a student's enrollment status.

Student Enrollment Status – Full-Time and Part-Time

An ALU student is considered to be "full-time" based upon the following criteria:
- Enrolled and declared to be a degree-seeking student.
- Selected an academic program at the associate, bachelor's, master's or doctorate level.
- Received an individual degree plan specifying the program requirements.
- Is enrolled in, or has successfully completed, eight courses per academic year.
- These criteria are relevant for online, distance education students attending ALU – they are not intended to comply with federal financial aid (Title IV), GI Bill◦ or other financially subsidized government programs.

Undergraduate: 8-Week Courses	Semester Course Load	Student Status
	6 semester hours	Full-time
	3 semester hours	Half-time
Graduate: 8-Week Courses	3 semester hours	Full-time

Veterans Education Benefits and GI Bill◦

Abraham Lincoln University's faculty and staff offer sincere appreciation to the veterans and service members who have selflessly and courageously served honorably in the United States military. Veterans have earned education benefits for their service that may be applied toward earning a college degree.

Abraham Lincoln University is approved through the California State Approving Agency for Veterans Education (CSAAVE) to train veterans and eligible persons in the diploma and degree programs listed in this catalog.

Student eligibility for VA education benefits through the G.I. Bill® is determined solely by the U.S. Department of Veterans Affairs. To inquire about eligibility for G.I. Bill® education benefits as a veteran or service member, please call 888-442-4551 or visit the website at www.gibill.va.gov.

To be compliant with standards issued by the Department of Veterans Affairs (VA), a student utilizing GI Bill◦ education benefits enrollment status is based on the following table:

Veterans are advised to consult with the VA to determine their part-time or full-time enrollment status in an academic program.

Please review Satisfactory Academic Progress policies, including academic probation and academic dismissal policies, which may result in interruption of VA educational benefits and notification of the US Department of Veterans Affairs.

Leave of Absence

Students who require an extended period away from their studies may request a Leave of Absence, which allows them to take up to 180 days in a 12-month period from their studies and still remain in their program. Students must settle all tuition accounts before a Leave of Absence becomes effective. Approval of a Leave of Absence request is solely at the discretion of ALU if there is a reasonable expectation the student will return.

To request a Leave of Absence, students must submit a letter of explanation and additional supporting documentation requested by the university. The letter should include an explanation of the circumstances, an expected return date, as well as a statement detailing how they intend to continue and successfully complete the program in the future.

If unforeseen circumstances prevent a student from providing a request to ALU on or before the start of the LOA, ALU may grant the LOA if the University has documented the reason and decision. ALU must collect the signed LOA petition from the student at a later date and provide it to the Registrar's Office within a reasonable amount of time from the student's last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, and natural disasters.

To ensure students are not adversely affected because of their military status, a natural disaster or a national emergency, and to minimize the administrative burden placed on such individuals, if an affected student has difficulty providing a written LOA request because of affected status, a verbal LOA request may be approved. Affected students include those who:
- Are serving on active duty during a war or other military operation, or national emergency;
- Are performing qualifying National Guard duty during a war or other military operation, or national emergency;
- Reside or are employed in an area that is declared a disaster area by any federal, state or local official in connection with a national emergency

ALU will document the decision for granting an approved LOA to an affected student if that student has difficulty providing a written LOA request because of affected status. The documentation will include both the reason for the LOA and the reason for waiving the requirement that the LOA be requested in writing.

During an approved LOA, the student is not considered withdrawn and no refund proration/calculation will be performed.

Course Incompletes and Extensions

Each course must be completed in eight weeks. If circumstances prevent students from completing a course within the scheduled time, an extension may be requested and a temporary incomplete grade (I) assigned. No faculty member may grant a grade of "I" Incomplete, but should refer the student to the Student Affairs department. An allowable extension is four weeks beyond the course end date. A maximum of two extensions is allowed per course.

For veteran students using GI Bill® benefits, the VA Office will be notified when an extension process has begun. Veteran students are advised to contact the VA before requesting an extension to determine how their benefits may be affected.

To request an extension, students must submit a request for extension form to the Student Affairs department with an explanation and additional supporting documentation requested by the university. Approval of an extension request is solely at the discretion of ALU.

The request for extension form may be submitted after the fourth week and prior to the end of the course. A letter from the Student Affairs department will be sent to students notifying them of the status of their request for extension.

If the request is approved, an incomplete grade (I) will be posted as a final grade prior to completion of the course and for the duration of the extension or until all work has been submitted, graded and a final course grade awarded. If the request is denied, the student may petition the Academic Standards Committee for review and status determination.

A student who is awarded an extension but does not complete the remaining course requirements by the designated incomplete deadline will be assigned a grade based on coursework submitted by the deadline against the total requirements of the course. Under extenuating circumstances, a student may request an additional extension within the last week of the first extension and prior to the last day.

Examination Date Changes

Petitions for late examinations will be considered to be timely if filed on or before seven days of the date of the examination. Failure to take an examination within the module or course completion time may result in the student receiving a zero grade for that examination.

If there is an emergency situation preventing the student from taking a final exam on the designated date, the student must file a petition for a late exam with the university within one week of the exam. All petitions should be supported by documentation explaining the emergency situation.

Course Repeat Policy

Students receiving an "F" (failure) may be required to reenroll and pay the applicable tuition in order to repeat the course. If a previously failed course is passed on a subsequent attempt, the passing grade will be factored into the GPA, and the failing grade will be replaced with an "I," which does not impact GPA.

Students will be permitted to repeat a failed course two times. If a course is failed three times, the grade of "F" for the third failure will remain on the transcript and will be factored into the overall GPA. If a core course is failed three times, students will not be eligible to graduate from that degree program. If an elective course is failed three times, the students may be able to take another elective course to be eligible to graduate from the degree program so long as they remain in good academic standing and achieve the required GPA.

Students may also petition to retake a course for which they have received a passing grade. Students must wait at least six months from the date of completion to retake a course, and will be required to pay the full course tuition. Students with a passing grade may retake the same course only once. The grade received on the final enrollment will be the grade awarded for the course, even if it is lower than the grade originally earned. If the grade received is higher on the second enrollment, the first grade will be reflected as an "I" and the new grade will be factored into the GPA.

Undergraduate students may petition to retake four courses throughout the program. Graduate students may petition to retake two courses throughout the program. Upon submission of the petition, ALU will determine what, if any, supporting documents are needed for approval.

Continuous Enrollment

To earn a diploma or degree for an academic program, Abraham Lincoln University students must complete all coursework from the date of enrollment in their first course within the following schedules:
- Diploma Program and Associate Degree - four years.
- Bachelor's Degree - eight years.
- Master's Degree - four years.
- Doctorate Degree – ten years

Abraham Lincoln University's continuous enrollment policy helps students meet this goal by requiring them to complete a minimum of three courses per calendar year in order to remain on active status in the program. Students who require more time to complete a program may petition the Academic Standards Committee for a program extension. Documentation supporting the request will be considered by the Committee.

Library Learning Resources

The university provides library resources through the Library and Information Resources Network (LIRN). Detailed information related to the breadth and depth of the LIRN collection may be found at http://www.lirn.net/files/files/LIRNcollection2010.pdf.

As described on their website, LIRN is a consortium of over 140 educational institutions at more than 500 campuses. LIRN was created to provide online library resources for students and faculty. LIRN provides a core library collection with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines and audio and video clips that support all academic programs.

The core collection includes databases from Gale/InfoTrac with Informe, Proquest, eLibrary, Credo, RCL Web and Books in Print. Comprehensive online research featuring complete articles with full-text and graphics is available 24 hours a day.

Technology Requirements

The computer equipment utilized to access our online program must meet the minimum requirements below. Note that the minimum computer and software requirements may evolve during a student's course of studies, in particular as third-party vendors discontinue support for older versions of a product. Also, we do not account for tablets or phones (Android, iOS) at this time.

Minimum Hardware and Operating System

- 1.8 GHz Intel Core 2 Duo or greater
- 2 GB RAM or more & 1 GB of free hard drive space or more
- If running Windows, Windows Vista or greater
- If running OSX, OSX 10.6 or greater
- Web camera, microphone and speakers

Software

- Google Chrome or Firefox with Adobe Flash Player 11.0 or higher
- MS Word 2003 or higher or a word processor that can create files with any of the following extensions: .doc (MS Word 2003), .docx (MS Word 2007 or higher), or a standard .rtf (rich text format)
- Adobe Reader 9.0 or higher (free download is available on the Internet)

Internet Connection

- A reliable broadband Internet connection, either cable or DSL of at least 5Mbps download speed (constant) for adequate audio video quality
- An email address that will accept all emails, including attachments, from the domain name alu.edu
- Note: Students are presumed to receive the messages sent to designated email addresses. It is the responsibility of the student to ensure that messages from ALU are not blocked and that the mailbox is not too full to receive messages.

Technological Competency

- Ability to use email to correspond
- Ability to access, create, and save documents in MS Word or standard.rtf (rich text format)
- Ability to browse the Web

7. Student Rights and Responsibilities

Maintenance and Confidentiality of Student Privacy and Records

The California Administrative Code Section 18804(a) requires colleges and universities to maintain student records for a period of five years after final enrollment, with exception of the student's permanent transcript record.

Abraham Lincoln University's policy regarding confidentiality and student privacy is in keeping with the U.S. Family Educational Rights and Privacy Act (FERPA), and DEAC Standard II.L. Student Privacy, Integrity and Identity, which affords students certain rights with respect to their education records, a summary of which follows:

- The right to inspect and review the student's education records within 45 days of the day Abraham Lincoln University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- As allowed within FERPA guidelines, Abraham Lincoln University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S Department of Education concerning alleged failure by Abraham Lincoln University to comply with the requirements of FERPA.

At its discretion, Abraham Lincoln University may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

To protect student privacy, students' directory information is released only upon approval of the registrar. Students may withhold directory information by notifying the registrar in writing; please note that such withholding requests are binding for all information to all other parties, including faculty, other than for those exceptions allowed under the Act. Students may access their rights to the Maintenance and Confidentiality of their Student Records as outlined under FERPA in the University catalog.

Non-Discrimination Policy

Abraham Lincoln University does not discriminate on the basis of race, color, national origin, sex/gender, disability or Vietnam-era veteran status in its educational programs, activities or employment practices. The university complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Drug Abuse Prevention Policy

Abraham Lincoln University is committed to promoting a drug-free learning environment. The university has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Dignity and self-respect are essential components to the mission of the university. The use of performance-impairing drugs can impair judgment and increase the risk of injuries.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to university disciplinary action and criminal prosecution. The possession, use or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess, e.g. marijuana, except as expressly permitted by law, is a violation of law and of campus policy.

Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions.

Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, loss of control and withdrawal syndrome as well as serious damage to vital organs of the body can result from drug and alcohol abuse.

The following resources are available for assisting employees with possible problems of chemical abuse:

http://www.aa.org/?Media=PlayFlash - Alcoholics Anonymous Support Group
http://www.niaaa.nih.gov/Pages/default.aspx - National Institute on Alcohol Abuse and Alcoholism
http://www.ncadd.org/ - National Council on Alcoholism and Drug Dependence
http://www.mayoclinic.com/health/alcoholism/DS00340 - Mayo Clinic

Effects and Symptoms of Overdose, Withdrawal and Misuse of Alcohol and Drugs

A description of alcohol and drug categories, their effects, symptoms of overdose, withdrawal symptoms and indications of misuse can be found at:

http://ncadi.samhsa.gov/ - Substance Abuse and Mental Health Services Administration
http://www.usdoj.gov/dea/concern/concern.htm - The Drug Enforcement Administration of the U.S.

Department of Justice Federal Trafficking Penalties can be found at:
http://www.usdoj.gov/dea/agency/penalties.htm

Americans with Disabilities Act

In seeking to provide a fair environment for all students who wish to learn and strive to succeed, Abraham Lincoln University acts in compliance with the Americans with Disabilities Act (ADA), along with other local, state and federal requirements regarding disabled students. ALU makes every effort to provide reasonable accommodations for students who qualify under ADA.

Section 504 of the Rehabilitation Act is a national law that protects qualified individuals with disabilities from discrimination based on their disability. For purposes of educational access at ALU, qualified individuals with disabilities are persons who, with reasonable accommodation, can access and perform the essential functions to meet prescribed academic requirements of courses and programs.

Reasonable requests for accommodation must be based upon documentation that meets Abraham Lincoln University's published criteria and does not create "undue hardship". Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the university's size, financial resources, and the nature and structure of its academic and student service operations. Requests for accommodation must not compromise academic requirements essential to proper completion of courses and programs. Under this definition, courses and programs need not be substantially altered or academically compromised to match the specific needs of disabled individuals.

Requesting Disability Accommodations

In order to request disability accommodations, students must inform Abraham Lincoln University that they have a qualified disability. No accommodations may be made before the school has been notified of a disability through the submission of proper documentation. Documentation must be provided at least 30 days in advance of any accommodation requests. The responsibility for ensuring that this documentation is submitted on time is solely the student's.

For pre-existing conditions, applicants are advised to submit accommodation requests during the admission process, prior to enrolling into any course or program. Existing students are advised to submit accommodation requests before completing required coursework. Completed coursework that precedes an accommodation request may not be resubmitted. This includes all required assessments and course events listed in each syllabus, assigned by the faculty member or other ALU employee.

The process for requesting reasonable disability accommodations includes:

- Applicant provides written statement with documentation outlining disability to Abraham Lincoln University.
- Documentation reviewed by ALU staff.
- Applicant is notified of finding in writing by ALU within 30 days of receiving the documentation.
- If documentation is deemed incomplete by ALU, applicant is notified to provide additional, or clarify existing, documentation.
- Only information directly related to the accommodation will be shared within ALU; medical history will be treated in confidence.

Required Disability Accommodation Documentation

Documentation differs depending upon the type of disability. To be sure that your accommodation request will be fully considered, please include all of the following:

- Detailed clinical/medical diagnosis of the disability including learning, mental and physical restrictions and limitations.
- Names, dates, and results of all diagnostic tests, including professional evaluation of the results.
- Description of student limitations in activities related to the ability to enroll and complete the academic requirements of ALU courses and programs.
- Specific accommodation recommendations related to ALU academic activities and to the diagnosis.
- Disability evaluator's professional credentials, licenses and experience related to the applicant's specific accommodation request.
- For applicants or students for the School of Law Juris Doctor program, additional documentation is required:
  - Information on Law School Accommodations from the California State Bar
  - Complete and submit Testing Accommodations Form F

Additional guidance for documenting specific disabilities may be found on the College Board website at the following link:
http://professionals.collegeboard.com/testing/ssd/application/disabilities. If the link is inactive, go to the website student home page at http://student.collegeboard.org/. Use the search function to locate "documenting specific disabilities."

Documentation Time Limits

Disability accommodation documentation time limits vary based upon the disability:
- Three years for a learning disability for applicants/students under 21 years of age. For applicants/students over the age of 21, documentation older than three years is acceptable if clinical testing was completed after the age of 18.
- Six-months for a qualified mental disability.
- Documentation in regards to physical disabilities may vary. For permanent conditions, any documentation meeting the ALU criteria will be considered regardless of the date of the documentation.
- One-year for temporary physical disability.

Appeal of Denied or Modified Accommodation Requests

Applicants and students may appeal denied accommodation requests. The appeal must be in writing and submitted within 15 days of the accommodation denial or modification. ALU does not retaliate against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or litigation under the ADA.

For further information from ALU regarding the Americans with Disabilities Act
For more information regarding ALU's compliance with the Americans with Disabilities Act, please contact admissions@alu.edu via email or call (213) 252-5100. An admissions representative will answer or route your questions to the appropriate university representative.

You may send your documented accommodation request to Student Affairs at Abraham Lincoln University in a number of ways:

1. Email with attachments to: student.services@alu.edu
2. Mail or ship through a carrier with document tracking capability to:
   Abraham Lincoln University
   3530 Wilshire Blvd - Suite 1430
   Los Angeles, CA 90010

Student Code of Conduct Policy

Students are expected to conduct themselves in a manner conducive to learning and the learning of others. ALU has established a Student Code of Conduct. Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the University's academic community. As a member of the University's academic community, students acknowledge and accept an obligation to abide by the Student Code of Conduct. Conduct on or off campus which is determined to impair, interfere with, or obstruct the opportunities of others to learn, or which disrupts the mission, processes, or orderly functions of the University, will be deemed misconduct.

As members of ALU, students have responsibilities and duties commensurate with their rights and privileges. In this policy, ALU provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the ALU's mission.

Any student who is found to have violated the student code of conduct policy is subject to disciplinary sanctions up to and including suspension or dismissal, as further described below.

Elements/Violations of Student Code of Conduct Policy

The following is a list of behaviors that violate ALU's Student Code of Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.

9. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
10. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, or other school activities).
11. Unauthorized entry into, or use of, school facilities.
12. Forgery, falsification, alteration, or misuse of school documents, records, or identification.
13. Dishonesty, including but not limited to lying, cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
14. Disorderly, lewd, indecent, or obscene conduct, including but not limited to any type of clothing or materials worn or brought onto the premises by any student deemed to be lewd, indecent, or obscene as determined by school officials.
15. Extortion.
16. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
17. Breach of peace on school property or at any school-sponsored or supervised program.
18. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited
19. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
20. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
21. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
22. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
23. Failure to identify oneself when on school property.
24. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
25. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of ALU and/or its reputation.
26. Any violation of the institution's policies on the responsible use of technology, including but not limited to:
    - The theft or abuse of a computer, email, Internet, or Intranet resources
    - Unauthorized entry into a file to use, read, or change the contents of or for any other purpose
    - Unauthorized transfer of a file
    - Unauthorized downloading of copyrighted materials in violation of the law
    - Unauthorized use of another individual's identification and/or password
    - Use of computing facilities to interfere with the work of another student, faculty member, or school official
    - Use of computing facilities to send obscene or abusive messages
    - Use of computing facilities to interfere with normal operation of the school's computing system
27. Abuse of the ALU disciplinary system, including but not limited to:
    - Failure to obey the summons of a disciplinary body or school official

- Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
- Disruption or interference with the orderly conduct of a disciplinary proceeding
- Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- Failure to comply with the sanction(s) imposed under the student conduct policy
- Influencing or attempting to influence another person to commit an abuse of the disciplinary system

28. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

Disciplinary Procedures

Complaint

1. Any member of ALU (e.g., faculty, staff, or student) may file a complaint against any student for misconduct or for otherwise being in violation of ALU policies. The complaint shall be prepared in writing and directed to the Dean or designee. Complaints should be submitted as soon as possible after the alleged violation occurred.

2. The Dean or a designee shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

3. Unless otherwise provided by law, ALU generally will not disclose the name of the person making the complaint to the accused student ("student") unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

1. Within a reasonable period of time after the complaint is received, the Dean or designee will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Dean or designee to discuss the complaint and alleged violation and will render and communicate the decision to the student.

2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean or designee may make a determination of violations of ALU policies on the basis of the information available and impose sanctions for such violations. This decision shall be communicated to the student.

3. The Dean or designee's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ALU

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). Within a reasonable time after the student has been notified of the charge(s), ALU will set a time for a hearing.

2. Hearings shall be conducted by the Dean or his or her designee (herein referred to as the "hearing officer") and may also include faculty, staff, and students according to the following guidelines:

   - Hearings normally shall be conducted in private.
   - Admission of any person to the hearing shall be at the discretion Dean or his or her designee.
   - In hearings involving more than one student, the hearing officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
   - The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the hearing officer.
   - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer at his or her discretion.
   - All procedural questions are subject to the final decision of the hearing officer.
   - After the hearing, the hearing officer shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The hearing officer will issue a written determination. If the hearing officer determines that a violation has occurred, the hearing officer's determination will also address whether dismissal from ALU is an appropriate sanction for the offense(s).
   - The hearing officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ALU
   - The hearing officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal therefrom.

Interim Suspension

ALU may immediately remove or suspend a student from school without applying or exhausting these procedures when, in ALU's sole judgment, the student poses a threat of harm to himself or herself, to others, or to property of ALU or a member of ALU.

During the interim suspension, students shall be denied access to the school (including classes) and/or all other school activities or privileges for which the student might otherwise be eligible.

Student Involvement in Conduct Proceedings

At the discretion of the Dean or his or her designee, students of ALU may participate in the adjudication of disciplinary proceedings, including hearings and appeals.

Violations of Law

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the University, disciplinary action may be instituted, and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the ALU community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. ALU will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property

ALU reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of ALU faculty and/or staff that a serious risk to the health, safety, and welfare of students and/or the school community exists. Personal property and belongings include but are not limited to backpacks, portfolios, clothing, and vehicles brought onto property leased, owned, or controlled by the school.

Sanctions

ALU may impose sanctions for violations of the student code of conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). ALU reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning**: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.

2. **Probation**: Probation is used for repeated violations or a specific violation of a serious nature. The Dean or his or her designee defines the terms of probation.

3. **Suspension**: Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his or her suspension.

4. **Expulsion**: The student will be expelled from ALU immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or any time or for any reason.

5. **Restitution**: Compensation for loss or damage to property leased, owned, or controlled by the school. Restitution may take the form of monetary or material replacement.

6. **Discretionary sanctions**: The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to ALU policies and procedures.

● The student must initially obey the terms of the decision (e.g., a student who has been suspended from school may not be on school property in accordance with the directions indicated in the decision).

● The student must write a letter of appeal in the student's own words, addressed to the Dean of Juris Doctor program of ALU or his or her designee. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to ALU policies and procedures. It must be delivered within seven calendar days following the student's receipt of the decision.

● The Dean or his or her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be composed of faculty or staff members not involved in making the initial disciplinary decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

● The committee will report back to the Dean or his or her designee with its recommendation following its review of the appeal. The Dean or his or her designee will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The decision will be final.

Student Grievance Policy

The ALU grievance policy addresses issues requiring resolution and to promote honesty and respect inherent to the educational work of students and faculty. This policy is applicable to students, administrators, faculty or any party who has good reason to believe that the institution is not in compliance with Distance Education and Training Council standards, policies or procedures.

A grievance on the part of a student, staff or faculty is defined as any decision or action taken by a faculty or staff member in the course of official duty that violates or constitutes arbitrary, capricious or unequal application of written campus policies or procedures. Student complaints are typically about items such as:

- administrative issues
- financial issues
- technical issues
- faculty performance
- grading
- program content and program effectiveness/expectations
- library services

The university believes that problems can be resolved through cooperation among students, faculty and staff administrators. Fundamental to the process is the principle that all parties have made a good-faith effort to resolve the grievance prior to initiating this process.

The following are steps recommended to resolve grievances at Abraham Lincoln University:

Step 1: The student is encouraged to resolve the problem informally with the faculty or staff member involved.

Step 2: If Step 1 does not resolve the problem, the student is encouraged to communicate informally with the faculty or staff member's supervisor.

Step 3: If Step 2 does not resolve the problem, the student should submit a written letter to Student Affairs, explaining the situation; any supporting documentation must be attached to the letter. This letter must be submitted within one month of the time the grievance occurred. The student has the right to forego the first two steps of this process and submit a letter of grievance directly to Student Affairs.

Step 4: After reviewing the grievance, the Director shall attempt to resolve the situation directly to the mutual satisfaction of all parties.

Step 5: If such resolution is unsuccessful, the Academic Standards Committee (ASC) shall conduct a hearing. The Committee shall review the grievance and render a decision in writing no later than 30 days after the letter is submitted.

Step 6: The student may appeal, in writing, any decision of the Committee to the president of Abraham Lincoln University. An appeal may also be made to the president in cases of probation, suspension, expulsion, and/or other disciplinary action. The president's decision shall be in writing and shall be final.

Students or members of the public may also file complaints with the following entities:

Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100

California Bureau for Private Postsecondary Education
Physical address: 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833

Mailing address: P.O. Box 980818, W. Sacramento, CA 95798-0818
Toll-free: (888) 370-7589
Local: (916) 431-6959
Fax: (916) 263-1897
Online complaint forms are accessible at www.bppe.ca.gov.

Housing

Abraham Lincoln University is an online, distance learning educational institution. On-site classroom attendance is not required. ALU does not provide housing accommodations nor assist in locating housing.

Placement Services

The university does not offer placement services.

8. Programs and Objectives

Diploma and Degree Programs Offered

Abraham Lincoln University enrolls students into certificate, diploma, associate, bachelor's, master's and doctorate degree programs. In addition, the ALU School of Law offers the Juris Doctor (J.D.) degree.

Areas of study and diploma or degree level include:

Undergraduate Certificate Programs
- A+ Certificate
- Network+ Certificate
- Security+ Certificate
- Homeland Security Certificate
- Accounting Certificate
- Legal Assistant Certificate
- Certificate in Communications and Writing
- Certificate in Marketing
- Business Administration Certificate
- Management Certificate
- Certificate of Investigation

Graduate Certificate Programs
- Coaching Certificate
- Power Generation Management Certificate
- Certificate in Real Estate Law
- Certificate in Human Resource Law
- Certificate in Business Law
- Management Certificate
- Advanced Leadership Certificate (Post-Graduate)
- Advanced Management Certificate (Post-Graduate)

Diploma Programs
- Criminal Justice - DCJ
- Paralegal Studies - DPS

Associate Degrees
- Business Administration - AS
- Criminal Justice - AS
- General Studies - AA
- Paralegal Studies – AS
- Information Technology - AS

Bachelor's Degrees
- Business Administration - BS
- Criminal Justice - BS
- General Studies - BA
- Legal Studies - BS

Graduate and Professional Degrees
- Business Administration - MBA
- Criminal Justice - MS
- Information Technology - MS
- Law – MS
- Business Administration - DBA
- Juris Doctor[3] - JD

The programs offered are subject to change solely at the discretion of the university. Individual courses, course titles and codes, textbooks and other academic components of the programs are regularly reviewed and may be revised solely at the discretion of the university.

All courses have a final assessment, such as exam, case study, research paper, etc. There are no final tests or examinations administered by third parties for any of these degrees. The Juris Doctor students are required to pass examinations administered by the California State Bar.

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[3] Please see separate School of Law Catalog for Juris Doctor (J.D.) degree policy details.

Certificate and Diploma Programs

Certificate and Diploma programs allow students to focus on a particular topic of interest. Undergraduate Certificate and Diploma programs are open to applicants who have at least a high school diploma or its equivalent. Graduate-level Certificate programs require applicants to have a bachelor's degree *except* the Post-Graduate certificates require applicants to have a Master's degree.

Certificate Programs
- The certificate programs require 12-21 credits
- Certificate requirements are determined by the student's catalog year provided that the student maintains continuous enrollment.
- All courses carry college credit and may be applied toward a degree.
- Certificate program prerequisites must be met.
- Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.

Diploma Programs
- The diploma programs require 30 credits.
- Diploma requirements are determined by the student's catalog year provided that the student maintains continuous enrollment.
- All courses carry college credit and may be applied toward a degree.
- Diploma program prerequisites must be met.
- Diploma Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.

A+ Certificate Program (Undergraduate)

Program Description:
Our certificate program provides a foundation in information technology. Students enrolling in the A+ Certificate program typically want to expand their career opportunities. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
Upon successful completion of the outlined courses, students will be able to:
- Qualify for the CompTIA* certification exam
- Pursue available positions in the information technology field
- Apply to an associate of information technology program or related program.
- Troubleshoot operations systems and use DOS operating systems or command lines
- Identify different computer cables and connectors as well as network architectures and topologies
- Install core PC components and multiple peripherals
- Apply Windows Networking Troubleshoot with operating system problems

* CompTIA is the voice of the world's information technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, it focuses its programs on four main areas: education, certification, advocacy and philanthropy. CompTIA is the leading provider of technology-neutral and vendor-neutral IT certifications. These certifications include A+, Network+ and Security+.

Table P1: Program Plan for the A+ Certificate in Information Technology

Program Plan (PP)		A+ Certificate – Information Technology				

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0			
	CIS100	Intro to Information Technology	3	3		
	CIS105	A+ Computer Hardware	3	3		
	CIS106	A+ Computer Software	3	3		
	CIS	CIS Elective	3			3
		Semester Credit Hours	12	9		3
		Total for Semester 1	**12**	9		3

Network+ Certificate Program (Undergraduate)

Program Description:
The Network+ certificate program provides a foundation in information technology. Students enrolling in the Network+ Certificate program typically want to expand their career opportunities. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
Upon successful completion of outlined courses, students will be able to:
- Qualify for the CompTIA* certification exam
- Pursue available positions in the information technology field
- Apply for an associate of information technology program or related program.
- Perform troubleshooting to recover from operating system start-up failures
- Work with routers, gateways, network interfaces, wireless access points, modems and firewalls
- Install network cards, repeaters, and specialized network devices
- Apply DOS knowledge when GUI is unavailable

* CompTIA is the voice of the world's information technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, it focuses its programs on four main areas: education, certification, advocacy and philanthropy. CompTIA is the leading provider of technology-neutral and vendor-neutral IT certifications. These certifications include A+, Network+ and Security+.

Table P2: Program Plan for the Network+ Certificate in Information Technology

| Program Plan (PP) | Network+ Certificate – Information Technology | | | | | |

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0			
	CIS110	Networking Fundamentals	3	3		
	CIS112	Network Defense & Counter-Measures	3	3		
	CIS114	Enterprise Network Testing	3	3		
	CIS	CIS Elective	3			3
		Semester Credit Hours	12	9		3
		Total for Semester 1	12	9		3

Security+ Certificate Program (Undergraduate)

Program Description:
The Security+ provides a foundation in information technology. Students enrolling in the Security+ Certificate program typically want to expand their career opportunities. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
Upon successful completion of outlined courses, students will be able to:
- Qualify for the CompTIA* certification exam
- Pursue available positions in the information technology field
- Apply to an associate of information technology program or related program
- Work with LANs, WANs, MANs, and WPANs as well as Virtual private networks and Virtual local area networks
- Develop and sharpen skills for working with cabling, ethernets, networking components and devices
- Compare and contrast secured and unsecured protocols
- Manage common security threats
- Apply protocols for remote authentication, remote access, and networks

* CompTIA is the voice of the world's information technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, it focuses its programs on four main areas: education, certification, advocacy and philanthropy. CompTIA is the leading provider of technology-neutral and vendor-neutral IT certifications. These certifications include A+, Network+ and Security+.

Table P3: Program Plan for the Security+ Certificate in Information Technology

Program Plan (PP)		Security+ Certificate – Information Technology				
Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0			
	CIS120	Information Security in the Enterprise	3	3		
	CIS121	Computer Security Fundamentals	3	3		
	CIS135	Network Security	3	3		
	CIS	Elective	3			3
		Semester Credit Hours	12	9		3
		Total for Semester 1	**12**	9		3

Certificate in Homeland Security Program (Undergraduate)

Program Description:
The Certificate in Homeland Security will prepare students to enter a career field specialized in Homeland Security. This certificate is designed to ready students for Domestic and International terrorism. Knowledge gained in this certificate program will be useful to support such career paths as public safety. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
The undergraduate level certificate in Homeland Security is designed to develop a student's professional skillset in:
● Comparing trends in terrorism from the mid-1950's to present day and discussing historical, political and religious assassinations that have impacted the course of history
● Creating security checklists to facilitate a proper risk analysis and know how to quantify risk using probability and estimated losses.
● Analyzing recommended industry "best practices" regarding risk, threat, and vulnerability assessments to airports, ports, mass transit, trucks, and pipelines.
● identifying various governmental agencies in multiple countries that manage disasters in their respective countries.

Table P4: Program Plan for the Homeland Security Certificate

Program Plan (PP)   **Homeland Security Certificate**

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	OR100	Orientation	0	0		
	CJS362	History of Terrorism	3	3		
	CJS382	Risk Analysis	3	3		
	CJS342	Emergency Response Planning	3	3		
	CJS392	Transportation and Cargo Security	3	3		
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		
2	CJS400	Crisis Management	3	3		
	CJS372	International Disaster Management	3	3		
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

● *This certificate program requires 18 credits.*
● *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Accounting Certificate Program (Undergraduate)

Program Description:
The Certificate in Accounting will provide students with a foundation in accounting principles and practices to prepare for them for entry-level accounting positions in the industry. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
The undergraduate level certificate in accounting is designed to develop a student's professional skillset in:
- Interpreting financial reports (i.e., income statements, balance sheets, statements of retained earnings, statements of cash flows) prepared for users external to businesses (i.e., owners, creditors, government, and investors).
- Describing the importance of capital investments and the capital budgeting process while understanding the components of the master budget.
- Identifying the factors involved in the accounting and recording of depreciation and depletion and the methods of writing off the cost of tangible assets and natural resources.

Table P5: Program Plan for the Accounting Certificate

Program Plan (PP)   Accounting Certificate

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	ACC220	Financial Accounting	3	3		
	ACC225	Managerial Accounting	3	3		
	ACC320	Cost Accounting I	3	3		
	ACC321	Cost Accounting II	3	3		
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		
2	ACC300	Intermediate Accounting I	3	3		
	ACC301	Intermediate Accounting II	3	3		
	ACC302	Intermediate Accounting III	3	3		
		Semester Credit Hours	9	9		
		Total for Semester 2	9	9		

- *This certificate program requires 21 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Legal Assistant Certificate Program (Undergraduate)

Program Description:
The Certificate in Legal Assisting helps students to develop the skills necessary for effective legal writing, document processing, and legal research. The certificate will prepare students for an entry level legal assistant position in legal services, and law offices. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
The undergraduate level certificate in legal assisting is designed to develop a student's professional skillset in:
- Explaining legal analysis and the use of authorities and summarizing the uses of statutory law.
- Analyzing a client's case for key facts and issues.
- Communicating with others about technology as it relates to the legal community.
- Identifying the functions of a complaint and appropriate service of process.

Table P6: Program Plan for the Legal Assistant Certificate

Program Plan (PP)   **Legal Assistant Certificate**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0		0		
	LGS100	Intro: The Legal Profession	3		3		
	LGS108	Legal Research	3		3		
	LGS208	Legal Analysis & Writing	3		3		
	LGS105	Law Office Technology	3		3		
		Semester Credit Hours	12		12		
		Total for Semester 1	12		12		
2	LGS110	Litigation & Trial Practice I	3		3		
	LGS210	Litigation & Trial Practice II	3	LGS110	3		
	LGS303	Ethics for the Legal Profession	3		3		
	*LGS200	Administrative Law	*3		*3		
	*LGS402	Alternative Dispute Resolution					
		Semester Credit Hours	12		12		
		Total for Semester 2	12		12		

- *This certificate program requires 24 credits.*
- **Students select one of remaining two courses to complete their certificate credit requirement.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Certificate in Communication and Writing Program (Undergraduate)

Program Description:
The Certificate in Communication & Writing offers an opportunity for both personal and professional development through its combination of courses. This certificate will provide students with competence in effective writing and the ability to engage in effective communication. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
The undergraduate level certificate in communication and writing is designed to develop a student's professional skillset in:
- Developing proper grammar, spelling and sentence structure techniques to produce well-written ideas.
- Analyzing text and being able to see arguments rhetorically
- Gathering appropriate materials and information on a topic for a speech
- Employing key tactics of managerial negotiation and apply strategic questioning in instances of both employment and performance review interviews

Table P7: Program Plan for the Communication and Writing Certificate

Program Plan (PP)   Communication and Writing Certificate

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	ENG160	English Composition I	3	3		
	ENG170	English Composition II	3	3		
	COM100	Intro: Communication	3	3		
	COM275	Speech Communication	3	3		
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		
2	COM420	Managerial Communication	3	3		
	RES340	Research Methods and Writing	3	3		
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *This certificate program requires 18 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Certificate in Marketing (Undergraduate)

Program Description:
The Certificate in Marketing prepares students with the technical and analytical skills necessary to compete in a complex, ever changing and challenging market. Our program teaches students how to make strategic marketing decisions using digital and offline resources. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
The undergraduate level certificate in Marketing is designed to develop a student's professional skillset in:
- Evaluating business trends, and apply these trends to cultivating a business in a diverse, global environment.
- The laws for entrepreneurship and small businesses, LLCs, LLPs, and global forms of business along with corporations and the Sarbanes-Oxley Act
- Information technology and how it can be used to target individual customers with customized marketing presentations.

Table P8: Program Plan for the Marketing Certificate

Program Plan (PP)   **Marketing Certificate**

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	BUS110	Business Fundamentals	3	3		
	BUS325	Legal Environment in Business	3	3		
	BUS220	Principles of Marketing	3	3		
		Semester Credit Hours	9	9		
		Total for Semester 1	9	9		
2	CIS490	Introduction to E-Business	3	3		
	BUS434	Internet Marketing	3	3		
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *This certificate program requires 15 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Business Administration Certificate (Undergraduate)

Program Description:
The Certificate in Business Administration will teach students about business fundamentals, ethical business practice, marketing principles and simple financial accounting. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
The undergraduate level certificate in business administration is designed to develop a student's professional skillset in:
- Evaluating and applying business trends to cultivate business in a diverse, global environment.
- Interpreting financial reports (i.e., income statements, balance sheets, statements of retained earnings, statements of cash flows) prepared for users external to businesses (i.e., owners, creditors, government, and investors).
- Preparing and operating a financial budget

Table P9: Program Plan for the Business Administration Certificate

Program Plan (PP)   **Business Administration Certificate**

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	BUS110	Business Fundamentals	3	3		
	ACC220	Financial Accounting	3	3		
	ACC225	Managerial Accounting	3	3		
	BUS220	Principles of Marketing	3	3		
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		
2	MGT214	Principles of Management	3	3		
	BUS254	Ethical Decision Making for Business	3	3		
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *This certificate program requires 18 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*
- *(ORT100) for students in addition to the credit hour requirements listed.*

Management Certificate (Undergraduate)

Program Description:
The Management Certificate is designed to introduce the fundamental elements of business management and practice. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
The undergraduate level certificate in management is designed to develop a student's professional skillset in:
- Assessing how environmental forces influence organizations and how organizations can influence their environments.
- Identifying the opportunities and threats inherent in an organization within strategic management, and discuss the nature of competitive positioning
- Examining the nature of strategic change and identifying the obstacles that may hinder managers' attempts to change a company's strategy and structure to improve its future performance.

Table P10: Program Plan for the Management Certificate

Program Plan (PP)   **Management Certificate**

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	MGT214	Principles of Management	3	3		
	MGT494	Strategic Management	3	3		
	MGT440	Operations Management	3	3		
		Semester Credit Hours	9	9		
		Total for Semester 1	9	9		
2	BUS254	Ethical Decision Making for Business	3	3		
	*BUS395	International Business	*3	*3		
	*ACC200	Principles of Accounting				
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *This certificate program requires 15 credits.*
- **Students select one of remaining two courses to complete their certificate credit requirement.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Certificate of Investigation (Undergraduate)

Program Description:
The Certificate of Investigation focuses on developing skills related to criminal investigation and criminalistics. Students will learn the rules and ethics of crime scene investigations in order to analyze diverse crime scenes and apply that knowledge to real life scenarios. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Associate's or Bachelor's degree programs.

Program Objectives:
The undergraduate level certificate of Investigation is designed to develop a student's professional skillset in:
- Developing critical thinking, oral and written communication skills while being able to Integrate technology into traditional criminal justice theories.
- Analyzing the nature of the components targeted by detection techniques and the added value of detection sequences as opposed to a single treatment.
- Assessing the types, value, and advantages of physical evidence in a crime investigation and validate the ethical, legal, and scientific requirements for the collection of that evidence.
- Assessing the constitutionality tests for presumption and inferences and analyzing the issues surrounding the appropriate use of witness accounts and testimony.

Table P11: Program Plan for the Certificate of Investigation

Program Plan (PP)   Certificate of Investigation

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	CJS110	Intro: Criminal Justice	3	3		
	CJS225	Criminal Investigation I	3	3		
	CJS325	Criminal Investigation II	3	3		
		Semester Credit Hours	9	9		
		Total for Semester 1	9	9		
2	*CJS105	Technology in Criminal Justice	*3	*3		
	*CJS340	Fingerprinting	*3	*3		
	*CJS335	Crime Scene Investigation				
	*CJS230	Criminal Evidence				
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *This certificate program requires 15 credits.*
- **Students select two of remaining four courses to complete their certificate credit requirement.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Coaching Certificate Program (Graduate - Master's)

Program Description:
Abraham Lincoln University's Coaching Certificate provides a unique opportunity to gain leadership, business, and communication skills, and how to apply those skills in various scenarios. Courses include an introduction to coaching in a workplace environment, personal one-on-one interactions, team coaching, working with executives in a coaching relationship, and the unique challenges of coaching in a project-management setting. This graduate-level program is for leaders who want to learn to improve morale and remain calm in heightened situations, to build trust with others, and to facilitate team-building. Students have the chance to learn and improve upon problem solving, public speaking, and listening skills.

Program Objectives:
Upon successful completion of outlined courses, students will be able to:
- Analyze the external and internal influences on business leaders and their practices
- Demonstrate effective written communication skills in a business environment
- Analyze complex challenges in working with C-level executives
- Compare and contrast different types of coaching approaches

Table P12: Program Plan for the Coaching Certificate

Program Plan (PP)   Coaching Certificate Program

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	COH510	Coaching in the Workplace	3	3		
	COH515	Personal Coaching	3	3		
	COH520	Coaching Teams	3	3		
	BUS/COH	Elective	3			3
		Semester Credit Hours	12	9		3
		Total for Semester 1	12	9		3

Power Generation Management Certificate Program (Graduate– Master's)

Program Description:
This graduate-level certificate program provides a unique opportunity to learn the fundamentals of Power Generation. Courses include an introduction to the power generation field, transmission and substations, distribution sequence from power plant to home, power operations monitoring, and quality control. GRID systems and vertically integrated markets complete the concentration's elements. The Power Generation Certificate will satisfy the elective requirements of the MBA programs and the BUS580 Strategies for Change, as those topics are covered in the Power Generation Management courses.

Program Objectives:
Upon successful completion of outlined courses, students will be able to:
- Analyze the external and internal influences on business leaders and their practices.
- Demonstrate effective written communication skills in a business environment.
- Analyze effective management of complex challenges in the Power Generation field.
- Compare and contrast different types of power generation modalities.
- Determine which modalities can best serve stakeholders.

Table P13: Program Plan for Power Generation Management Certificate

Program Plan (PP)   Power Generation Management Certificate Program

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	*BUS630	Power Generation	3	3		
	**BUS632	Power Transmission & Distribution	3	3		
	**BUS635	Power Operations & Grid Systems	3	3		
	**BUS637		3	3		
	**BUS640	The GRID-Historical & Future The Power Market				
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		

- The certificate programs require 12 credits.
- Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.
  *BUS630 must be taken as prerequisite to Power Generation Management courses
  **Students select three of remaining four courses to complete certificate credit requirement.

Certificate in Real Estate Law (Graduate – Master's)

Program Description:
The past decade has brought many significant changes to the real estate industry that requires an advanced set of skills for real estate practitioners. ALU's graduate level certificate in Real Estate Law provides students with the technical and analytical knowledge necessary to develop real estate industry specific skills. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Master's degree programs.

Program Objectives:
Paralegals and legal assistants who work in real estate law careers perform important tasks that you will learn in our certificate program, such as:
- Research deeds and property titles
- Write reports to assist lawyers at hearings and at trial
- Draft correspondence and other legal documents and contracts
- Prepare affidavits and formal statements as evidence in court
- Interact with mortgage lenders and government agencies and more

Table P14: Program Plan for the Real Estate Law Certificate

Program Plan (PP)   **Real Estate Law Certificate**

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	BUS600	Contracts Law Fundamentals	3	3		
	BUS523	Real Estate Fundamentals	3	3		
	LGS523	Real Estate Transactions Law	3	3		
	LGS630	Legal Writing	3	3		
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		
2	LGS632	Legal Research	3	3		
	*LGS615	Agency & Partnership	*3	*3		
	*LGS530	Securities Law				
	*LGS532	Intellectual Property Law				
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *The certificate programs require 18 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*
- **Students select one of remaining three courses to complete their certificate credit requirement.*

Certificate in Human Resource Law (Graduate – Master's)

Program Description:
The Certificate in Human Resource Law prepares students for a career in compliance and the law as it pertains to employment. It is intended for those working in human resources and related fields who would benefit from focused legal knowledge regarding compliance, as well as those seeking a career change. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Master's degree programs.

Program Objectives:
The Goal of this program is to develop and improve career-related skills in the focused area of human resources compliance. The curriculum focuses on:
- Applying the regulations that safeguard the protection of people against unlawful discrimination.
- Training in ethics and compliance
- Assessing the legal and ethical climate of global HRM
- The study of crucial issues in human resources rules and regulation.
- Applying employment regulations with regard to privacy and theft

Table P15: Program Plan for the Human Resource Law Certificate

Program Plan (PP)   Human Resource Law Certificate

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	BUS600	Contracts Law Fundamentals	3	3		
	LGS625	Employment Law	3	3		
	MGT514	Human Relations Management	3	3		
	LGS630	Legal Writing	3	3		
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		
2	LGS632	Legal Research	3	3		
	*LGS615	Agency & Partnership	*3	*3		
	*MGT528	Alternative Dispute Resolution				
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *The certificate programs require 18 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*
- **Students select one of remaining two courses to complete their certificate credit requirement.*

Certificate in Business Law (Graduate – Master's)

Program Description:
The Certificate in Business Law provides students with the diverse skills and knowledge required to represent clients in any area of business law, including organizational and financial aspects, as well as deal making. The programs expose students to the many legal and business issues that lawyers encounter regularly in the global market. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Master's degree programs.

Program Objectives:
The Business Law Certificate Program prepares students with strong fundamental training in:
- Contracts law.
- Legal writing & Research.
- Global business strategies involving foreign entities and the regulation of multinational enterprises.
- The aspects of intellectual property law and apply them to case studies.

Table P16: Program Plan for the Business Law Certificate

Program Plan (PP)   **Business Law Certificate**

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	BUS600	Contracts Law Fundamentals	3	3		
	LGS525	Contemporary Business Law	3	3		
	LGS620	International Business Law	3	3		
	LGS630	Legal Writing	3	3		
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		
2	LGS632	Legal Research	3	3		
	*LGS615	Agency & Partnership	*3	*3		
	*LGS532	Intellectual Property Law				
	*LGS530	Securities Law				
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *The certificate programs require 18 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*
- **Students select one of remaining three courses to complete their certificate credit requirement.*

Management Certificate (Graduate – Master's)

Program Description:
The Management Certificate is designed to deepen a professional's ability to build an effective team, create a positive workplace, and execute ethical business strategies. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards one of Abraham Lincoln University's Master's degree programs.

Program Objectives:
The graduate level certificate in Management is designed to enhance a student's professional skillset in:
- Analyzing the challenges that face organizations in changing environments and relate how managers strive to find solutions to those problems and new challenges.
- Evaluating and discussing leadership practices of managerial work.
- Determining methods and tools for working with executive management.
- Discussing the global implications for managers in terms of ethical considerations.

Table P17: Program Plan for the Management Certificate (Master's level)

Program Plan (PP)   Management Certificate

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	MGT570	Advanced Strategic Management	3	3		
	MGT620	Implementing Organizational Change	3	3		
	MGT646	Project Management Organizational Framework	3	3		
		Semester Credit Hours	9	9		
		Total for Semester 1	9	9		
2	COH525	Executive Coaching	3	3		
	BUS560	Business Ethics	3	3		
		Semester Credit Hours	6	6		
		Total for Semester 2	6	6		

- *This certificate program requires 15 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Advanced Leadership Certificate (Post-Graduate)

Program Description:
The Advanced Leadership Certificate is designed for students from all disciplines who want to excel in their chosen field. Students will learn how to work effectively within an organization by mastering crucial leadership theories and business strategies. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards Abraham Lincoln University's Doctorate in Business Administration program.

Program Objectives:
The Advanced Leadership Certificate Program prepares students by focusing on:
- Creating original research (a dissertation) that contributes to a larger professional body of knowledge through its publication.
- Legal writing & Research.
- Global business strategies involving foreign entities and the regulation of multinational enterprises.
- How to evaluate analyze, and integrate the fundamental concepts, functions and skills of management.

Table P18: Program Plan for the Advanced Leadership Certificate

Program Plan (PP)   Advanced Leadership Certificate

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	DBA717	Business Policies & Administration	3	3		
	DBA710	Understanding Organizations/ Organizational Change Theory	3	3		
	DBA711	Understanding Application of Management Theories	3	3		
	DBA713	Leadership Theories, Models, Styles & Traits	3	3		
		Semester Credit Hours	12	12		
		Total for Semester 1	12	12		
2	DBA714	Leadership & Change Management	3	3		
	DBA715	Ethics of Business Management	3	3		
	DBA721	Business Strategy & Decision Making	3	3		
		Semester Credit Hours	9	9		
		Total for Semester 2	9	9		

- *The certificate programs require 21 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Advanced Management Certificate (Post-Graduate)

Program Description:
The Advanced Management Certificate is designed to deepen a professional's understanding of business management through the intensive study of ethics, theories and practices that aid successful outcomes for employees and business development. Successful students in this certificate program who want to pursue a full degree at a later date may transfer their earned certificate courses towards Abraham Lincoln University's Doctorate in Business Administration program.

Program Objectives:
The graduate level certificate in Advanced Management is designed to enhance a student's professional skillset in:
- Generating methodologies to analyze leadership and management success and failure.
- Evaluating and discussing leadership practices of managerial work.
- Creating original research (a dissertation) that contributes to the professional body of knowledge through its publication.
- Formulating research questions that are based on and build upon a critical appraisal of existing research.

Table P19: Program Plan for the Advanced Management Certificate

Program Plan (PP)   Advanced Management Certificate

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0	0		
	DBA711	Understanding & Application of Management Theories	3	3		
	DBA715	Ethics of Business Management	3	3		
	DBA718	Business Management Theories in Practice	3	3		
		Semester Credit Hours	9	9		
		Total for Semester 1	9	9		
2	DBA720	Strategic Management : Theories, Process & Application	3	3		
	DBA723	Business & Management Research Methods	3	3		
	DBA724	Research Design & Analysis	3	3		
		Semester Credit Hours	9	9		
		Total for Semester 2	9	9		

- *This certificate program requires 18 credits.*
- *Certificate Programs require the completion of the ALU Online Orientation (ORT100) for students in addition to the credit hour requirements listed.*

Diploma Program in Criminal Justice

Program Description:
The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. It includes the primary functions of law enforcement, handling evidence, crime scene investigation and associated responsibilities. In addition, it covers the secure management, safe keeping, and control of suspects, which must be performed in a humane manner in compliance with the constitutional standards.

Potential Careers:
Students who earn a Diploma in Criminal Justice typically pursue these careers:
- Security Guard
- Loss Prevention Team
- Building Security

Program Objectives:
This degree is designed to provide students a framework in basic criminal justice concepts and skills. Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

1. Explain the scientific study of crime, criminals, the law-making process, the criminal justice system and the treatment of offenders.
2. Utilize critical thinking, analytical and interpersonal skills applicable to real-world problems.
3. Implement solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.

Table P20: Program Plan for Diploma in Criminal Justice

Program Plan (PP)   DCJ - Criminal Justice

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	CJS110	Introduction to Criminal Justice	3		3	0	0
	CJS130	Introduction to Justice Administration	3		3	0	0
	CJS205	Constitutional Law I	3		3	0	0
	CJS100	Ethics in Law Enforcement	3		3	0	0
	CJS	Elective	3		0	0	3
		Semester Credit Hours	15		12	0	3
Semester							
2	CJS200	Criminal Law	3		3	0	0
	CJS223	Criminal Procedure	3		3	0	0
	CJS225	Criminal Investigations I	3		3	0	0
	CJS230	Criminal Evidence	3		3	0	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		12	0	3
		Total for Semesters 1-2	**30**		**24**	**0**	**6**

Diploma Program in Paralegal Studies

Program Description:

The Diploma in Paralegal Studies program provides the foundation in the field of law necessary to obtain an entry level position as a legal assistant or paralegal in a law-related setting. Our online program is accessible and practical, focusing on solving real-world problems. Paralegal students are given a student-account with Westlaw and our online classes will help you become efficient in online legal research.

Program Objectives:
Upon successful completion of outlined courses, students will be able to:
1. Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems
2. Identify primary and secondary sources of the law
3. Use research tools and techniques necessary to find the law
4. Prepare written legal analysis identifying issues in a case, the rule of law, application, counterarguments, and conclusions
5. Prepare professional legal documents
6. Demonstrate core knowledge in the following areas of law: business law, criminal law, real property, and contracts

Table P21: Program Plan for Diploma in Paralegal Studies

Program Plan (PP)   **DPS - Paralegal Studies**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	LGS100	Introduction to the Legal Profession	3		3	0	0
	LGS107	Contracts	3		3	0	0
	LGS108	Legal Research	3		3	0	0
	LGS110	Litigation and Trial Practice I	3		3	0	0
	LGS	Elective	3		0	0	3
		Semester Credit Hours	15		12	0	3
Semester							
2	LGS103	Criminal Law	3		3	0	0
	LGS204	Real Property	3		3	0	0
	LGS208	Legal Analysis and Writing	3		3	0	0
	LGS206	Business Organizations	3		3	0	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		12	0	6
		Total for Semesters 1-2	30		24	0	6

Degree Programs

Curriculum
Abraham Lincoln University offers the following degree programs at undergraduate and graduate levels.

Associate Degrees
- Business Administration - AS
- Criminal Justice - AS
- General Studies – AA
- Information Technology - AS
- Paralegal Studies – AS

Bachelor's Degrees
- Business Administration - BS
- Criminal Justice - BS
- General Studies – AA
- Legal Studies - BS

Graduate and Professional Degrees
- Business Administration – MBA
- Criminal Justice – MS
- Information Technology – MS
- Law – MS
- Business Administration - DBA
- Juris Doctor[4] - JD

All first-time ALU students must complete the ALU Online Orientation, ORT100. Programs may require prerequisites prior to admission. Recommendations by professional organizations provide guidance on appropriate prerequisites.

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[4] Please see separate School of Law Catalog for Juris Doctor (J.D.) degree policy details.

Associate of Science Degree in Business Administration

Program Description
The purpose of the Associate of Science Degree in Business Administration is to prepare students for entry-level positions in business, industry, and non-profit organizations. The program is designed for students who seek to acquire a complete framework in basic business concepts and skills in order to create solutions for contemporary business problems. Upon successful completion of general education and specific program courses, students will have acquired the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance and aid in decision-making skills. Students will be prepared to pursue a Bachelor of Science Degree in Business Administration.

Program Objectives
Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

1. Demonstrate a foundation of business knowledge and technical skills that supports and facilitates lifelong professional development
2. Utilize critical thinking, creative and logical analysis, strategies, and techniques to solve complex, real-world business problems
3. Implement and apply current technical solutions to business activities, systems, and processes
4. Apply sound management principles to the functions of planning, organizing, coordinating, and decision making in business operations
5. Enter ALU's Bachelor of Science in Business Administration Degree program without further academic preparation

Table P22: Degree Plan for Associate of Science Degree in Business Administration

Degree Plan (DP)   AS - Business Administration

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	CMP101	Introduction to Computers	3		0	3	0
	BUS110	Business Fundamentals	3		3	0	0
	ENG160	English Composition I	3		0	3	0
	ANTH, ECON, POLI, PSY, RES, SOC	Elective	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		3	9	3
Semester 2	MAT130	Concepts of Fundamental Math	3		0	3	0
	ENG170	English Composition II	3	ENG160	0	3	0
	COM100	Introduction to Communications	3		0	3	0
	BIO, SCI, CHEM	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		0	9	6
Semester 3	MGT214	Principles of Management	3	BUS110	3	0	0
	BUS240	Managing Perf./Dev. Teams	3		3	0	0
	ACC200	Principles of Accounting I	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	3	6
Semester 4	BUS254	Ethical Decision Making in Bus.	3	BUS110	3	0	0
	BUS220	Principles of Marketing	3	BUS110	3	0	0
	ACC201	Principles of Accounting II	3	ACC200	3	0	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	0	6
		Total Credit Hours Required	60		18	21	21

Associate of Science Degree in Criminal Justice

Program Description
An online Associate degree in Criminal Justice is a unique way to master the concepts of the legal system, law enforcement, evidence handling, and crime scene investigation. The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. The program covers such skills as the secure management, safe keeping, and control of suspects and inmates, which must be performed in a humane manner in compliance with the constitutional standards. The Associate degree prepares students to think critically about issues such as criminology, administration, criminal investigation, evidence, and procedures.

Potential Careers:
Students who earn an Associate of Science in Criminal Justice typically pursue these careers:
- Police Patrol Officer
- Deputy Sheriff
- Transit Police
- Dispatchers

Program Objectives
This degree is designed to provide students a framework in basic criminal justice concepts and skills. Upon successful completion of the program, students will have acquired the knowledge and skills needed to:
1. Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
2. Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
3. Implement solutions for law enforcement, criminal investigation, and the management and administration of criminal justice related activities.
4. Apply to enroll in a Bachelor of Science in Criminal Justice, Legal Studies, or other related degree program.

Table P23: Degree Plan for Associate of Science Degree in Criminal Justice

Degree Plan (DP)   **AS - Criminal Justice**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	CJS105	Technology in Criminal Justice	3		3	0	0
	CJS110	Introduction to Criminal Justice	3		3	0	0
	CJS120	Introduction to Law Enforcement	3		3	0	0
	ENG160	English Composition I	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	3	3
Semester							
2	CJS100	Ethics in Law Enforcement	3	CJS120	3	0	0
	CJS130	Introduction to Justice Admin.	3		3	0	0
	CJS140	Introduction to Criminology	3	CJS110	3	0	0
	MAT130	Concepts of Fundamental Math	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	3	3
Semester							
3	CJS200	Criminal Law	3	CJS110	3	0	0
	CJS225	Criminal Investigations I	3	CJS110	3	0	0
	PSY110	Introduction to Psychology	3		0	3	0
	COM202	Effective Professional Communications	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	6	3
Semester							
4	CJS223	Criminal Procedure	3	CJS200	3	0	0
	HUM155	American History I	3		0	3	0
	BIO, SCI, CHEM	Elective	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		3	6	6
		Total Semester Hrs Required	**60**		**27**	**18**	**15**

Associate of Arts Degree in General Studies

Program Description
Abraham Lincoln University's Online General Studies Degree is a unique, career-oriented way to earn a liberal arts education and allows students to individually tailor their program. The purpose of the Associate of Arts Degree in General Studies is to prepare students for entry-level positions in business, industry, and non-profit organizations depending on the concentrations selected. Students combine a core set of general education courses with an emphasis on courses in career-related areas. Upon successful completion of the program, students will be prepared to pursue a Bachelor of Arts Degree.

Program Objectives
Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

1. Demonstrate a foundation in liberal arts through specific knowledge and technical skills that supports and facilitates lifelong professional development
2. Utilize critical thinking, creative and logical analysis, strategies, and techniques to solve complex individual and social problems
3. Implement and apply current technical solutions to individual and social activities, systems, and processes
4. Apply sound general principles to the functions of planning, organizing, coordinating and decision making to individual and social operations
5. Enter ALU's Bachelor of Arts Degree in General Studies without further academic preparation

Table P24: Degree Plan for Associate of Arts Degree in General Studies

Degree Plan (DP) **AA - General Studies**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	CMP101	Introduction to Computers	3		0	3	0
	ENG160	English Composition I	3		0	3	0
	PSY110	Introduction to Psychology	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		0	9	6
Semester 2	ENG170	English Composition II	3	ENG160	0	3	0
	HUM155	American History I	3		0	3	0
	MAT130	Concepts of Fundamental Math	3		0	3	0
	SCI195	Survey of Physical Sciences	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		0	12	3
Semester 3	COM200	Introduction to Communication	3		0	3	0
	HUM100	World of Art	3		0	3	0
	S0C110	Introduction to Sociology	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		0	9	6
Semester 4	COM275	Speech Communication	3		0	3	0
	CHEM210	Survey of Chemistry	3		0	3	0
	ECON205	Introduction to Economics	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		0	9	6
		Total Semester Hrs Required	60		0	39	21

Associate of Science Degree in Information Technology

Program Description:
Organizations today rely on computer and information technology to conduct business and operate more efficiently. Information technology projects generally include employees who have an understanding of business concepts, the requirements of end users and stakeholders, and a comprehension of the technologies needed to address these requirements.

The Associate of Science in Information Technology (ASIT) program prepares students for entry-level careers in information technology. A high school diploma or GED is required for admission to the program. The program provides the foundation for students seeking to acquire the necessary IT knowledge, skills, and credentials for a successful IT career path. Upon passing the CompTIA* certification exams, a student receives the CompTIA* certification in the area tested.

Program Objectives:
The Associate of Science in Information Technology program equips learners with fundamental technical skills coupled with workforce-ready knowledge that makes this degree valuable. Upon successful completion of the program, students will have acquired the knowledge and skills to:

1. Discuss the working foundation of technologies needed in order to effectively use information technology for different types of applications.
2. Evaluate computers systems and perform preventive maintenance and implement basic networking, installation and trouble-shooting.
3. Apply knowledge in managing, operating and configuring network infrastructure.
4. Develop and sharpen IT skills including how to deal with cryptography, IT assessments and IT audits.
5. Compare and contrast IT issues by using problem solving and creative thinking skills.
6. Troubleshoot IRQ conflicts and other computer resource problems
7. Successfully complete the certification exams offered by CompTIA* in A+, Security+, and Network

* CompTIA is the voice of the world's information technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies. It focuses its programs on four main areas: education, certification, advocacy and philanthropy. CompTIA is the leading provider of technology-neutral and vendor-neutral IT certifications. These certifications include A+, Network+ and Security+.

Table P25: Degree Plan for the Associate of Science Degree in Information Technology

Degree Plan (DP)   AS - Information Technology

Semester	Course #	Course Name	Credit Hours	Core/ Major	General Education	Required Elective
1	ORT100	Orientation	0			
	CIS100	Intro to Information Technology	3	3		
	CIS105	A+ Computer Hardware	3	3		
	CIS106	A+ Computer Software	3	3		
	ENG160	English Composition I	3		3	
	Open	Elective	3			3
		Semester Credit Hours	15	9	3	3
Semester 2	CIS110	Network Fundamentals	3	3		
	CIS112	Network Defense & Counter-Measures	3	3		
	MAT130	Concepts of Fundamental Math	3		3	
	HUM225	Ethics	3		3	
	Open	Elective	3			3
		Semester Credit Hours	15	6	6	3
Semester 3	CIS120	Information Security in the Enterprise	3	3		
	CIS121	Computer Security Fundamentals	3	3		
	COM202	Effective Professional Communications	3		3	
	ANTH, ECON, POLI, PSY, RES, SOC	Elective	3		3	
	Open	Elective	3			3
		Semester Credit Hours	15	6	6	3
Semester 4	CIS140	Basic Web Design	3	3		
	HUM155	American History I	3		3	
	CIS	Elective	3	3		
	CIS	Elective	3	3		
	Open	Elective	3			3
		Semester Credit Hours	15	9	3	3
		Total for Semesters 1-4	60	30	18	12

Associate of Science Degree in Paralegal Studies

Program Description

The Paralegal Studies program offers students the opportunity to study legal principles online at a depth that will give them a competitive edge in the paralegal field and advance their careers. Upon completion of the fifteen courses in the degree program, students can sit for the National Association for Legal Assistants (NALA) Certificate exam. Paralegal students are given a student-account with Westlaw and our classes will help you become efficient in online legal research. Students will also take specialty courses and general education courses for a well-rounded education.

Program Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

1. Take and pass the CLA/CP exam given by the National Association of Legal Assistants, and earn the designation Certified Paralegal / Certified Legal Assistant
2. Perform advanced legal research and writing tasks using online and in-person library resources for a wide variety of legal problems
3. Prepare and write legal memoranda, motions, and other court documents for review by an attorney
4. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys
5. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law
6. Exhibit proficiency in writing letters, memoranda, and other communications in a corporate or law firm environment
7. Apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, mathematics, and psychology, to their assigned tasks in a law firm or corporate environment
8. Enter ALU's Bachelor of Science in Legal Studies degree program without further academic preparation

Table P26: Degree Plan for Associate of Science Degree in Paralegal Studies

Degree Plan (DP) **AS - Paralegal Studies**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	LGS100	Introduction to the Legal Profession	3		3	0	0
	LGS107	Contracts	3		3	0	0
	LGS110	Litigation and Trial Practice I	3		3	0	0
	ENG160	English Composition I	3		0	3	0
	CMP101	Introduction to Computers	3		0	3	0
		Semester Credit Hours	15		9	6	0
Semester							
2	LGS103	Criminal Law	3		3	0	0
	LGS108	Legal Research	3		3	0	0
	COM202	Effective Professional Communications	3		0	3	0
	MAT130	Concepts of Fundamental Math	3		0	3	0
	LGS	Elective	3		3	0	0
		Semester Credit Hours	15		9	6	0
Semester							
3	LGS204	Real Property	3		3	0	0
	LGS206	Business Organizations	3		3	0	0
	LGS208	Legal Analysis and Writing	3		3	0	0
	PSY110	Introduction to Psychology	3		0	3	0
	LGS	Elective	3		3	0	0
		Semester Credit Hours	15		12	3	0
Semester							
4	LGS200	Administrative Law	3		3	0	0
	LGS210	Litigation and Trial Practice II	3	LGS110	3	0	0
	HUM155	American History I	3		0	3	0
	LGS	Elective	3		3	0	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	3	3
		Total Semester Hrs Required	**60**		**39**	**18**	**3**

Bachelor of Science Degree in Business Administration

Program Description
Our Bachelor of Science Degree in Business Administration prepares students for entry-level management positions in business, industry and non-profit organizations. The program provides the foundational background for students seeking to acquire a high-level of knowledge from a broad base of business concepts to create solutions to contemporary business problems. Students will acquire the critical knowledge and skills needed to integrate management, marketing, accounting, and finance concepts to develop strategies to improve short-, medium-, and long-term organizational performance. Student interested in accounting will have the opportunity to take courses to qualify to take the California CPA exam.

Program Objectives
Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

1. Analyze the external and internal influences on business institutions and practices
2. Identify the structures in business organizations that can be managed for productivity
3. Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations
4. Use technology and other resources to remain current in the student's chosen business field
5. Make effective business decisions using analytical and critical thinking kills
6. Identify and analyze legal and/or ethical issues that arise in business practices and institutions
7. Demonstrate effective written communication skills in a business environment
8. Enter a graduate level program without further academic preparation

Table P27: Degree Plan for Bachelor of Science Degree in Business Administration

Degree Plan (DP)   **BS - Business Administration**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	CMP101	Introduction to Computers	3		0	3	0
	BUS110	Business Fundamentals	3		3	0	0
	ENG160	English Composition I	3		0	3	0
	ANTH, ECON, POLI, PSY, RES, SOC	Elective	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		3	9	3
Semester 2	MAT130	Concepts of Fundamental Math	3		0	3	0
	ENG170	English Composition II	3	ENG160	0	3	0
	COM100	Introduction to Communications	3		0	3	0
	BIO, SCI, CHEM	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		0	9	6
Semester 3	MGT214	Principles of Management	3	BUS110	3	0	0
	BUS240	Managing Perf./Dev. Teams	3		3	0	0
	ACC200	Principles of Accounting I	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	3	6
Semester 4	BUS254	Ethical Decision Making in Bus.	3	BUS110	3	0	0
	BUS220	Principles of Marketing	3	BUS110	3	0	0
	ACC201	Principles of Accounting II	3	ACC200	3	0	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	0	6
		Total for Semesters 1-4	**60**		**18**	**21**	**21**

Table P27: Degree Plan for Bachelor of Science Degree in Business Administration (cont.)

Degree Plan (DP)   BS - Business Administration

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
5	ECON310	Principles of Macroeconomics	3		3	0	0
	BUS330	Human Resources Management	3	MGT214	0	3	0
	BUS325	Legal Environment in Business	3	BUS110	3	0	0
	GenEd	Elective	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	6	3
Semester							
6	ECON315	Principles of Microeconomics	3	ECON310	3	0	0
	BUS350	Quantitative Methods	3	BUS110, MAT130	3	0	0
	COM420	Managerial Communications	3	COM100	0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	3	6
Semester							
7	MGT424	Leadership in Organizations	3	MGT214	3	0	0
	MGT464	Organizational Behavior	3	MGT214	3	0	0
	FIN444	Finance for Managers	3	ACC200, MAT201	3	0	0
	MGT440	Operations Management	3	MGT214	0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	3	3
Semester							
8	MGT494	Strategic Management	3	MGT214	3	0	0
	MGT474	Fundamentals of Project Management	3		3	0	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
	BUS499	Senior Capstone	3	Completion of All	0	3	0
		Semester Credit Hours	15		6	3	6
		Total for Semesters 1-4	**60**		**18**	**21**	**21**
		Total for Semesters 5-8	**60**		**27**	**15**	**18**
		Total for Semesters 1-8	**120**		**45**	**36**	**39**

Bachelor of Science Degree in Criminal Justice

Program Description
The Bachelor of Science in Criminal Justice degree program includes developing an understanding of the advanced concepts of the primary functions of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence, crime scene investigation, and associated responsibilities. In addition, the program builds skills in areas such as the secure management, safe keeping, and control of inmates committed to jail or prison custody, which must be performed in a humane manner in compliance with the constitutional standards. The Bachelor program provides a broad base of criminal justice concepts and problem-solving skills applicable to contemporary issues in the field.

Potential Careers:
Students who earn a Bachelor of Science in Criminal Justice typically pursue these careers
- Police Officer
- Criminal Justice Teacher
- Juvenile Justice Officer
- Corrections Officer
- ICE Agent
- Deputy Sheriff

Program Objectives
This degree is designed to provide students a framework in basic criminal justice concepts and skills. Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

1. Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
2. Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
3. Implement solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.
4. Apply sound criminal justice principles and decision making to planning, organizing, and coordinating operations.

Table P28: Degree Plan for Bachelor of Science Degree in Criminal Justice

Degree Plan (DP)   **BS - Criminal Justice**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	CJS105	Technology in Criminal Justice	3		3	0	0
	CJS110	Introduction to Criminal Justice	3		3	0	0
	CJS120	Introduction to Law Enforcement	3		3	0	0
	ENG160	English Composition I	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	3	3
Semester							
2	CJS100	Ethics in Law Enforcement	3	CJS120	3	0	0
	CJS130	Introduction to Justice Admin.	3		3	0	0
	CJS140	Introduction to Criminology	3	CJS110	3	0	0
	MAT130	Concepts of Fundamental Math	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	3	3
Semester							
3	CJS200	Criminal Law	3	CJS110	3	0	0
	CJS225	Criminal Investigations I	3	CJS110	3	0	0
	PSY110	Introduction to Psychology	3		0	3	0
	COM202	Effective Professional Communications	3		0	3	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	6	3
Semester							
4	CJS223	Criminal Procedure	3	CJS200	3	0	0
	HUM155	American History I	3		0	3	0
	BIO, SCI, CHEM	Elective	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		3	6	6
		Total for Semesters 1-4	**60**		**27**	**18**	**15**

Table P28: Degree Plan for Bachelor of Science Degree in Criminal Justice (cont.)

Degree Plan (DP)   **BS - Criminal Justice**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
5	CJS325	Criminal Investigation II	3	CJS225	3	0	0
	CJS205	Constitutional Law I	3	CJS110, CJS200	3	0	0
	ENG170	English Composition II	3	ENG160	0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	3	6
Semester							
6	CJS305	Constitutional Law II	3	CJS205	3	0	0
	CJS345	Corrections	3		3	0	0
	SOC110	Introduction to Sociology	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	3	6
Semester							
7	CJS440	Juvenile Justice	3	CJS130	3	0	0
	SCI195	Study of Physical Science	3		0	3	0
	COM275	Speech Communication	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		3	6	6
Semester							
8	CJS420	Criminalistics	3	CJS140	3	0	0
	CJS499	Senior Capstone	3	Completion of All	3	0	0
	GenEd	Elective	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	3	6
		Total for Semester 1-4	**60**		**27**	**18**	**15**
		Total for Semesters 5-8	**60**		**21**	**15**	**24**
		Total for Semesters 1-8	**120**		**48**	**33**	**39**

Bachelor of Arts Degree in General Studies

Program Description
Our online General Studies program is a unique, career-oriented way to earn a liberal arts education and allows students to individually tailor their program. The Bachelor of Arts in General Studies prepares students for entry-level positions in business, industry, and non-profit organizations. Students combine a substantial core set of general education courses with an emphasis on courses in career-related areas. Students may design an undergraduate program that can more readily meet their academic and personal-development goals. Students will learn concepts and skills from a variety of fields to create solutions to contemporary problems. Students will acquire the critical skills needed to integrate and complement their individual interests, abilities, and intellectual and practical concerns.

Program Objectives
Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

1. Analyze social, economic and political influences on personal and social behavior.
2. Identify the structures in organizations that interact in social and professional environments.
3. Differentiate the roles and tasks of leaders and professionals in a variety of disciplines and fields.
4. Use technology and other resources to remain current in the student's chosen field of personal and professional interest.
5. Make effective personal and professional decisions using appropriate analytical and critical thinking processes.
6. Identify and analyze legal and/or ethical issues that arise in individual and social practices and institutions.
7. Demonstrate effective writing skills in professional environments.
8. Enter a graduate level program without further academic preparation.

Table P29: Degree Plan for Bachelor of Arts Degree in General Studies

Degree Plan (DP)　　**BA - General Studies**

Semester	Course #	Course Name	Credit Hours	Prerequisite	General Education	Elective
1	ORT100	Orientation	0		0	0
	CMP101	Introduction to Computers	3		3	0
	ENG160	English Composition I	3		3	0
	PSY110	Introduction to Psychology	3		3	0
	Open	Elective	3		0	3
	Open	Elective	3		0	3
		Semester Credit Hours	15		9	6
Semester						
2	ENG170	English Composition II	3	ENG160	3	0
	HUM155	American History I	3		3	0
	MAT130	Concepts of Fundamental Math	3		3	0
	SCI195	Survey of Physical Sciences	3		3	0
	Open	Elective	3		0	3
		Semester Credit Hours	15		12	3
Semester						
3	COM100	Introduction to Communication	3		3	0
	HUM100	World of Art	3		3	0
	SOC110	Introduction to Sociology	3		3	0
	Open	Elective	3		0	3
	Open	Elective	3		0	3
		Semester Credit Hours	15		9	6
Semester						
4	COM275	Speech Communication	3		3	0
	CHEM210	Survey of Chemistry	3		3	0
	ECON205	Introduction to Economics	3		3	0
	Open	Elective	3		0	3
	Open	Elective	3		0	3
		Semester Credit Hours	15		9	6
		Total Semester Hrs Required	**60**		**39**	**21**

Table P29: Degree Plan for Bachelor of Arts Degree in General Studies (cont.)

Degree Plan (DP)   **BA - General Studies**

Semester	Course #	Course Name	Credit Hours	Prerequisite	General Education	Elective
5	HUM225	American History II	3		3	0
	HUM335	Literary Studies	3		3	0
	ANTH350	Cultural Anthropology	3		3	0
	Open	Elective	3		0	3
	Open	Elective	3		0	3
		Semester Credit Hours	15		9	6
Semester						
6	HUM357	World History I	3		3	0
	ECON310	Principles of Macroeconomics	3		3	0
	BIO, SCI, CHEM	Elective	3		3	0
	Open	Elective	3		0	3
	Open	Elective	3		0	3
		Semester Credit Hours	15		9	6
Semester						
7	COM420	Managerial Communications	3	COM100	3	0
	HUM320	Diversity and Culture	3		3	0
	Mat/Acct/Fin	Elective	3		3	0
	Open	Elective	3		0	3
	Open	Elective	3		0	3
		Semester Credit Hours	15		9	6
Semester						
8	HUM430	Religious Studies	3		3	0
	RES340	Research Methods and Writing	3		3	0
	Gen Ed	Elective	3		3	0
	Open	Elective	3		0	3
	Open	Elective	3		0	3
		Semester Credit Hours	15		9	6
		Total for Semesters 1-4	**60**		**39**	**21**
		Total for Semesters 5-8	**60**		**36**	**24**
		Total for Semesters 1-8	**120**		**75**	**45**

Bachelor of Science Degree in Legal Studies

Program Description:
The Bachelor of Science in Legal Studies provides students with a comprehensive understanding of the legal system. The program covers major topics in legal studies in core courses, after which students can then focus on specific areas of interests through electives. For students who wish to become paralegals at law firms, corporate legal departments, government agencies, and non-profit organizations, or to proceed further to legal graduate study, this program will provide a foundation for career and academic advancement.

Program Objectives
Upon successful completion of the Bachelor of Science in Legal Studies degree program, students will be able to:

1. Communicate effectively and apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, sociology and communications, to their assigned tasks in a law-related environment.
2. Perform legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
3. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
4. Exhibit proficiency in writing letters, memoranda, and other communications.

5. Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
6. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.

Table P30: Degree Plan for Bachelor of Science Degree in Legal Studies

Degree Plan (DP)   **BS - Legal Studies**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	LGS100	Introduction to the Legal Profession	3		3	0	0
	LGS107	Contracts	3		3	0	0
	LGS110	Litigation and Trial Practice I	3		3	0	0
	ENG160	English Composition I	3		0	3	0
	CMP101	Introduction to Computers	3		0	3	0
		Semester Credit Hours	15		9	6	0
Semester							
2	LGS103	Criminal Law	3		3	0	0
	LGS108	Legal Research	3		3	0	0
	COM202	Effective Professional Communications	3		0	3	0
	MAT130	Concepts of Fundamental Math	3		0	3	0
	LGS	Elective	3		3	0	0
		Semester Credit Hours	15		9	6	0
Semester							
3	LGS204	Real Property	3		3	0	0
	LGS206	Business Organizations	3		3	0	0
	LGS208	Legal Analysis and Writing	3		3	0	0
	PSY110	Introduction to Psychology	3		0	3	0
	LGS	Elective	3		3	0	0
		Semester Credit Hours	15		12	3	0
Semester							
4	LGS200	Administrative Law	3		3	0	0
	LGS210	Litigation and Trial Practice II	3	LGS110	3	0	0
	HUM155	American History I	3		0	3	0
	LGS	Elective	3		3	0	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	3	3
		Total for Semesters 1-4	**60**		**39**	**18**	**3**

Table P30: Degree Plan for Bachelor of Science Degree in Legal Studies (cont.)

Degree Plan (DP)   **BS - Legal Studies**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
5	LGS303	Ethics for the Legal Professional	3		3	0	0
	CJS205	Constitutional Law I	3		3	0	0
	ENG170	English Composition II	3	ENG160	0	3	0
	LGS	Elective	3		3	0	0
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		9	3	3
Semester 6	LGS301	Torts I	3		3	0	0
	COM275	Speech Communication	3		0	3	0
	Gen Ed	Elective	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		3	6	6
Semester 7	LGS401	Torts II	3	LGS301	3	0	0
	LGS404	Laws of Criminal Evidence	3		3	0	0
	SOC110	Introduction to Sociology	3		0	3	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	3	6
Semester 8	LGS402	Alternative Dispute Resolution	3		3	0	0
	LGS499	Capstone	3		3	0	0
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
	Open	Elective	3		0	0	3
		Semester Credit Hours	15		6	0	9
		Total for Semesters 1-4	60		36	18	6
		Total for Semesters 5-8	60		24	12	24
		Total for Semesters 1-8	120		60	30	30

Master of Business Administration Degree

Program Description
Our Master of Business Administration degree prepares students for management positions in public, private, and non-profit organizations. Students will acquire the critical knowledge and skills needed to integrate management, marketing, accounting, and finance concepts to develop strategies to improve short and long-term organizational performance.

Core areas include Business Ethics, Management, Marketing, Accounting, Economics, Organizational Behavior, and Graduate Capstone projects with electives forming a chosen concentration.

The MBA degree consists of 36 semester units completed over three semesters. Each semester contains two eight-week modules. Two courses can be taken concurrently within a module.

Program Objectives
Upon successful completion of the program, graduates will have acquired the knowledge and skills needed to:
1. Analyze external and internal influences on business institutions and practices.
2. Identify the structures in business organizations that can be managed for productivity.
3. Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations.
4. Use technology and other resources to remain current in the student's chosen business field.
5. Make effective business decisions using appropriate analytical and critical thinking processes.
6. Identify and analyze legal and/or ethical issues that arise in business practices and institutions.
7. Demonstrate effective written communication skills in a business environment.

Table P31: Degree Plan for Master of Business Administration Degree

Degree Plan (DP)   **MBA – Business Administration**

Semester	Course#	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	BUS560	Business Ethics	3		3	0	0
	MGT500	Management	3		3	0	0
	MGT530	Marketing Management	3		3	0	0
	BUS/MGT	Elective	3		0	0	3
		Semester Credit Hours	12		9	0	3
Semester 2	BUS510	Managerial Accounting	3		3	0	0
	BUS540	Managerial Economics	3		3	0	0
	BUS580	Strategies for Change	3		3	0	0
	BUS/MGT	Elective	3		0	0	3
		Semester Credit Hours	12		9	0	3
Semester 3	MGT590	Advanced Organizational Behav.	3		3	0	0
	BUS/MGT	Elective	3		0	0	3
	BUS/MGT	Elective	3		0	0	3
	BUS699	Graduate Capstone	3		3	0	0
		Semester Credit Hours	12		6	0	6
		Total for Semesters 1-3	36		24	0	12

Master of Business Administration Degree – Concentration in Power Generation Management

Program Description
The MBA with the **Power Generation Management Concentration** provides a graduate business degree curriculum with a concentration in Power Generation. This concentration supplements any engineer or manager looking for an MBA with the option to focus in a practical area.

The Certificate of Power Generation Management provides courses that broadly review Power Generation and can be taken as graduate electives, allowing the student to earn a graduate certificate in Power Generation while working on a degree or stand-alone certificate.

Practitioners working in technical disciplines who desire to advance their careers in management or consulting can work on an MBA degree with the opportunity to focus on a technical concentration.

- The Power Generation Management option is ideal for technical managers, those with undergraduate work in engineering, power, or other technical areas.
- The Power Generation Management Concentration provides courses in electrical power topics stemming from Generation, Transmission, and Distribution to Consumption, Power Operations and GRID Systems, the Smart GRID and Electric Sales, and the Power Market.
- The degree consists of 36 semester units completed over three semesters. Each semester provides the opportunity to include electives that align with the Power Generation Management concentration.

Program Objectives
Upon successful completion of the program, graduates will have acquired the knowledge and skills needed to:
1. Analyze external and internal influences on business institutions and practices.
2. Identify the structures in business organizations that can be managed for productivity.
3. Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations.
4. Use technology and other resources to remain current in the student's chosen business field.
5. Make effective business decisions using appropriate analytical and critical thinking processes.
6. Identify and analyze legal and/or ethical issues that arise in business practices and institutions.
7. Demonstrate effective written communication skills in a business environment.

Table P32: Degree Plan for Master of Business Administration Degree – Concentration in Power Generation Management

Degree Plan (DP)   MBA – Business Administration

Semester	Course#	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	BUS560	Business Ethics	3		3	0	0
	MGT500	Management	3		3	0	0
	MGT530	Marketing Management	3		3	0	0
	*BUS/MGT	Elective	3		0	0	3
		Semester Credit Hours	12		9	0	3
Semester 2	BUS510	Managerial Accounting	3		3	0	0
	BUS540	Managerial Economics	3		3	0	0
	BUS580	Strategies for Change	3		3	0	0
	*BUS/MGT	Elective	3		0	0	3
		Semester Credit Hours	12		9	0	3
Semester 3	MGT590	Advanced Organizational Behav.	3		3	0	0
	*BUS/MGT	Elective	3		0	0	3
	*BUS/MGT	Elective	3		0	0	3
	BUS699	Graduate Capstone	3		3	0	0
		Semester Credit Hours	12		6	0	6
		Total for Semesters 1-3	36		24	0	12

Power Generation Management Elective Courses

Course #	Course Name
*BUS630	Power Generation
**BUS632	Power Transmission & Distribution
**BUS635	Power Operations & Grid Systems
**BUS637	
	The GRID-Historical & Future
**BUS640	The Power Market

Master of Business Administration Degree – Concentration in Coaching

Program Description
Our Masters in Business Association provides students with the leadership skills expected in today's business environment. Students have the opportunity to further their leadership skills by pursuing a concentration in coaching.

This concentration is for leaders who want to learn to improve morale and remain calm in heightened situations, to build trust with others, and to facilitate team-building. Students have the chance to learn and improve upon problem solving, public speaking, and listening skills. ALU's coaching courses cover material such as coaching in a workplace environment, personal interactions, team coaching, working with executives in a coaching relationship, and the unique challenges of coaching in a project-management setting.

Once coaching courses are completed and the student gains experience in the field, the student is then eligible to take the International Coaching Federation's certification exam.

Program Objectives
1. Upon successful completion of the program, graduates will have acquired the knowledge and skills needed to:
2. Analyze external and internal influences on business institutions and practices.
3. Identify the structures in business organizations that can be managed for productivity.
4. Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations.
5. Use technology and other resources to remain current in the student's chosen business field.
6. Make effective business decisions using appropriate analytical and critical thinking processes.
7. Identify and analyze legal and/or ethical issues that arise in business practices and institutions.
8. Demonstrate effective written communication skills in a business environment.

Table P33: Degree Plan for Master of Business Administration Degree –
Concentration in Coaching

Degree Plan (DP)   **MBA – Business Administration**

Semester	Course#	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	BUS560	Business Ethics	3		3	0	0
	MGT500	Management	3		3	0	0
	MGT530	Marketing Management	3		3	0	0
	*BUS/COH	Elective	3		0	0	3
		Semester Credit Hours	12		9	0	3
Semester							
2	BUS510	Managerial Accounting	3		3	0	0
	BUS540	Managerial Economics	3		3	0	0
	BUS580	Strategies for Change	3		3	0	0
	*BUS/COH	Elective	3		0	0	3
		Semester Credit Hours	12		9	0	3
Semester							
3	MGT590	Advanced Organizational Behav.	3		3	0	0
	*BUS/COH	Elective	3		0	0	3
	*BUS/COH	Elective	3		0	0	3
	BUS699	Graduate Capstone	3		3	0	0
		Semester Credit Hours	12		6	0	6
		Total for Semesters 1-3	36		24	0	12

*Coaching Elective Courses

Course #	Course Name
COH510	Coaching in the Workplace
COH515	Personal Coaching
COH520	Coaching Teams
BUS/COH	Elective

Master of Science Degree in Criminal Justice

Program Description
The Master of Science in Criminal Justice degree prepares students for entry and advancement in a criminal justice related career. The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. It includes the primary functions of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence, crime scene investigation, and associated responsibilities. In addition, it covers the secure management, safe keeping, and control of inmates committed to jail or prison custody, which must be performed in a humane manner in compliance with the constitutional standards.

Students will gain advanced knowledge of the justice system and law enforcement processes, from police patrol procedures, courts, terrorism, forensic science, correctional facilities, and probation and parole systems.
.

Potential Careers:
Students who earn a Master of Science in Criminal Justice typically pursue these careers
- Detective
- Manager of Corrections Officers
- Police Management
- Criminal Justice Teacher
- Federal Law Enforcement Agent

Program Objectives
Graduates of this program are prepared to provide leadership in agencies and institutions of the criminal justice system. Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

1. Evaluate the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
2. Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
3. Implement innovative solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.
4. Advance in administrative and managerial positions in the criminal justice industry or related fields.
5. Apply advanced research in the collection, analysis, and reporting of criminal justice related information and empirical data.
6. Understand ethical practices as they apply in fields of criminal justice.
7. Identify and implement solutions to issues confronting practitioners in areas of criminal justice.

Table P34: Degree Plan for Master of Science Degree in Criminal Justice

Degree Plan (DP)   **MS - Criminal Justice**

Semester	Course#	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	ORT100	Orientation	0		0	0	0
	CJS505	Criminal Justice Ethics	3		3	0	0
	CJS510	Advanced Criminal Procedure	3		3	0	0
	CJS520	Criminology	3		3	0	0
	CJS530	Law Enforcement Management	3		3	0	0
		Semester Credit Hours	12		12	0	0
Semester 2	RES500	Research Methods	3		0	3	0
	CJS	Elective	3		3	0	0
	CJS	Elective	3		3	0	0
	CJS	Elective	3		3	0	0
		Semester Credit Hours	12		9	3	0
Semester 3	CJS	Elective	3		3	0	0
	CJS	Elective	3		3	0	0
	CJS	Elective	3		3	0	0
	CJS699	Graduate Capstone	3		3	0	0
		Semester Credit Hours	12		12	0	0
		Total for Semesters 1-3	36		33	3	0

Master of Science Degree in Information Technology

Program Description
All organizations today rely on computer and information technology to conduct business and operate more efficiently. Information technology (IT) projects are generally led by managers that have an understanding of the underlying business concepts and needs, the requirements of end users and stakeholders, and the technologies needed to address these requirements.

The ALU Master of Science in Information Technology (MSIT) program prepares students for mid-level careers in information technology.

The MSIT equips learners with fundamental technical skills coupled with vendor-neutral information technology principles including data communications, intranet development and project management. Comparable to an MBA in IT, students will acquire the critical and current knowledge and skills needed to integrate software engineering, programming, database development, and internet and information management.

Program Objectives
The MSIT program equips learners with fundamental technical skills coupled with vendor-neutral information technology principles including data communications, intranet development and project management.

In the program, students will:
- Discover a working foundation of technologies needed in order to effectively use information technology for different types of applications.
- Apply skills in analysis and design of various information systems necessary to manage system development projects.
- Develop the ability to plan, organize, and manage technology, people, and resources.
- Discover the ability to control processes to improve quality, reliability, and productivity.
- Hone human resource management skills including how to deal with the development of a changing workplace to achieve organizational goals.
- Apply problem-solving and creative-thinking skills.

Table P35: Degree Plan for Master of Science Degree in Information Technology

Degree Plan (DP)   **MS - Information Technology**

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
1	CIS515	Management of Information Systems	3		3	0	0
	CIS525	Information Systems Strategic Planning	3		3	0	0
	CIS535	Telecommunications	3		3	0	0
	CIS545	Emerging Technologies	3		3	0	0
		Semester Credit Hours	12		12	0	0
Semester							
2	CIS665	Data Communications	3		3	0	0
	CIS675	Systems Design	3		3	0	0
	CIS695	Intranet	3		3	0	0
	CIS	Elective	3		0	0	3
		Semester Credit Hours	12		9	0	3
Semester							
3	MGT590	Advanced Organizational Behavior	3		3	0	0
	CIS	Elective	3		0	0	3
	CIS	Elective	3		0	0	3
	CIS699	Graduate Capstone	3		3	0	0
		Semester Credit Hours	12		6	0	6
		Total for Semesters 1-3	36		27	0	9

Master of Science Degree in Law

Program Description
Our Master of Science in Law program provides students with a comprehensive understanding of the legal system. The program covers major topics in legal studies through courses such as Contemporary Business Law, Communication Law, Environmental Law, Employment Law, Immigration Law, Intellectual Property, International Business Law, and more. For students who wish to become paralegals at law firms, corporate legal departments, government agencies, and non-profit organizations, or to pursue a Juris Doctor, this program will provide a foundation for career and academic advancement.

Program Objectives
Upon successful completion of the Master of Science in Law degree program, graduates will have acquired the knowledge and skills needed to:

1. Communicate effectively and apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, sociology, and communications, to their assigned tasks in a law-related environment.
2. Perform legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
3. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
4. Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
5. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.

Table P36: Degree Plan for Master of Science Degree in Law
Degree Plan (DP)   MS - Law

Semester	Course #	Course Name	Credit Hours	Prerequisite	Core/ Major	Required Elective
1	ORT100	Orientation	0		0	0
	LGS600	Contracts I	3		3	0
	LGS610	Torts I	3		3	0
	LGS630	Legal Writing	3		3	0
	LGS	Elective	3		0	3
		Semester Credit Hours	12		9	3
Semester 2	LGS601	Contracts II	3	LGS600	3	0
	LGS611	Torts II	3	LGS610	3	0
	LGS632	Legal Research	3		3	0
	LGS	Elective	3		0	3
		Semester Credit Hours	12		9	3
Semester 3	LGS	Elective	3		0	3
	LGS	Elective	3		0	3
	LGS	Elective	3		0	3
	LGS699	Graduate Capstone	3		3	0
		Semester Credit Hours	12		3	9
		Total for Semesters 1-3	36		21	15

Doctorate in Business Administration (DBA)

Program Description

The DBA is designed for those who desire to advance their careers in management or consulting through high-quality, practice-focused research. Graduates of the Abraham Lincoln DBA program will be at the forefront of evidence-based management, enabling them to make contributions to the advancement of management practice. There is a growing recognition that this evidence-based approach to management is an increasingly important skill for executives. Accordingly, the Doctor of Business Administration is a highly recognized degree by the Distance Education Accrediting Commission (DEAC) our major accrediting body, by the Council for Higher Education Accreditation (CHEA), by the Association of Business Schools, and by California Bureau for Private Postsecondary Education (BPPE).

The DBA program offers a combination of both theoretical and applied research methodology courses. The program offers students a rigorous, research-focused curriculum that emphasizes assessment of the problems most relevant to managers.

Students attend online face-to-face lectures, utilize web-conferencing tools to collaborate with faculty and peers, and develop their program through applied course work, culminating in a dissertation under the supervision of faculty experts in their fields.

The DBA curriculum develops applied -research modules to create independent thinkers and problem-solvers. Managers equipped with these advanced research skills will be better prepared to discover and address the usual and unusual problems that face complex organizations, lead change initiatives, improve performance, and impact standard business practices. Consequently, DBA graduates will increase their value to their organizations.

Program Objectives

- Contribute to advanced professional practices through critical thinking, conceptual communication, and analytical skills.

- Obtain a thorough knowledge of scientific and scholarly research methods and their application in business settings.

- Grasp both the seminal theories and the latest practices in business administration.

- Demonstrate an appreciation of cultural, ethical, and global issues, and their impact on business theory and practices.

- Make effective decisions in complex environments through integrating theories, insights, and practical knowledge.

- Engage in rigorous, independent and ethical dissertation research using applied research methodologies, design, and statistical analysis.

- Contribute to the professional body of knowledge through the publication of original research (the dissertation).

Program Requirements – Credit Hours

The degree consists of 60 semester units completed, each course 3 semester units:

- Business Core – 39 units

- Research Core – 12 units

- Dissertation – 9 units

Students must be continuously enrolled in coursework until they have successfully completed their dissertation and it has been posted.

Table P37: Degree Plan for Doctorate in Business Administration

Semester	Course #	Course Title	Credit Hours	Prerequisite	Core	Research	Dissertation
1	ORT100	Orientation	0		0	0	0
	DBA717	Business Policies & Administration	3		3	0	0
	DBA710	Understanding Organizations Through Organization & Organization Change Theories	3	DBA717	3	0	0
	DBA711	Understanding & Application of Management Theories	3	DBA717	3	0	0
	DBA723	Research Methods	3	DBA717		3	0
		Semester/Credit Hours	**12**		**9**	**3**	**0**
2	DBA712	Financial Management	3	DBA717	3	0	0
	DBA715	Ethics of Business Management	3	DBA717	3	0	0
	DBA720	Strategic Management Theories, Process, & Application	3	DBA717	3	0	0
	DBA724	Research Design & Analysis	3	DBA723	0	3	0
		Semester/Credit Hours	**12**		**9**	**3**	**0**
3	DBA713	Leadership Theories, Models, Styles, & Traits	3	DBA710	3	0	0
	DBA716	Corporate Social Responsibility & Economics	3	DBA725	3	0	0
	DBA718	Business Management Theories in Practice	3	DBA711	3	0	0
	DBA725	Statistics for Business	3	DBA724		3	0
		Semester/Credit Hours	**12**		**9**	**3**	**0**
4	DBA714	Leadership & Change Management	3	DBA710	3	0	0
	DBA719	Human Resources Management	3	DBA717	3	0	0
	DBA721	Business Strategy & Decision Making	3	DBA720	3	0	0
	DBA722	Applied Strategic Perspectives	3	DBA721	3	0	0
		Semester/Credit Hours	**12**		**12**	**0**	**0**
5	DBA726	Applied Statistical Analysis	3	DBA725	0	3	0
	DBA727	Dissertation Overview, Process, & Proposal	1	DBA717	0	0	1
	DBA728	Dissertation I	3	DBA727	0	0	3
		Semester/Credit Hours	**7**		**0**	**3**	**4**
6	DBA729	Dissertation II	2	DBA728	0	0	2
	DBA730	Dissertation III	3	DBA729	0	0	3
		Semester/Credit Hours	**5**		**0**	**0**	**5**
		Total for Semesters 1-6	**60**		**39**	**12**	**9**

9. Course Descriptions

Course #	Course Title	Course Description	Credit
ACC200	Principles of Accounting I	The purpose of accounting is to provide a means of recording, reporting, summarizing, and interpreting economic data. In order to do this, an accounting system must be designed. A system design serves the needs of users of accounting information. Once a system has been designed, reports can be issued and decisions based upon these reports are made for various departments. Since accounting is used by everyone in one form or another, a good understanding of accounting principles is beneficial to all. Accounting is concerned with the design, interpretation of data, and the preparation of financial reports. Three forms of business entities exist: 1) sole proprietorship, 2) partnership, and 3) corporations. Corporations have the unique status of being a separate legal entity in which ownership is divided into shares of stock. A shareholder's liability is limited to his/her contribution to capital. Whenever a business transaction is recorded, it must be recorded to accounting records at cost. All business transactions must be recorded. All properties owned by businesses are assets. All debts are liabilities. The rights of owners are equity.	3
ACC201	Principles of Accounting II	A continuation of Principles of Accounting I, this course extends the accounting principles and procedures to corporate accounting. Budgeting, managerial accounting, and automated accounting systems are introduced. **Prerequisites: ACC200**	3
ACC220	Financial Accounting	Financial Accounting introduces students to the basic concepts, principles, methods and procedures underlying the accounting process. It covers the nature and scope and function of accounting, accounting theory and practices; the accounting cycle, emphasizing the merchandising operations; preparation of final accounts including cash flow statements; accounting for cash, receivables, inventories, assets and liabilities, depreciation, stocks and equity, and financial statement analysis. This course equips students with the fundamentals of accounting and prepares them for other accounting courses in the degree program.	3
ACC225	Managerial Accounting	The course introduces a business-management approach to the development and use of	3

		accounting information. Topics include cost systems, break-even analysis, profit planning and control measures. Accounting for decentralized operations, capital budgeting decisions, and ethical challenges in managerial accounting are also covered. **Prerequisite: ACC220**	
ACC300	Intermediate Accounting I	This is the first of three in-depth financial accounting courses. The conceptual framework, development of generally accepted accounting principles, and applications are stressed. Topics include financial accounting functions, recognition of assets and asset management, the income statement, the statement of cash flows and the balance sheet, specifically asset accounts. **Prerequisite: ACC220**	3
ACC301	Intermediate Accounting II	This is the second of three in-depth financial accounting courses. Theory, concepts and applications are stressed. Topics include external reporting, property, plant and equipment, intangible assets, investments, liabilities, and leases. **Prerequisite: ACC300**	3
ACC302	Intermediate Accounting III	This is the third of three in-depth financial accounting courses. The topics in ACC300 and ACC301 are continued, along with income taxes, pensions, shareholders' equity, share-based compensation, accounting changes and statement of cash flows. **Prerequisite: ACC301**	3
ACC320	Cost Accounting I	This course begins the topic of cost accounting in the first of two courses which include the managerial use of accounting data to plan and control personnel and operations in the firm. The focus is on the accounting systems that managers have to assist them in their decisions about resource allocation and performance evaluation. In addition to students in accounting, the course is designed for those who plan careers in management at all levels and in all functions and who will need to motivate other employees and evaluate both managers and business units in the organization. **Prerequisite: ACC220 and ACC225**	3
ACC321	Cost Accounting II	This is the second of two courses covering cost accounting. This course covers product-cost determination and cost-control elements as applied to basic job order, process and standard cost systems. Manufacturing costs and using relevant accounting data to improve decision-making are also emphasized.	3

		Prerequisite: ACC320	
ACC400	Auditing I	This is the first of two courses on auditing. It is a study of the planning, evidence gathering, internal control review, sampling, and application of procedures used to audit assets, liabilities, equity and related income statement accounts of a profit-oriented enterprise. Includes an evaluation of the audit profession including professional standards, ethics and liability of CPAs. **Prerequisite: ACC220**	3
ACC401	Auditing II	This is the second of two courses on auditing. The reporting requirements for compilation and review services and a thorough study of the types of audit opinions will also be studied. In addition, an audit research paper is required. **Prerequisite: ACC400**	3
ACC415	Advanced Accounting	The primary focus of this course is on the GAAP and tax implications of transactions frequently encountered in the area of corporate finance, including mergers, acquisitions, divestitures, spinoffs, IPOs, and leveraged buyouts. As a result, students gain an understanding of the GAAP and tax advantages and disadvantages associated with the different methods of structuring such transactions. Other topics covered include deferred tax issues associated with mergers and acquisitions, foreign currencies, derivatives, and fund accounting in non-business entities. **Prerequisite: ACC220 and ACC302**	3
ACC480	Forensic Accounting I	This course is the first of a two-part series on Forensic Accounting. With the prevalence of highly publicized corporate scandals and eventual criminal and civil litigations of white collar criminals, this course offers a timely opportunity for students interested in the field of fraud examination and forensic accounting to acquire the knowledge, tools and skills set necessary to enter this professional specialization. The course provides a detailed examination of the investigative process as well as extensive array of tools and techniques used to investigate fraud and financial forensic issues. It challenges the students' abilities to sharpen their critical thinking skills through analysis of actual case studies.	3
ACC481	Forensic Accounting II	This course is the second of a two-part series on Forensic Accounting. With the prevalence of highly publicized corporate scandals and eventual criminal and civil litigations of white	3

		collar criminals, this course offers a timely opportunity for students interested in the field of fraud examination and forensic accounting to acquire the knowledge, tools and skills set necessary to enter this professional specialization. The course provides a detailed examination of the investigative process as well as extensive array of tools and techniques used to investigate fraud and financial forensic issues. It challenges the students' abilities to sharpen their critical thinking skills through analysis of actual case studies. **Prerequisite: ACC480**	
ANTH350	Cultural Anthropology	This course provides an up-to-date introduction to cultural anthropology and carefully balances coverage of core topics with contemporary changes in the field. No single theoretical perspective orients this course so a wide range of views and approaches can be applied effectively.	3
BIO100	Introductory Biology	This course provides a foundation of factual knowledge about biology in order to help students build a cognitive framework for critical scientific thinking. Students will learn key biological terms and theories and exhibit understanding of these terms through assignments that incorporate case studies, essays and ethics questions concerning current biological issues.	3
BUS110	Business Fundamentals	This course will provide an overview of the world of business by exploring both the external and the internal environments that impact a business. Basic business aspects such as organizational structures and forms, marketing, management, human resource development, finance, and operations will be evaluated. Each of these concepts will be applied to real-life situations for further understanding. The class will culminate with a fictitious business outline incorporating each of the fundamental areas of business.	3
BUS205	Business Research and Communication	Today, good communication skills are at the top of the list of employee qualifications that are in high demand. Additionally, it is important to be able to process and communicate information in today's high-tech environment. Those equipped with these skills will have a distinct advantage in the workplace. This course examines real-world business communication issues such as ethics, cultural diversity, technology, teamwork, law,	3

		audience-centered messages and the writing process. It teaches techniques, strategies and forms of writing used in the professional world in order to achieve business goals. This course also provides an understanding of business research. Through library research and online information gathering, this course will increase your knowledge of organizational writing and communications including case analysis, data interpretation, problem solving, and report writing. **Prerequisites**: ENG160	
BUS220	Principles of Marketing	This is an introductory course in Marketing designed for the general business student, not just the Marketing major. This is a survey course designed to provide the student with a comprehensive understanding of the bedrock concepts of marketing. This course has four basic learning objectives. First, it introduces the basic principles of marketing that have existed for many years. Second, marketing success is based on forming internal partnerships between marketing professionals and their colleagues in other functional areas of the firm. Third, enhanced capabilities of marketing organizations have produced new and better products, which have in turn, heightened customers' expectations. The last cutting-edge subject is the impact of the Internet. No single development in recent memory has had such a profound impact on marketing. **Prerequisites: BUS110**	3
BUS240	Managing Performance/Dev. Teams	The combination of performance and team management can produce dramatic improvement in organizational success. Too often performance management programs are more about classifying or categorizing employees rather than improving their performance. These approaches tend to be administrative in nature, rather than tools managers can use to improve performance. In today's organizations, teams - not the individual - have become the basic unit of performance management. As a result, team building and development has become critical. This course addresses two of the most important challenges managers face. The first half of the course is devoted to managing performance toward achieving the organization's strategic objectives. The second	3

		half of the course is focused on creating, developing, and leading high-performance teams.	
BUS254	Ethical Decision Making for Business	This course is designed to acquaint the student with the unique challenges of resolving ethical dilemmas and making ethical decisions is today's complex business organizations. This course relies upon applying a stakeholder perspective and value-based management approach to situations that involves groups and individuals who often have competing demands and interpretations of a problem, crisis, or opportunity. The stakeholder management approach ideally aims at having all parties reach win-win outcomes through communication and collaborative efforts. Unfortunately, this does not always happen in reality. Business professionals need straightforward frameworks to thoughtfully and objectively analyze and then sort through complex issues in order to make decisions that matter – ethically, economically socially, legally, and spiritually. **Prerequisites: BUS110**	3
BUS315	Business Information Systems	Today, in business, there is a continuing emergence of the digital firm. A continuing stream of information technology innovations is continuing to transform the business world. Every aspect of the firm is not only touched by the digital process, but has been transformed by it. Managing information systems has become a task for all levels of managers and all functional areas of the business. In today's digital firm there is no escaping the opportunities (as well as the challenges) that technology brings. This course focuses on understanding the nature of the digital firm and the key issues in organizing and managing it. Managers need to identify the challenges facing their firms; understand the technologies that will help them meet these challenges; design business processes to take advantage of the technologies; and create management procedures and policies to implement the required changes. It is essential that business students understand how information technologies are changing business firms and markets today and how they will likely change in the near-term future as digital technologies continue to evolve.	3
BUS325	Legal Environment	This course provides a comprehensive	3

	of Business	introduction to the legal and regulatory environment of business. Topics include law as a foundation of business, litigation, contracts, intellectual property, criminal law, securities regulations, agency and employment laws, discrimination, consumer protection, and more. **Prerequisites: BUS110**	
BUS330	Human Resources Management	The management of human resources is critical for companies to provide "value" to customers, shareholders, employees, and the community where they are located. Value includes not only profits but also employee growth and satisfaction, creation of new jobs, protection of the environment, and contributions to community programs. All aspects of human resource management including acquiring, preparing, developing, and compensating employees can help companies meet their competitive challenges and create value. Also, effective human resource management requires an awareness of broader contextual issues affecting business such as changes in the labor force, legal issues, and globalization. Both the popular press and academic research show that effective human resource management practices do result in greater value for shareholders and employees. **Prerequisites: MGT214**	3
BUS350	Quantitative Methods	The quantitative approach involves using numbers to help define, describe, and resolve a wide range of business problems. This course is an overview of statistical techniques used in business decision-making. Students examine research design, statistics, data analysis, and research methodology. **Prerequisites: BUS110, MAT130**	3
BUS395	International Business	This course is designed to acquaint the student with the unique challenges of conducting business on a global basis. It will quickly dispel the theory that international business is really nothing more than conducting business domestically – only on a larger scale. Managers wishing to succeed internationally will face a variety of new and unique challenges that must be understood within a broader context of global strategy and cross-border management. The goal of this course is to provide such a context. Today, multinational corporations are making their operations in large emerging economies like China and India central to their global strategies; they are coming to grips with	3

		social responsibility issues and challenges raised by the anti-globalization movement. The globalization of business creates wealth that benefits business entities, nations, and people. Many people associate international business only with huge businesses making huge profits, but it also supports entrepreneurs and corporations in developing countries and reduces poverty throughout the world. A joint study conducted by the United Nations, Organization for Economic Development, the World Bank, and the International Monetary Fund, reports that the goal of reducing poverty by half from 1990 to 2015 is on schedule.	
BUS434	Internet Marketing	Much has been written about how the Internet will revolutionize the practice of marketing. While it is clear that this new technology will not replace offline marketing vehicles, including print, radio and television, the Internet can "turbo charge" a firm's marketing strategy. By this, we mean that the interactivity and individuality afforded by the Internet allow marketers to create synergy by supporting and enhancing offline levers. Additionally, online marketing levers can be leveraged, when appropriate, to decrease or replace the use of offline levers. The goal of this course is to encourage current and future executives, managers and strategists to rethink their views on marketing strategy. The course presents a customer-centric view of marketing, one that focuses on how firms can create tangible customer relationships by using a practitioner-focused, seven-stage framework for the conception, design and implementation of marketing programs. These customer relationships are enhanced by a wide range of online and offline marketing levers, with an emphasis on the Internet.	3
BUS484	Entrepreneurship	Entrepreneurship is an introductory course intended to provide students with a solid foundation in terms of the vital role played by entrepreneurs and entrepreneurship in the 21st century global economy. Students will assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The course will focus on the creation of new ventures, the ways that they come into being, and factors associated with their success. **Prerequisites: BUS110**	3
BUS499	Senior Capstone	The purpose of this individualized learning	3

		experience is to enable the student as an Abraham Lincoln University undergraduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge and experience gained over the course of studies with Abraham Lincoln University. The project also allows you to integrate your other related educational or professional development activities. **Prerequisites: Must have completed or be concurrently enrolled in last course of program.**	
BUS510	Managerial Accounting	Accounting, the language of business, provides crucial decision-making information to business organizations. This introduction to financial and managerial accounting prepares students to construct and interpret financial statements, generate budgets, and to use accounting data for strategic and management purposes with an emphasis on profitability. Legal and ethical issues in accounting are also discussed.	3
BUS540	Managerial Economics	Economics is the study of how resources are allocated. People of a nation and their government decide how much of a commodity should be produced and how that commodity is allocated. The allocation is done by a price system in free markets. There, prices determine how commodities are to be allocated, and prices determine how much should be made by a business. Microeconomics conveys the study of this allocation system to the level of an individual business. For over 200 years, business behavior has been carefully studied, conclusions made and tested, the models formulated and refined. Managerial Economics draws on the principles of economics and applies them to managerial decisions. It is incumbent on the student to be well versed in economic theories, models, and concepts so that their applications are pertinent, appropriate, and well-reasoned.	3
BUS550	Business Finance	This course explores financial statement and cash flow analysis and the time value of money. It presents information on bonds and stock valuation and risk, return, and value. There are also discussions on capital budgeting	3

		processes and techniques, cash flow and capital budgeting, and cost of capital and project risk. Options and the international financial market are discussed as well.	
BUS551	Corporate Financial Management	This course guides students to develop intuition about decision making that will hold true through future evolutions in the financial world. It provides an integrated view of the theory of finance providing timely, real word examples and connecting the theory with practice. The course covers important corporate financial management topics and theories including options, agency theory, corporate governance, capital budgeting, long-term financing, risk analysis, and international corporate finance. **Prerequisites: BUS550**	3
BUS552	Innovative Finance and Venture Capital	This course provides a connection between finance theory and venture capital practice. It explores cutting edge financial tools applied to venture capital and research and development investing. Various techniques are explored, including Monte-Carlo analysis, real options, binominal trees, and game theory. **Prerequisites: BUS550**	3
BUS553	Corporate Global Finance	This course is designed to provide an overview of the global financial environment, such as motives for foreign trade and investment, the balance of payments, and the international monetary system. It deals with the forces that affect the relative prices of currencies in international markets. The course goes on to describe sources of global corporate finance and discusses the management of assets. **Prerequisites: BUS550**	3
BUS560	Business Ethics	Today's managers face many different opportunities to make decisions ethical and unethical as they compete with other firms. This course will provide an opportunity for managers to take business ethics seriously. That means taking the time to understand the core elements of the system that have gone awry and led to some extreme behaviors. Business ethics is primarily about business. This course will allow managers to get beyond the view of business as separate from ethics by allowing an opportunity to understand that business ethics is a fundamental of business management. This course begins by exploring the inherent values of future managers, how ethics is an integral aspect of an organization's value-creation activities and aspirations.	3

BUS580	Strategies for Change	This course is divided into two major segments. The first four Modules focus on issues related to how complex, large-scale change initiatives can be managed to ensure planned changes are implemented quickly and effectively. The final four Modules address the many organizational issues facing companies - the organizational context in which these changes will take place. In other words, the first half on this course is about changing people's minds so they can work differently to achieve more, while the second half is about understanding change as an organizational phenomenon. This module introduces characteristics of organizations and organizations as systems. Definitions and examples are given to provide an understanding of organization theory and its value in becoming better managers in a rapidly changing world. Organization theory is defined and shown to have practical applications for managers.	3
BUS600	Contract Law Fundamentals	This course covers the basics of contract law including relevant terminology, procedures and contexts of contract law in practice. The student will learn effective methods for drafting contracts as well as components and procedures associated with contract usage under a variety of governing bodies. The student will complete a variety of assignments including case studies where the student will analyze contracts and determine proper contract law procedure.	3
BUS620	International Business Law	Business today is truly international. This *International Business Law* course provides a comprehensive look at critical issues and functions in the global legal environment. It provides business and law students an overview of the overall structure of the legal environment in which international business operates today; nation-to-nation relations, multinational enterprises, dispute settlement across national borders, and rules for global trade in goods and services. This course focuses on global legal issues in intellectual property, foreign investment, money and banking, sales, transportation, and financing. It emphasizes the diversity and similarity of how firms are currently regulated and governed around the world.	3
BUS623	Communications Law	This course examines the federal, state, and local laws that most directly affect mass	3

		communication in the United States. What is communicated, how it is communicated, to whom it is communicated, when and where it is communicated and the effects of that communication all may raise important legal concerns for people throughout the communications industry. This course presents the ongoing conflicts over media rights and our constitutional rights to freedom of expression by examining how the courts rendered their rulings. Throughout the course, a hypothetical problem is presented at the beginning of each textbook chapter which will be used as the basis of class discussions for students' greater understanding of the field of communications law.	
BUS625	Employment Law	Employment law is a big business concern and is a field that is dynamic and constantly changing the parameters of selection, discrimination, privacy and termination in employment. This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation.	3
BUS630	Power Generation	This course provides a general overview of the core concepts that comprise Power Generation. This first course discusses electrical power topics stemming from generation, transmission, and distribution to consumption. The intent of this curriculum is to provide an overview to what has to be managed in a Power Generation environment with the intent of a conversation as to implications for management in this area.	3
BUS632	Power Transmission & Distribution	This course provides a general overview of the core concepts that comprise Power Transmission and Distribution. This course provides the generation of electrical power topics stemming from Power Sequence Plant to Home, Transformers and Substations, Power Lines, High Voltage Transmission, Community Level Distribution to Homes and Businesses.	3
BUS635	Power Operations & Grid Systems	This course provides a general overview of the core concepts that comprise Power Operations and GRID Systems. This course discusses topics stemming from Power Operation Basics to Monitoring and Communication Systems,	3

		Quality Control, Basic GRID Concepts and Operations, Smart GRIDS, Operations Management, and the Future of Electrical Distribution. The intent of this curriculum is to provide an overview of areas within a Power Generation environment with the intent of a conversation as to implications for management in this area.	
BUS637	The GRID	This course provides a more in-depth overview of the core concepts that comprise The GRID. Topics range from Smart GRID and Electric Sales, Supply Side Challenges, Business Models, The New Utility Industry, Integrated Regulated or Public Cooperative Structure, De-integrated Deregulated Generation and Regulated GRID, Vertical Integration, Competition to Smart Integration. In conjunction with these elements of the GRID you will join the discussion of Systems Thinking and how a system view can impact the future of Power Generation.	3
BUS640	The Power Market	This course provides a general overview of the core concepts that comprise The Power Market through a discussion beginning with an overview of how markets work, moving through competition in the market, deregulation and politics, market competitors, generators, owners, and a wrap up with Federal and State policy, supply and demand, pricing and our environment. In conjunction with these elements of the Power Market you will join the discussion of Change Management and Economics and how change management and economics can impact the future of Power Generation.	3
BUS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months. **Prerequisites: Must have completed or be concurrently enrolled in last course of program.**	3

CHEM210	Survey of Chemistry	This course is designed to help students learn chemical skills and concepts by studying the connection between key concepts and key problem-solving skills through critical thinking. Basic math and problem solving skills will be covered in order to lay a foundation for the study of a variety of diverse chemistry concepts including the periodic table, chemical bonding, and stoichiometry of gases.	3
CIS100	Introduction to Information Technology	Outcomes for this course are: ● Describe and explain the different computer terminology ● Relate the history of computing ● Outline the protocols that define the Internet and Web ● Explain the organization and manufacture of computer technology ● Acquire practical Web-development skills ● Apply fundamental concepts of programming ● Evaluate and effectively use new technology ● Expound on computer science as a discipline ● Discuss the impact of technology on society	3
CIS103	IT Trouble Shooting	Outcomes for this course are: ● Discover effective DOS commands excellent for troubleshooting ● Use the DOS operating system or command lines when your GUI is unavailable ● Recover from system startup failures ● Use and troubleshoot Windows Networking	3
CIS105	A+ Computer Hardware	Outcomes for this course are: ● Describe the essential components of a computer ● Compare the types and functions of motherboards and processors ● Perform the six-step troubleshooting process ● Configure the system BIOS ● Analyze electrical components, power supplies and system cooling ● Assess RAM characteristics and functions ● Differentiate types of I/O and Ports and Devices Investigate video displays and cards and their settings	3

		● Customize PCs and multimedia devices ● Explore laptop and notebook computers and their components ● Compare various printers and their functions ● Evaluate storage device capabilities and interfaces	
CIS106	A+ Computer Software	Outcomes for this course are: ● Troubleshoot operating system problems ● Describe the core functions of Windows NT/2000/XP and Windows 9x operating systems ● Discover effective DOS commands excellent for troubleshooting ● Use the DOS operating system or command lines when your GUI is unavailable ● Recover from system startup failures ● Use and troubleshoot Windows Networking Troubleshoot operating system problems ● Describe the core functions of Windows NT/2000/XP and Windows 9x operating systems	3
CIS110	Networking Fundamentals	Outcomes for this course are: ● Describe different network topologies ● Identify different network technologies ● Identify network components ● Analyze Ethernet, LAN, routers and switches ● Describe IP addresses ● Install and configure routers and switches ● List WAN technology types and properties ● Install, configure and troubleshoot a wireless LAN ● Explain methods and rationales for network performance optimization ● Employ the use of command line utilities ● Administer network management ● Demonstrate how to maintain network security Demonstrate troubleshooting Layer 2, Layer 3, and wireless networks	3
CIS112	Network Defense and Counter-Measures Design	Outcomes for this course are: ● Think critically and creatively about network security. ● Describe a threat-vulnerability-countermeasure paradigm. ● Provides examples of attacks, the	3

		weaknesses they exploit, and protective controls for mitigation.	
CIS114	Enterprise Network Testing	Outcomes for this course are: ● Introduces the fundamental building blocks that form a modern network, such as protocols, media, topologies, and hardware ● Provides in depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, virtual networks, security, and troubleshooting. ● Prepare to select the best network design, hardware, and software for your environment. ● Build a network from scratch and maintain, upgrade, troubleshoot, and manage an existing network.	3
CIS120	Information Security in the Enterprise	Outcomes for this course are: ● Analyze computer system security threats. ● Apply hardening and virtualization technologies. ● Implement measures to secure browsers and applications. ● Evaluate network defense through design elements, ports, and protocol. ● Control network perimeter with intrusion preventions techniques ● Secure wired and wireless networks media and devices ● Control physical access, identification, authentication, and authorization. ● Implement access control models and rights and permissions ● Assess vulnerability with risk assessment and security tools. ● Utilize tools to monitor and audit systems and networks. ● Analyze the types and impacts of encryption and hashing. ● Evaluate Public Key Infrastructure and security protocols ● Implement redundancy planning and disaster recovery procedures.	3
CIS121	Computer Security Fundaments	Outcomes for this course are: ● Provide students with a solid foundation in computer security fundamentals and the nature of security threats as the first step towards learning how to	3

		protect computers from malware, hackers, fraud, and other abuses. ● Prepare students with skills for identifying and managing security issues and provide prerequisite knowledge for additional security courses related to individual computer to enterprise computer security management. ● Includes interactive learning activities that provide the student an opportunity to practice the concepts being discussed.	
CIS135	Network Security	Outcomes for this course are: ● Discuss computer security challenges ● Describe OSI Security Architecture ● Compare and contrast passive and active attacks ● Examine the security services used by network systems ● Outline security mechanisms Construct a model for network security	3
CIS140	Basic Web Design	Outcomes for this course are: ● Describe the purpose of web browsers and web servers ● Configure special entity characters, line breaks, and horizontal rules ● Construct a hyperlink to a named fragment internal to a web page ● Apply the concept of universal design to web pages ● Test cascading style sheets for valid syntax ● Configure multiple background images with CSS3 ● Center web page content and apply shadows	3
CIS205	Programming in Java	Outcomes for this course are: ● Describe the Java data types and write Java statements to declare variables and define named constraints ● Use the Java branching statements and simple enumeration in a program ● Design a loop and use assertion checks in a program ● Create objects of a class and draw simple UML diagrams ● Order elements in and search for a particular item in an array ● Discuss the notion of exception handling	3
CIS210	Programming in C++	Outcomes for this course are: ● Write simple programs in C++	3

		● Develop algorithms through the process of top-down, stepwise refinement ● Build up logical operators to form complex conditional expressions in control statements. ● Use array data structure to represent a set of related data items ● Understand class scope and accessing class members via the name of an object, a reference to an object or a pointer to an object ● Emphasize how operator overloading helps in crafting valuable classes ● Discuss object-oriented programming	
CIS223	Alice Programming	Outcomes for this course are: ● Explain what an algorithm is and why programming languages are used ● Write instructions which call the primitive methods in Alice ● Use functions that work with strings ● Construct decision and repetition structures ● Create new properties in objects, write class-level methods in objects, and save objects as new classes ● Discover how to handle various events in Alice, especially developing games ● Generate lists and arrays and describe how to process items stored in them ● Discuss recursion in problem solving	3
CIS230	Management Information Systems	Outcomes for this course are: ● Discuss how management information systems (MIS) relates to organizational strategy ● Describe the benefits of virtual private networks to organizations ● Compare and contrast using IS and SOA to improve processes ● Explain the procurement process and how SAP impacts it ● Identify elements which make an effective collaboration process ● Provide examples of Business Intelligence in the reporting and data mining processes.	3
CIS490	Introduction to e-Business	This is an introductory course that is based on the assumption that e-business practices are not only being used by "dot com" companies, but are also being adopted by established businesses as well. E-business is not just about new venture startups; it is also about	3

		transforming business to gain efficiencies. The heavy reliance on trade journals is due to the rapidly evolving business environment. Information in trade journals typically precedes material found in textbooks, journals, or academic papers. Over the past fifteen years, the Internet has grown from a new way to communicate to a driver of technological transformation of business processes. The current focus has produced dramatic change in both pure-play e-business and traditional brick-and-mortar companies. This course will address the new technological environment that marketers are facing by introducing strategic considerations related to technology and technology implementation. The course will explore the basics of marketing exchange utilizing the information highway, multimedia techniques, database marketing, and interactive telecommunications and other e-business techniques.	
CIS505	Managing in an Age of IT Change	This course investigates the challenges that fast-paced frequently-changing IT environments present to managers. You will examine factors that are common to most IT departments, symptoms of IT-related problems, the characteristics of software projects, and the challenges of managing IT personnel and IT projects. Throughout this course, you will establish lists of "best practices" that managers should follow for a wide-range of IT-related issues. You will learn that although IT environments change frequently, the skills managers must possess to successfully manage IT projects do not change as often. As a result, your collection of IT best-practice lists will prove very valuable to you throughout your career as you face IT challenges.	3
CIS515	Management of Information Systems	This course imparts valuable insight into the planning, organizing, and controlling of user services. Managing the essential technologies as well as the management of the traditional information systems development process is explored. This course also incorporates investigation into organizational learning curves, dealing with vendors, budgeting, accounting, management reporting, and legal considerations of information systems (IS). This course addresses issues and strategies enabled through creative exercises and brief	3

		research projects designed to help students synthesize new learning and apply the concepts presented. Each encourages critical thinking about the subject matter. A broad range of analysis and synthesis skills, such as inference, recognition of assumptions, deduction, evaluation of arguments, and interpretation are enlisted through such project-oriented assignments. Investigating articles and case studies that present timely and different approaches to information systems management assists in emulating real MIS challenges.	
CIS525	Information Systems Strategic Planning	This course provides the student with both a strong foundation for understanding what is meant by information technology and the business side of managing it. It will explain information technology in the context of organizations and their use of it. This course focuses on business pressures and the strategies used to counter them, especially through the use of Web-based strategic information systems.	3
CIS535	Tele-communications	Telecommunications has become an essential feature of the business environment, and has become linked to the success of a business's operations. It has been said that information is the lifeblood of the organization. Then, to complete the analogy, telecommunications represents the firm's circulatory system that maintains its life and viability. This course systematically evaluates a fictional business and its telecommunications systems. Students will examine telecommunications primarily from a business management perspective, rather than an engineering one. The objective of this course is to provide students with the vocabulary and technical understanding required to be effective telecommunications decision makers.	3
CIS545	Emerging Technologies	This course is designed to address the entire technology commercialization process, from idea to market. As technology drives innovation and companies seek more effective ways to exploit the intellectual property they create, it is important for students in business, engineering, and the sciences to understand the processes that result in successful new technology products in the market. This course is a comprehensive look at the issues related to the transfer and commercialization of new	3

		technology. High-tech businesses with patentable technology, whether engineering technology, biotechnology, or information systems technology, display different business models, processes, and characteristics from mainstream types of business.	
CIS560	Website Development with HTML/JavaScript	JavaScript is one of the most used scripting languages on the Internet. It is also the standard for client-side scripting. In other words, even though a JavaScript program resides on a web site, it is using the computing resources of the user's hardware and software. The precursor was HTML. However, with XHTML unlike HTML, content can be separated from presentation. A full explanation of XHTML is necessary to take full advantage of JavaScript which is embedded in XHTML web pages. Editing, headings, linking, lists, tables and cascading style sheets (CSS) will be covered as well as many other features. JavaScript will cover control statements, functions, arrays, objects, document object model (DOM) and events. Also, the course project is about creating a working web site based upon sponsorship needs, business and monetary models. The student will use a What You See Is What You Get (WYSIWYG) web editor.	3
CIS600	Principles of Information Security	This course will walk through the intricacies of defending a network against attacks. It begins with a brief introduction to the field of network security and explains the threats to a network—including denial of service attacks, buffer overflow attacks, and viruses. Students will study details on various security technologies including firewalls, intrusion-detection systems, and VPNs. In every case, practical direction for selecting appropriate technology for a given network is included. This course also provides a solid introduction to encryption. This topic is critical because ultimately computer systems are simply devices for storing, transmitting, and manipulating data. No matter how secure the network is, if the data it transmits is not secure then there is a significant danger. Next, students will study operating system hardening and examine specific defense strategies and techniques to guard against the most common network dangers. Finally, students will gain an introduction to security policies and learn to do	3

		an assessment of a network's security by studying guidelines for examining policies as well as an overview of network assessment tools.	
CIS605	Customers, Markets, and Tech.	The relationship between technology-based products and the consumers of these products comes under investigation in this course. This course also teaches methods for designing, developing, and delivering technology-based products that can solve real-world problems. Students will examine best practices for integrating technology solutions and metrics managers can apply to measure the return on an IT investment. Throughout the course, students will learn skills they can use to increase their own creative skills.	3
CIS610	Security Policy & Procedures	Students will study information security policies and procedures and gain hands-on practice developing a security policy. This course provides an introduction to security policy, coverage of information security regulation and framework, and policies specific to industry sectors, including financial, healthcare and small business. Sections of the course focus on the ISO 17799:2000, the Organization for International Standardization standard as a conceptual framework for understanding and applying information security management in business. Students will study existing policy and how it affects security procedure.	3
CIS615	Systems Verification & Acceptance	This course presents sound engineering approaches for test generation, selection, mitigation, assessment, and enhancement. Using numerous examples, it offers a lucid description of a wide range of simple to complex techniques for a variety of testing-related tasks. This includes mathematical approach followed to describe a wide range of simple to complex techniques for test generation. Detailed treatment of topics such as test generation from finite state models, combinatorial designs and test selection and minimization for regression testing. Test adequacy assessment using criteria mandated by the FAA and other agencies; data-flow based adequacy and mutation-based adequacy which are the most powerful of the available test adequacy criteria.	3
CIS620	Computer Forensics & Cyber Crime	This course explores issues surrounding cybercrime and computer forensics. It will examine legal issues related to cybercrime and	3

		computer forensics, including constitutional rights and legislation, right to privacy, and methods involved in creating legislation concerning cybercrime. This course also outlines procedures for conducting a computer forensics investigation across a variety of software. This course also defines obscenity and decency in societal and legal terms with an emphasis on the crime of child pornography. It will explore legislation and developments in the crime of child pornography as a result of technological advances. In addition, a portion of this course will examine terrorism and organized crime as it relates to cybercrime. In the section on computer forensics students will study methods of search and seizure in computer crimes, investigation techniques, and debates about standardization of requirements for forensic specialists. The final module of this course will explore anticipated future issues and concerns in the area of computer crime and the field of computer forensics.	
CIS630	Information Theory, Design, and Application	This course introduces the theory behind databases in a concise yet comprehensive manner, providing database design methodology that can be used by both technical and non-technical professionals. The methodology for relational Database Management Systems is presented in simple, step-by-step instructions in conjunction with a realistic worked example using three explicit phases—conceptual, logical, and physical database design. Students are exposed not only to the foundational theory of databases but also to the most recent developments in the field.	3
CIS634	Strategic Management of Technology and Innovation	As scholars and managers have raced to better understand innovation, a wide range of work on the topic has emerged and flourished in disciplines such as strategic management, organization theory, economics, marketing, engineering, and sociology. This work has generated many insights about how innovation affects the competitive dynamics of markets, how firms can strategically manage innovation, and how firms can implement their innovation strategies to maximize their likelihood of success. You find as you take Strategic Management of Technology and Innovation, that a great benefit will be in recognizing the dispersion of the literature across such diverse	3

		domains of study and that many innovation topics have been examined from different angles. This diversity might pose integration challenges to you the student, as you seek to integrate this wide body of work into a single coherent strategic framework.	
CIS635	Decision Support Systems	This course strives to combine the power to logically model and analyze diverse decision-making scenarios with software-based solution procedures. Students will learn skills needed to apply decision models to different kinds of organizational decision-making situations. Assignments will be application oriented and software based in order to meet this goal. Students will discuss fundamental concepts, assumptions, and limitations behind a variety of decision modeling techniques and how to effectively implement these theories in current technological settings and in practical situations.	3
CIS640	Analytical Information Processing	This course takes a managerial approach to Business Intelligence (BI), and therefore emphasizes the BI applications and implementations. This exposure allows students to truly understand how BI works so they can adopt it in their future managerial roles. The field of BI is evolving from its origins as a support tool for executives to a shared commodity by managers, analysts, and top executives at almost all medium and large companies. Business Intelligence integrates previously independent tools and technologies into a systematic, unified software suite for the most accurate and timely information. Extensive, vivid examples from large corporations, small businesses, and government and not-for-profit agencies from all over the world make difficult concepts more accessible and relevant. International examples of global competition, partnerships, and trade are also provided throughout. These real-world case studies show students the capabilities of BI, its cost and justification, and the innovative ways real corporations are using BI in their operations.	3
CIS648	Java Programming	This course provides thorough coverage of the Java programming language and the object oriented nature of Java is covered extensively. Also covered in depth are the APIs included with the Java, such as I/O, Threading, Database connectivity, and networking. This	3

		course is designed for the student who has some programming experience. A student ought to be able to work with loops, conditionals, arrays, and subroutines or functions in some language before attempting this course. Those students with a background in C, C++, Perl or some related language will find the syntax familiar, as Java uses basically the same syntax as C. Students who are comfortable with Object Oriented Concepts and have experience using pointers and references will find the course less difficult than those with no such experiences. Finally, the most difficult part of the course for those with no such background is Java's object oriented nature. **Prerequisites: CIS670**	
CIS650	ASP.Net Programming	ASP.NET is the web development technology of Microsoft's .NET development platform. As the World Wide Web continues its meteoric growth, websites have matured from simple collections of static HTML pages to data-driven dynamic web applications. For example, websites such as eBay or Amazon.com are much more than a collection of HTML pages—they are complex applications that happen to be accessed through the Internet. ASP.NET web applications are composed of individual ASP.NET web pages. As we will see in numerous examples throughout this book, these ASP.NET pages can display HTML, collect user input, and interact with databases. ASP.NET pages contain a mix of both HTML and source code. It is the source code of an ASP.NET page that allows for the more advanced features, such as accessing data from a database, or sending an email. Recommended: prior programming experience	3
CIS653	Perl Programming and CGI Scripting	Perl is a common development language prevalent in industry and on the Internet today. This course is intended primarily for both professional and amateur developers who will find it useful in making the transition from compiled languages to understanding and using Perl, which is a "scripting" language. This hands-on course provides students the knowledge necessary to create Perl programs that deliver usable functionality for industry. Object oriented programming concepts are not required, as this course will remain primarily in the realm of 3rd generation structured programming and its related syntax. Students can then easily review the object-oriented	3

		concepts of Perl, which result primarily in changes to program and module packaging techniques, object-oriented concept application, and syntax changes. The course takes the student through the important concepts required to delineate Perl from other traditional programming languages. When the student has completed the course, the student should have a good idea of how to use Perl for general programming. Topics include creating stand-alone programs and programs that access data from a data source such as a relational database. Comprehensive labs reinforce learning and build competence incrementally throughout the course. Some prior software development experience is recommended.	
CIS655	XML PROGRAMMING	This beginning Extensible Markup Language (XML) course investigates and outlines the use of XML Schemas, SOAP, XSLT, DOM, and SAX 2.0. Major Course Goals for this course are to 1) gain an exposure to XML and how it is being used in application development and 2) understand how XML is used in enterprise application deployment. Its most well-known applications are web related but it can be used on other non-web-based applications as a replacement for traditional databases or for the transfer of financial information between businesses. To illustrate and reinforce course concepts, a variety of examples, readings, exercises and required terms to become familiar with and use will be examined along with two case studies. Topics throughout the course to be discussed in detail are an introduction to XML – "a mark-up language used to describe the structure of data in meaningful ways" and how XML may be used (anywhere that data is input/output, stored, or transmitted from one place to another and is a potential fit for XML's capabilities).	3
CIS657	Enterprise JavaBeans and J2EE	This course provides thorough coverage of the J2EE framework, and many of its components. JNDI, RMI, Servlets, JSPs, Taglibs, JMS, and EJBs are the primary technologies covered in the context of Enterprise Java. This course is designed for the student who has Java programming experience. A student ought to be very comfortable with the object-oriented nature of Java, as well as its syntax. It is also	3

		important for the student to be familiar with several of Java's APIs, the most important of which for our purposes are JDBC and I/O and Serialization. An advantage in understanding portions of the material will be had by students with prior experience developing dynamic web content using PHP, CGI or ASP. Also students with experience using some messaging service will find portions of the course simpler. Finally, those with a background developing distributed apps using some other component-system such as COM or CORBA will find the course a bit easier than others.	
CIS664	PHP Programming	PHP and MySQL are two of the most famous open source software programs in the world. Open Source software has grown significantly in importance in the computing world, offering excellent functions and reliability at very low cost. This movement has now prompted many big software players to enter this market and offer their products on open source licenses or support open source initiatives. This course provides coverage of the programming features and capabilities of PHP. Attendees will learn how to use PHP in performing various programming operations and application functions. It also introduces attendees to MySQL and how to use PHP with MySQL.	3
CIS665	Data Communications	This course provides an overview of business communication technologies, from basic components and subsystems to whole networks. A solid understanding of the fundamentals of data communications is essential for business and information management students. In today's business environment management and staff need a thorough understanding of information communications in order to assess needs; plan for the introduction of products, services, and systems; and manage the systems and technical personnel that operate them.	3
CIS666	Relational Database Design	The goal of this course is to provide a comprehensive introduction to the SQL language. This course not only covers the syntax of SQL, but also shows how it can be used to create and maintain a database and retrieve information from it. It also provides an introduction to relational databases. In addition to explaining concepts, the course uses a variety of assignments to reinforce the material in each chapter.	3

CIS670	C++ Programming for C Programmers	This C++ training course presents a thorough hands-on introduction to object oriented programming in C++ for experienced C programmers. The central concepts of C++ syntax and style are taught in the context of using object-oriented methods to achieve reusability, adaptability and reliability. Emphasis is placed on the features of C++ that support abstract data types, inheritance, and polymorphism. Students will learn to apply the process of data abstraction and class design. Programming examples and exercises are provided. Practical aspects of C++ programming including efficiency, performance, testing, and reliability considerations are stressed throughout. Prior programming experience with C is recommended.	3
CIS675	Systems Design	This graduate-level course provides an in-depth discussion of both the theories behind systems design as well as "real world" information about how the systems design process works in a variety of industries.
The text we have selected for this course can be useful both for primary learning and as a reference book that can be used after graduation. Systems design is a practical field that relies on a core set of concepts and principles, as well as what sometimes seems an eclectic collection of rapidly evolving tools and techniques.
Learning systems design requires an appreciation of the tried-and-true techniques plus mastery of new and emerging tools and techniques that recent graduates are increasingly expected to apply on the job.	3
CIS680	Object Oriented Analysis & Design with UML	This course investigates the use of Unified Modeling Language (UML 1.3) in the object oriented analysis and design for software development. The use-case driven, architecture-centered and evolutionary development method underpinning this course is centered on the development of socially embedded corporate information systems, but it is also well suited for technical and other application domains. To illustrate and reinforce course concepts, a variety of examples, readings, exercises and required terms to become familiar with and use will be examined through studies and real-life projects. Topics throughout the course to be discussed in detail include an introduction of object oriented	3

		analysis & design (OOAD) with UML, extracting a system's requirements using a use-case driven approach, defining a set of candidate classes that suitably model a problem domain, leveraging the experience of experts by applying analysis and design patterns and being presented with extensible, reusable software classes (a class library reference) for your problem domain	
CIS685	E-Business	Society is a quarter of the way into the second half of the Information Age revolution. Very little of what is now accepted management practice and application opportunity was even conceived of 13 years ago. E-Business will provide a comprehensive strategy framework that addresses the crucial elements of e-business strategy formulation. The key elements of the three phases of strategic analysis, strategy formulation and strategy implementation will be explored.	3
CIS695	Intranets	The students will find in this course that enterprise social networks are made up of people who are linked together in some fashion. These linkages can be formal and well-defined, such as an organizational structure, partner network, or a team workspace membership. They can also be informal and fluid in nature, based on shared goals, objectives, expertise, or projects. Information and metadata (description of the information) logically link individuals together, thereby providing the social network.	3
CIS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months. **Prerequisites: Must have completed or be concurrently enrolled in last course of program.**	3
CJS100	Ethics in Law Enforcement	This course explores ethical standards and codes in criminal justice professions. The scope of the course covers the Law Enforcement Code of Ethics, the American Bar Association's Standards of Professional Responsibility, the American Jail Association Code of Ethics, and	3

		the American Correctional Association Code of Ethics. This course also explores roles of professional organizations and agencies, ethics and community relations, and civil liability in law enforcement and correctional environments. Students will study cases to illustrate ethical issues, and derive solutions to ethical dilemmas using critical thinking.	
CJS105	Technology in Criminal Justice	This course provides a framework of information about technology and computers and specifically how they are used by criminals and law enforcement agencies. It examines basic computer concepts and design, networking and information exchange, and then delves into more advanced and crime-specific technologies such as wiretaps, surveillance, and the use of technology in high-tech crimes, disaster response, and police protection. The study of technology is integrated into wider criminal justice themes: ethical and legal implications of technology; technology's place in the community based policing model; and, how technology impacts traditional criminal justice theories.	3
CJS110	Introduction to Criminal Justice	This introductory course focuses directly on the crime picture in America and the three traditional elements of the criminal justice system: police, courts, and corrections. The course is divided into eight modules corresponding with the major issues of criminal justice including an introductory study of the definition of criminal justice, the crime picture in America, and the nature and purpose of criminal law and how the guilty are handled.	3
CJS120	Introduction to Law Enforcement	The purpose of this course is to equip the criminal justice student with a complete and practical set of procedures and techniques that are needed for understanding the policing of America. This course reflects the changing times in which we live and the tremendous challenges facing law enforcement officers each day. The specter of terrorism and the resulting emphasis on homeland security loom large throughout this course as well as what the police are doing to prevent, and react to, any future attacks. This course stresses what it is like "to wear a police uniform" because of more than 35 years of both scholarly and policing experience put into the effort of writing the textbook. This text provides a highly practical yet comprehensive view of the largely	3

		misunderstood, often obscure world of policing. Introduction to Law Enforcement is divided into eight Modules and contains several chapters from the textbook of the material that must be covered in each module.	
CJS130	Introduction to Justice Administration	The purpose of this course is to provide an introduction to the justice administration system, encompassing police, courts, and corrections management. These three institutions must work together to achieve an effective overall system for the protection of public safety and order, the impartial and fair trial of those accused of crime, and the enlightened confinement and rehabilitation of those found guilty to minimize the rate of recidivism.	3
CJS140	Introduction to Criminology	This course introduces the student to the dynamic field of criminology that changes constantly with each release of major research studies, Supreme Court rulings, and governmental policy, not to mention the current events of everyday life. Criminologists spend their career trying to understand what drives people to commit crime. This introductory course will provide insights into the answers, and will help students to think critically about law and justice. At the end of this course, students should have developed a critical perspective toward the social and legal institutions entrusted with crime control. **Prerequisites: CJS110**	3
CJS200	Criminal Law	The purpose of this course is to equip the criminal justice student with a practical set of procedures and techniques that are needed for understanding the code of criminal law that police officers must deal with as an integral part of their career. This course addresses the body of criminal law that affects police agencies and the criminal justice system. This course is divided into eight modules. Each module contains several chapters from the textbook with the page numbers given of the material that must be covered in each module. **Prerequisites: CJS110**	3
CJS205	Constitutional Law I	Effective law enforcement requires a basic understanding of the fundamental laws of the land. This course provides the overview of legal guidelines and protections enshrined in the US Constitution, from which all American criminal law is derived. Students will explore the theory of governmental authority that underpins the	3

		Constitution, and the evolution of Constitutional rights as codified in the Constitutional amendments. **Prerequisite: CJS110, CJS200**	
CJS223	Criminal Procedure	The study of constitutional criminal procedure is the study of U.S. Supreme Court decisions and opinions. This course is designed primarily as a supplementary course for undergraduate and graduate students taking a criminal procedure course whose main interest consists of U.S. Supreme Court cases. Reading law cases-a daunting task even for first-year law students-is a significant intellectual challenge for non-law students, especially if the criminal procedure class is their first law course. The demands of the case method create a risk that students will get "lost" in the thicket of cases, wasting valuable time until they get a hang of the method and perhaps mentally dropping out. This course provides a guide to the U.S. Supreme Court cases that students are likely to encounter in a criminal procedure course. The decisions are stated succinctly and with enough basic reasoning to grasp the direction of the decision-making process. There are many benefits to the case method approach in which students read original source material. Such benefits include gaining in-depth knowledge of the reasoning process by which constitutional rules are formulated, a sharpening of critical thinking skills through the analysis of the justices' written opinions, and improving students' reading comprehension levels and writing skills. **Prerequisites: CJS200**	3
CJS225	Criminal Investigation I	This course presents the fundamentals of criminal investigation and their application to the more important felonies. It also explains how detective work should be performed in order to demystify the investigative process. Because criminal investigation must be conducted within the framework of our democratic system, U.S. Supreme Court decisions that affect the investigative function are quoted extensively. In this course, students will find that the ability to conduct any type of inquiry can be mastered by studying the investigative process. **Prerequisites: CJS110**	3
CJS230	Criminal Evidence	This course explores principles and rules associated with the management of criminal evidence. Topics covered in this course include the collection of evidence, how to handle	3

		evidence to prevent contamination, chain of custody, and preparation of evidence for presentation in the courtroom to attain criminal convictions. The rules of evidence are thoroughly discussed. The scope of the course encompasses physical evidence, witness testimony, polygraphs and technical evidence. **Prerequisites: CJS110**	
CJS245	Community Policing	This course focuses on one of the most revolutionary models of policing we have seen in many decades. Community policing is not merely a means of better addressing community needs, but a philosophy that turns traditional policing on its head by empowering the community rather than dictating to the community. In this way, policing derives its role and priorities from the community rather than dictating to the community what the police role will be. Community policing requires a new breed of police officers who must serve as more than law enforcers. Community Police Officers (CPOs) must also play the important roles of advisors, facilitators, and supporters of new community-based initiatives. The CPO has responsibility for a specific geographical area and works as a generalist who considers making arrests as only one of many options that can be use, if only temporarily, to address community problems. As the community's conduit for positive change, the COP enlists citizens in the process of policing themselves. **Prerequisites: CJS120 & ENG160**	3
CJS250	Police Field Operations	This course is designed in two parts. One part is the traditional academic study of police field operations consisting of 8 modules included in this course. Students will do reading assignments, homework and participate on a discussion board. The final assessment will be a research paper on a topic chosen by the student and instructor-approved. The second part of the course is a practical, hands-on clinic that will train the student in defensive tactics, arrest procedures, weapon retention, foot pursuits, tactical operations and canine operations. There are 8 modules for this part included in the course. Students must be in residence during the second part of the course. It is conducted in the Los Angeles, California area. Housing, meals and transportation are at the student's costs, but ALU will assist in the arrangements. All additional costs and	6

		expenses are the responsibility of students who elect to take this course. **Prerequisite: CJS100, CJS110, and CJS120**	
CJS295	Police Patrol	This course covers patrol operations, goals, and strategies. Each module focuses on a specific aspect of police patrol operations. It combines management theory with case study examples taken from small police departments in addition to coverage of community and problem oriented policing. **Prerequisites: CJS130**	3
CJS305	Constitutional Law II	This course builds on the foundations established in Constitutional Law I by taking the students through a series of legal case studies to gain an appreciation of how the legal system works in practice. The objective of these case studies is to provide the students with the insights that come from courtroom experience so that they are better prepared to find, collect, and handle evidence in a way that will facilitate criminal conviction. **Prerequisites: CJS205**	3
CJS310	Police Management	This course is designed to be an introduction to a wide variety of issues that confront today's modern police manager. The complex nature of policing in modern society mandates a thorough understanding of such issues as organizational culture, leadership styles, transactional analysis, problem identification and decision making, management by objectives, productivity, fiscal management, civil liability, accreditation, and ethics, to name but a few. This course will explore these issues. **Prerequisites: CJS295**	3
CJS315	Supervision of Police	This course explores what a modern police supervisor is and what that person should know and do, as well as when and how to do it. The course addresses the issue of role conflict that someone typically experiences when in the situation of having to meet the expectations of numerous sets of constituencies. This course will provide an understanding of the group behaviors and organizational dynamics necessary to understand the fundamentals of police administration. **Prerequisites: CJS130**	3
CJS325	Criminal Investigation II	This course builds on the fundamentals of criminal investigation that were studied in Criminal Investigation I, and illustrates their application to some of the special issues presently plaguing law enforcement worldwide (e.g. terrorism and enterprise crime).	3

		Prerequisites: CJS225	
CJS335	Crime Scene Investigation	This course covers the skills necessary for gathering evidence from a crime scene and reconstructing what occurred. The course begins with the basic principles that apply to gathering evidence. Students study the different types of evidence, including fingerprints, hair, fiber, glass, paint, soil, arson accelerant, biological fluid stains, firearms, impressions, drugs, alcohol, and document evidence. The course concludes with how to use evidence to reconstruct the crime.	3
CJS340	Fingerprint Detection and Analysis	Because of the advances in fingerprint technology and research, it is imperative for law enforcement personnel to keep their knowledge on the subject up-to-date. This course explores the latest techniques and findings in the science of fingerprinting. Students study how a fingerprint is formed, the techniques necessary for detecting fingerprints on a wide variety of surfaces, how to identify the fingerprint and issues related to fingerprint evidence.	3
CJS342	Emergency Response Planning	Effective emergency response planning, whether for incidents that derive from natural causes or for those that derive from human actions, demands both persistent and consistent liaison and coordination among a large diversity of governmental agencies, response services, community support resources and the private sector. The increasingly global recognition that any incident - whether a hurricane or a bombing, an accidental release of a toxic industrial gas or a purposeful contamination of items essential for daily commerce - can easily be magnified in its toll of human life by the very way we conduct our lives and structure our societies has profound implications for the emergency planning process. This course addresses some of the more important of these implications, especially with regard to industrial and municipal planning and response.	3
CJS345	Corrections	This course introduces students to the corrections system. The growing population of prisoners constitutes a management challenge for all law enforcement communities, and a potential source of governmental liability. This course discusses the historical development of corrections, and examines the goals of criminal sentencing, the management of jails and	3

		prisons, the concept of alternative sentencing, guidelines on prisoner rights, and issues associated with parole and probation. **Prerequisites: CJS140**	
CJS350	Homicide Investigations I	The purpose of this course is to equip the criminal justice student with a complete and practical set of methods for processing a homicide investigation. This course guides the student through the procedure used by investigators upon arriving on the scene of a violent and sudden death. Guidelines are provided on how to manage the scene, analyze evidence to determine the likely cause of death, and initiate the process of identifying the perpetrator. **Prerequisites: CJS225**	3
CJS355	Drug Enforcement	This course explores a variety of drug enforcement methods and the methods criminals use to avoid detection. Students study how to conduct investigations in hotels/motels, airports, storage units, trains, commercial buses, parcels, and rental vehicles.	3
CJS360	Investigation of Terrorism	The Global War on Terror has posed new challenges for law enforcement organizations to contribute, along with military forces, to the homeland security of the United States. The purpose of this course is to offer the latest information on the technology, weapons (including weapons of mass destruction), transportation modes of terrorists, and profiles of terrorists themselves. Likely trends in 21st Century terrorism and the law enforcement response are also discussed. **Prerequisites: CJS225**	3
CJS362	History of Terrorism	This course will introduce the student to the history, forms and features of terrorism from earliest days to the modern era. The course is designed to provide the student with a basic understanding and broad overview of the history of terrorism. The student will be prepared to exhibit and discuss basic comprehension of the major roles and ideas of terrorism throughout history - from the *Zealots* and the early assassins and training camps of *Hassan al-Sabbah* at Alamut, Persia during the first crusade and for approximately the next two hundred years in the present country of Iran – to the French Revolution and the *Reign of Terror* - to the American Ku Klux Klan -to the Algerian fight for independence in mid twentieth century - to modern day terror in the form of suicide bombers throughout the world	3

		and al-Qaeda. **Prerequisite:** CJS 140	
CJS370	Patrol Procedures	This course will provide students with an understanding of police field operations. This course will cover various topics including community policing, communications, field procedures, traffic direction and enforcement, preliminary investigations, interviewing, arrest, search, custody, and use of force, reporting and records, and stress in the workplace.	3
CJS372	International Disaster Management	This international disaster management course focuses upon disaster management both in a general way and concentrating upon the international aspects of disaster management. It focuses upon the four basic tenets of disaster management – mitigation, preparedness, response and recovery. This course will explore how these four tenets are applicable to international disasters. We will concentrate upon all of the myriad players in the international disaster management realm. These entities include national disaster management agencies (such as the Federal Emergency Management Agency here in the United States), non-governmental organizations (such as the Red Cross), multilateral organizations (such as the United Nations) and international financial institutions (such as the International Monetary Fund). The course is divided into eight modules corresponding with the concentrations noted above.	3
CJS380	Computer Crime	The purpose of this course is to equip the criminal justice student with a complete and practical set of technological procedures and techniques for digital crime. This course will help you to tackle the challenging process of seeking scientific truth through objective and thorough analysis of digital evidence. You will be part of advancing this developing field as a forensic science discipline in your chosen law enforcement career. **Prerequisites: CJS105**	3
CJS382	Risk Analysis	This course is for risk managers and security personnel and those persons that work with them. This course will deal with *risk* (that is things that could go wrong), *vulnerabilities* (weaknesses in an organization that may make it difficult to address risks), and *losses* (when something actually does go wrong). Handling risk involves a great deal of planning. We will start with learning *risk analysis*. We look at	3

		how risk can be *quantified* by looking at the probability of a loss occurring and the amount of the economic loss that would be incurred. Comparing this to the cost of *countermeasures* needed to avoid or *mitigate* the loss allows us to, using *cost benefit analyses*, decide whether the countermeasures in question are worthwhile economically. Finally we will look at the role that *business continuity plans* play in disasters. If the functions compromised by a disaster can be replicated elsewhere, the effects of the disaster or emergency are greatly diminished.	
CJS385	Traffic Law and Accident Investigation	Each year tens of thousands of Americans are killed or injured on our nation's roadways. Property damage and other direct and indirect costs of traffic collisions have become one of the most personally devastating and wasteful drains on our economy. For maximum effect, traffic supervision must be carefully planned; if planning is to be effective, it must be based on accurate and timely facts. The best traffic control schemes and techniques are learned primarily from research obtained from accident investigation. Traffic and patrol officers play a critical role in attempting to stem the tide of unnecessary death and destruction which can be attributed to traffic accidents. This course serves as a guide for traffic enforcement responsibility. **Prerequisites: CJS295 & CJS230**	3
CJS392	Transportation and Cargo Security	The current threats to the transportation industry are prolific and sometimes seemingly overwhelming. Government, private industry, and operators must coordinate the free flow of goods within the global market in a safe and seamless manner in order to be profitable. This course will closely examine the industry from an historical perspective and then analyze the interaction necessary to create adequate security inside the vast network of intermodal operations. The course explores the actual threat to each component of the transportation industry and concentrates on appropriate counter terrorism measures within each component from a domestic and global perspective. Regulatory agencies, both domestic and international, will be reviewed in conjunction with international treaties, International Civil Aviation Organization, and International Maritime Organization	3

		requirements as well as other applicable legislation. The course also includes a review of emerging technology in the field of transportation security.	
CJS397	First Responders	The role of a first responder is a special one. While the Emergency Medical Services (EMS) system is comprised of a talented team of many individuals at different certification levels, the First Responder is the one who arrives on the scene of an emergency first. This is a unique responsibility, one for which specialized training is required. In addition to providing information about emergency care for the First Responder, this course will also discuss issues about staying safe while at the scene of an emergency. **Prerequisites: CJS245**	3
CJS400	Crisis Management	In this course we shall cover all aspects of crisis management and negotiating. We will study the recent history of crises and see how these recent incidents have molded our responses to new crises. We will examine all of the people and roles involved in a crisis team. The course will focus on negotiating skills in general and the special negotiating skills needed to deal with special types of people and in special circumstances. Finally, we will discuss hostage dynamics and how to handle the stress and trauma inflicted on everyone in a crisis incident.	3
CJS420	Criminalistics	This is an introductory course to criminalistics which explores the history and scope of forensic science. Criminalistics or forensic science is the application of science to those criminal and civil laws that are enforced by police agencies in a criminal justice system. The scope of this course includes discovery at a crime scene, the most important location of evidence; physical evidence; analytical techniques for organic and inorganic materials; forensic toxicology; and firearms, ammunition, unique tool marks, and various impressions (e.g., shoe prints, fabric properties, and bloodstains). **Prerequisites: CJS140**	3
CJS435	Kinesic Interviewing	With all of the knowledge taught in law enforcement academies and criminal justice training centers throughout the United States, the principles of interviewing and interrogating suspects always seem to attract little or no attention. For that reason, this course on kinesic interviewing equips the criminal justice	3

		student with a complete and practical set of procedures and techniques needed for conducting effective interviews and interrogations. It is vital to any case that investigators obtain essential information from victims, witnesses, and informants, and confessions from suspects in such a way as to stand up to court scrutiny. **Prerequisites: CJS325**	
CJS440	Juvenile Justice	The purpose of this course is to provide students with a solid overview of the juvenile justice system in the United States. It presents the historical background of the U.S. juvenile justice system, its current status, as well as contemporary societal and legal debates. An examination of various policies, programs, and practices is provided throughout the text. The course includes coverage of juvenile law and procedure, juvenile corrections, juvenile delinquency, delinquency prevention, and the future of juvenile justice in the United States. This knowledge will serve you well as a strong foundation for other more specialized courses in juvenile justice and the social sciences. The need for post-secondary juvenile justice education becomes more evident every day as the law changes and new forms of crime emerge to befuddle the best efforts of those charged with dealing with crime. **Prerequisites: CJS130**	3
CJS450	Homicide Investigations II	The purpose of this course is to equip the criminal justice student with a complete and practical set of procedures and techniques that are needed after a homicide scene has been processed. The student proceeds through information relevant to the follow-up work necessary for preparing a solid case for presentation in court and the attainment of a homicide conviction. **Prerequisites: CJS350**	3
CJS455	Investigation of Organized Crime	The study of organized crime is one of the most fascinating educational endeavors, posing thematic, scholarly, and ideological questions. As we attempt to understand this area of interest, bear in mind that during the past century organized crime became the most insidious form of criminality involving criminals, politicians, bankers, lawyers, and the all-important users of illegal goods and services. The problem of organized crime is examined from a social perspective using specially designed pedagogical features that you will find	3

		in the text. These include objectives, critical thinking projects, chapter summaries, key terms, points of discussion, and suggested readings for the student. You will encounter a considerable amount of material on the topics of emerging groups, redefining organized crime (OC), drug-trafficking cartels, Chinese OC, Nigerian drug traffickers, Albanian drug-smuggling networks, organized crime and the Bushes, Tri-border Area OC activity along with updated case studies, statistics, and graphics. **Prerequisites: CJS325**	
CJS465	Clandestine Laboratory Investigation	The investigation of clandestine labs is one of the most challenging of law enforcement. Traditional investigative techniques are used to develop information concerning the location of the lab and the identity of the operator. No other law enforcement activity relies on forensic experts as heavily as does the investigation of clandestine labs. This course explores the many people involved in identifying the clandestine lab, the proper collection and preservation of the physical evidence followed by the complete analysis of the evidentiary samples. It reveals how the information gathered is the cornerstone on which the forensic expert's opinion is based and if it is handled properly, the Court will have all the information it needs to make a fully informed decision. **Prerequisites: CJS325**	3
CJS475	Investigation of Arson	While the rate of identified arson in the United States has been slowly declining, the rate of detection, arrest and conviction in incendiary fires remains low. Training has reached the level of certification in many states. Several recognized organizations have supported minimum standards for fire investigators. While this course does not profess to be a certification requirement, it does support the standards or guidelines for the proper fire scene investigation. **Prerequisites: CJS325**	3
CJS490	Investigation of White Collar Crime	One of the guiding premises of this course is that the range of activities that can fall under the heading of white collar crime is more pervasive and more costly to society than are conventional crime and deviance. The study of white collar crime should obviously be of interest to students planning criminal justice careers and to people already employed in the criminal justice system. As the investigation and prosecution of white collar crime increases,	3

		career opportunities for individuals well informed about this type of activity should expand. The law in the white collar realm that confronts pre-law and law students is especially dynamic and complex. The problem of corporate liability poses special difficulties, and the subtle and sometimes arbitrary lines of demarcation between criminal law and civil law are crucial aspects of the study of white collar crime. The study of white collar crime is likely to be of interest to students of the social and behavioral sciences because white collar criminality, as it is defined here, often involves human behavior in its most devious and diabolical forms. Finally, as citizens, employees, employers, and professionals, most of us are likely to be affected more by white collar crime than by any other type of criminal activity. **Prerequisites: CJS325**	
CJS493	Security Systems, Procedures and Developments	The purpose of this course is to equip the criminal justice student with a complete and practical set of procedures and techniques that are needed to understand and succeed in the field of private and public security. Introduction to Security is divided into eight Modules corresponding to three parts: 1) Introduction and Security's Function, 2) The Basics of Defense, and 3) Specific Threats and Solutions. In this interesting course, you will realize the drastic changes that have occurred in the aftermath of the September 11, 2001 attacks on the World Trade Center and the Pentagon that have shaken the security industry-both private and governmental. **Prerequisites: CJS230**	3
CJS499	Senior Capstone	The purpose of this individualized learning experience is to enable the student as an Abraham Lincoln University graduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge and experience gained over the course of studies with Abraham Lincoln University. The project also allows you to integrate your other related educational or professional development activities. **Prerequisites: Must have completed or be concurrently enrolled in**	3

		last course of program.	
CJS500	Criminal Law	This course examines the background and foundations of American criminal law, including United States Constitutional requirements, Federal and State court organization and jurisdiction, criminal law basics, and rules of evidence and procedure. It covers various categories of crimes and offenses, crimes affecting judicial process and organized crime.	3
CJS505	Criminal Justice Ethics	This course provides students with the philosophical materials necessary to analyze ethical dilemmas and covers research and current events that are relevant to ethics in criminal justice. Current events are explored to show the practical implications of ethics discussions, especially themes of discretion and due process throughout the justice system.	3
CJS510	Advanced Criminal Procedure	This course provides a clear and legally based exploration of the criminal procedure. It takes an in-depth look at conducting searches and what goes in to obtaining a search warrant, conducting plain view, open fields and consent searches and frisk searches. It covers all aspects of confessions, suspect identifications, and entrapment. This course concludes with pretrial matters and the trail and jury process.	3
CJS515	Technology in Law Enforcement	This course provides a comprehensive outline of the use of technology by both criminals and law enforcement agencies. Advanced law enforcement-specific technologies are explored in depth. Topics include wiretaps, surveillance, high-tech crimes, disaster response, and police protection. Ethical and legal implications of technology are explored, as well as technology's place in the community based policing model; and how technology impacts traditional criminal justice theories.	3
CJS520	Criminology	This course explores criminology and the factors that affect it including Supreme Court rulings, and governmental policies. This course examines the nature and causes of crime, and the effects of crime on issues of law, community, and law enforcement. Students will explore the nature, extent, and patterns of crime; victims and victimization; and theories of crime causation.	3
CJS530	Law Enforcement Management	This course explores the behavioral and functional aspects of police management, and issues associated with modern law enforcement. Students study leadership styles, the organizational environment, workforce	3

		development, management planning, problem identification, management by objectives, productivity, and fiscal management. Additionally, there is focus on special issues such as the use of power and force, civil liability, accreditation, ethics, establishing a police presence in schools, and the use of an assessment center for identifying promotion candidates.	
CJS545	Drug Enforcement	This course explores a variety of drug enforcement methods and the methods criminals use to avoid detection. Students study how to conduct investigations in hotels/motels, airports, storage units, trains, commercial buses, parcels, and rental vehicles.	3
CJS550	Forensic Science	This course takes a comprehensive look at the field of forensic science, or criminalistics. Case studies and information about the most current technologies in forensic analysis are used to instruct students on the methods for properly identifying, collecting, and preserving crime scene evidence. Students study how to evaluate crime scene evidence by developing fingerprints, examining documentation, and identifying bullets. Students also explore the history and scope of forensic science and how it applies to laws that are enforced by police agencies in a criminal justice system.	3
CJS560	Dynamics of Family Violence	Thousands of police officers across the country routinely come face to face with domestic violence. With little direction they face the challenges that researchers and academics ponder. Rarely are they part of the intellectual discourse on abuse and neglect; however, this course is focused on that goal. This course is meant to tear down myths about both victims and offenders. Women and men have been victimized. Elderly and children are present as both perpetrators and victims as well. Heterosexuals and homosexuals can both be violent; dating relationships can be dangerous. To leave anyone out is to ignore the pain and suffering that domestic violence brings.	3
CJS565	Use of Force in Law Enforcement	Understanding the police use of force focuses on the extraordinary and rare event that develops when physical force is used by the police. Whenever police officers come into contact with citizens, there is always a chance that the encounter will digress to one in which force is used on a suspect. Fortunately, most police activities do not result in the use of	3

		forced, but those that do take on an interesting pattern of interaction between the officer and the citizen. This course tackles the research and summaries of a close statistical look into the use of force in law enforcement.	
CJS575	Police Administration	This course explores in depth the challenges of police administration. Police administrators do not have any easy job. Society wants the police to fight crime, but is not sure how they want the police to go about doing this effectively. The basic duty of the police administrator is the reduce crime while still holding on to democratic ideals and values in an increasingly diverse culture.	3
CJS580	Terrorism and Homeland Security	Terrorism began receiving increased attention on university and college campuses as the number of American casualties grew from terrorist violence in the 1990s. This course introduces criminal justice and other social science students to the field of terrorism. It is designed to understand the world of terrorism and provide knowledge as a foundation for further understanding. Issues in terrorism are emotionally charged. This course is written for those who will counter terrorism with the purpose to explain many points of view without taking sides. This is true whether examining issues like the Israeli-Palestinian conflict or the controversy surrounding the USA Patriot Act.	3
CJS585	Corrections	This course will provide students with an understanding of the American correctional system. It covers various topics including the history and law of corrections, punishment and rehabilitation of offenders, correctional practices ranging from probation to prison, and correctional trends. To begin, this course provides an overview of corrections, including the early history of correctional thought. Later, correctional law and the punishment of offenders will be examined, including the various types of correctional clients. Correctional practices including jails, probation, and intermediate sanctions and community corrections are explored.	3
CJS590	Interview and Interrogation	Of all the topics taught in law enforcement academies and criminal justice training centers throughout the United States, one of the critical topics that always seem to get poor, little or even no attention at all is a course on the principles of interview and interrogation.	3

		For that reason, this university is offering Kinesic Interviewing to equip the criminal justice student with a complete and practical set of procedures and techniques needed for interviewing and interrogation. It is vital to any case that investigators obtain essential information from victims, witnesses, informants, and confessions from suspects in such a way as to stand up to court scrutiny.	
CJS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months. **Prerequisites: Must have completed or be concurrently enrolled in last course of program.**	3
CMP101	Introduction to Computers	This course serves as an introduction to computer terminology and computer equipment and provides fundamental concepts for using PC-based software. Topics covered include computer hardware and its operation, operating systems, application software, networks and computer communications, and the Internet and the World Wide Web. Emphasis is placed on the use of computers to assist with business issues. The impact of computers on modern life is also explored.	3
COH510	Coaching in the Workplace	Coaching in the Workplace introduces students to the basic concepts, principles, methods and procedures underlying the coaching process and leadership skills. It covers the nature and scope and function of methods specifically developed and proven in business. Students will learn what it takes to be a coach, how to use the core coaching methods and how to apply these to common scenarios. The course includes a section on how to develop a flexible style of influence and how to change the student's conversational style to reach mutually beneficial outcomes. This course equips students with the fundamentals of coaching and prepares them for other coaching courses in the degree program.	3
COH515	Personal Coaching	The course introduces a personal approach to	3

		the development and use of coaching. Topics are packed with all the information, tools, and techniques students need to take personal coaching to another level. These include building rapport, different levels of listening, using intuition, behavioral barriers, identifying goals The course will guide students through the entire process from the first meeting with a client to when coaching ends.	
COH520	Coaching Teams	Coaching Teams provides material for team leaders to adopt a new mind-set and to guide teams to extraordinary performance in a re-energized work environment. Students gain a deep view into the role of the agile coach, discover what works and what doesn't, and learn how to adapt powerful skills from many allied disciplines, including the fields of professional coaching and mentoring. The course coverage includes understanding what it takes to be a great agile coach, mastering all of the agile coach's roles: teacher, mentor, problem solver, conflict navigator, and performance coach, creating an environment where self-organized, high-performance teams can emerge, coaching teams past cooperation and into full collaboration, evolving your leadership style as your team grows and changes, staying actively engaged without dominating your team and stunting its growth, recognizing failure, recovery, and success modes in your coaching and getting the most out of your own personal agile coaching journey.	3
COH525	Executive Coaching	The Executive Coaching course exposes students to the wide variety of topics involved in being a leader and coach. The material includes effective leadership behavior, leading change, participative leadership, contingency theories, power & influence tactics, dyadic relations, and cross-cultural leadership. Students will be equipped to become ethical transformational leaders.	3
COH530	Group Theory & Skills	Group Theory & Practice introduces student to the theory and research needed to understand how to make groups effective and, through exercises and thorough explanations, equips them with the skills required to apply that knowledge to practical situations. Topics covered include: the history of groups and group dynamics, the nature of experiential learning, group goals, communication within	3

		groups, leadership, power, decision making, controversy and creativity, and conflict management. The course also focuses on valuing diversity, cooperative learning, leading counseling groups, and team development and training.	
COH535	Group Work Practice	The Group Work Practice course prepares students to function as leaders in group work. Students receive a thorough grounding in areas that vary from treatment to organizational and community settings. Numerous case studies, practice examples, and guiding principles add to the ease and readability of this popular text. The course content is tied to the competencies needed for generalist and specialized social work practice with groups. **Prerequisite: COH 530**	3
COH540	Project Management Coaching	This course supplies the student with skills and knowledge to be a coach for business projects. It covers the common management challenges and how to start off in the right direction on projects. The project management processes are explained and the student is encouraged to develop process skills. The student develops discernment about which activities are essential, which are optional and which are rarely needed. The course equips the student to deal with the realities of managing projects. This course helps you understand and successfully handle project management. Many projects fail to deliver on time or on budget, or even to deliver a workable product that satisfies the customer. While good project management goes a long way towards ensuring success, managers often fail to follow the plans they implement. This course covers practical ways to solve problems project managers typically face when managing actual projects; how to plan for risk, get wayward projects back on track, manage a whole portfolio of projects, and much more. The course is mapped to the exam topics of the PMP Certification Exam.	3
COM100	Introduction to Communications	This course provides a study of human communication by covering major communication concepts, theories, research, and trends. This introduction communications course will help students to understand their own communication behavior as well the communication behavior of others. Concepts covered include basic theories of	3

		communication, understanding individual communication styles, the use of communication across cultures, and listening and critical thinking skills.	
COM101	Communications for Personal Development	This course is designed to prepare students for the challenges of work in the constantly changing job environment. Though technical skills are needed, "people skills" learned in this course remains critical in working with other individuals from around the globe and in serving customers with unique needs and interests. This course teaches student to become competent professionals, particularly with goal setting and planning, and communication skills - both oral and written, and interpersonal - the ability to self-reflect on one's skills and ethical standards and strategies for long-term success.	3
COM202	Effective Professional Communications	This course provides an understanding of research and communications in a professional environment. It familiarizes students with the techniques, strategies, and forms of writing used in the professional world. Through library research and online information gathering, this course will increase students' knowledge of organizational writing and communications including case analysis, data interpretation, problem solving, and report writing. Students will also learn presentation techniques using Microsoft PowerPoint.	3
COM275	Speech Communications	This course explores the relationship between the sense of self and how one communicates. It suggests that the self evolves and changes over time based on our interactions with others, and that a person can play an active role in shaping our identities, abilities, and esteem. It explores the relationship between communication and perception, the process of assigning meaning to sensory information and experiences. It explores good listening skills, which are important in both our professional and personal lives. Because being an effective communicator requires the use of appropriate, responsible, and ethical language, this course offers strategies for using language responsibly. The process used to prepare and deliver a classroom speech is the same as that needed in professional and civic contexts. Careful preparation is the foundation of an effective speech.	3

COM420	Managerial Communications	This course focuses on the skills and strategies that managers need in today's workplace. The role of communications will be explored, as well as an examination of effective communications in hiring and promoting, conflict management, presentations, routine messages, and reporting and proposals. Studies consistently report the importance of communication to business success, and managers frequently correlate communications proficiency with career satisfaction and progress. This course builds that ability central to managers as they pursue goals and objectives. **Prerequisites: COM100**	3
DBA710	Understanding Organizations through Organization and Organizational Change Theories	This course discusses how continual change within an organization affects its ability to compete in the global economy. It addresses emerging trends in organizational development and the positive impact they can make in the knowledge-worker era. Incorporating the best of the seminal work from behavioral sciences, along with proven change management techniques, the course will also integrate new criteria for creating learning organizations that remain flexible and adaptable. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA717**	3
DBA711	Understanding & Application of Management Th eories	This course is designed to provide a focuses on the fundamental concepts, functions and skills of management though an analysis of the foundations of scientific management and a practice theory of management. It is designed to enhance students´ understanding of effective management; to focus on a thorough and systematic coverage of relevant management theory and practice; to cover fundamental management skills and abilities required to run companies and organizations successfully; and to review the foundations of modern management thought. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA717**	3
DBA712	Financial Management: Theory & Practice	Financial management is one of the most critical and important activities for the professional business manager. Specifically,	3

		the consequences of management decisions (at all levels), financial and otherwise, are immediately and/or eventually will be reflected in the financial performance of businesses. Good financial management is important to the health of business firms, nationally and internationally. However, because the field is relatively complex and ever changing, corporate finance requires a thorough understanding of the theories, concepts, and practices needed in today's business environments. Consequently, this course explores how financial management can inform and then direct the application of sound financial principles that maximize the wealth of any company. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA717**	
DBA713	Leadership Theories, Models, Styles & Traits	Organizations have increasingly made leadership a core concept for meeting both their internal and external challenges. Many new leadership terms and concepts (some undoubtedly fads [Bass, 2008]) are the focus of much research and assessment. Cognitive Models of Behavior, Personal Traits, Vision, Situational Differences, Strategic, Virtual and Transformational Leadership (and many others) are all elements of leadership study and application. While no one course can address every leadership element, a serious review and discussion of leadership is an essential element of Business Administration. Consequently, this course explores how leadership theory can inform and then direct the way leadership is practiced thereby providing a strong foundation for future leadership discussions. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA710**	3
DBA714	Leadership and Change Management	This course is designed to address a variety of leadership and change management issues including: Expectations that managers are change leaders (whether trained or not); managers' readiness to lead change (directional or organizational) as opportunities	3

		arise; exploration of new methods to respond to emerging issues and developments; and how successful leaders practice. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA710**	
DBA715	Ethics of Business Management	This course is designed to provide an exploration of business ethics. It examines how ethical concepts have evolved over the recent decades, and how they must be incorporated as part of any organization's business operations. The course examines several ethical constructs, including morals, stakeholder and social expectations, strategic dimensions of corporate responsibility, strategic approaches addressing global ethical issues, and evaluation of the political processes by which social problems are created and the new ethical and/or legal processes that result. Through the use of case studies and readings, business practices and economic assumptions are analyzed. How contemporary challenges are resolved through professional standards; where ethics rank in the corporate decision making structures; and how the interface between ethical theory and business practice is managed are key questions addressed through the course. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA717**	3
DBA716	Corporate Responsibility & Economics	This course explores an organization's economic responsibility (or the return on its investments) and how CSR (corporate social responsibility) impacts that responsibility. By studying not only the concepts, strategies and communication requirements of CSR, the course also presents an economic methodology for determining the value of CSR. By identifying the increased popularity of corporate social responsibility in relation to the change from traditional philanthropy the course explores how organizations determine CSR relative to its various management elements. These elements include stakeholder	3

		relations and business models, environmental concerns, human rights, public policies and practices, opportunities for innovative products, technologies and business models aimed at solving social or environmental challenges. Additionally, the course discusses business practices and economic assumptions that bring contemporary challenges to the level of professional standards, corporate decision making structures, and the interface between CSR communication and business practice. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA725**	
DBA717	Business Policies & Administration	DBA 717 is unlike other, more traditional, business administration courses. As such, it is a unique blend of management and administrative elements instead of the more traditional step-by-step methodology (e.g., see Nickels, W.G., McHugh, J.M., & McHugh, S.J., 2015. The course is concerned with the policies developed by senior management. While many argue that there are or are not differences/similarities between business administration and business management, this course combines the basic principles of both positions. For some students this may serve as a review, and for others it may be an introduction to business administration. The specific topics covered in this course are the elemental aspects of business administration, specifically the relationships between organizational design, strategy, environments, marketing, production and operations management, human resources, and the management of information. Because these relationships are complex, uncertain, and subject to change, the course will focus on the strategies that senior management uses to shape and guide the organization. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration.	3
DBA718	Business Management	This course is designed to provide an	3

	Theories in Practice	opportunity to approach management from a critical management perspective. Many aspects of modern life are increasingly subject to a managerial or economistic approach, in which, for instance, the efficient allocation of resources assumes predominance over humanistic or ethical concerns. The proponents of critical management studies posit that management be approached from a wider perspective including labor process theory to postcolonial work, feminism and gender studies, sustainability, anthropology, sociology and cultural studies. While this course does not propose to address each of these and other issues in depth, its intent is to broaden the parameters of what is judged important in management studies and acquainted students with insights into critical management studies. This approach allows for evaluation of traditional, key management concepts in order to explore the thinking that informs them. This course further invites students to engage in, and respond to provocative questions about managing in the current business environment. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA711**	
DBA719	Human Resources Management	The current business environments require managers to utilize modern human resource practices in order to improve organization's performance and efficiencies. This course is designed to provide a theoretical and applied discussion associated with the management of human resources within organizations. It examines the different facets of HRM and explores a range of theoretical and applied perspectives on how human resource management impacts performance at both the organizational and individual levels. Topics include staffing for quality, developing and managing, outsourcing, compensation, managing workforce commitment and performance, legal issues, and organizational protection and expansion. Analysis of the contemporary requirement to leverage and manage knowledge and intellectual capital is also	3

		explored. **Prerequisites: DBA717**	
DBA720	Strategic Management: Theories, Process, & Applications	This course is designed to provide an exploration of strategic management theory, research, and practice in organizations. It identifies the business strategies necessary for gaining an in-depth understanding of strategy formulation, implementation, and evaluation for optimal business results. Because strategy is a plan that guides managerial decision making, the course focuses on developing an understanding of, evaluation of, and implement of successful organization strategies. Additionally, the course requires assessment organizations' internal and external environment to analyze the nature and sources of their competitive advantages. **Prerequisites: DBA717**	3
DBA721	Business Strategy & Decision Making	This course is designed to provide an examination of critical issues in making strategy and decision-making in contemporary organizations. Because the essence of making strategy is concerned with decision making (both individual and group) the course also explores the theoretical basis of decision making. Through causal mapping software (Decision Explorer®) the theories of making strategy are applied to real world simulations. Irrespective of the software, the framework for making strategy (issue management, purpose, and stakeholder management) is analyzed with strategic insight utilizing traditional decision making elements. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA720**	3
DBA722	Applied Strategic Perspectives	This course is designed to provide a to consider the practice of business strategy from two distinct perspectives. One perspective considers that strategy should be "engag[e] seriously with theory and practice [and] entails a platform that sees strategy…as something that organizations, not individuals, make up; something in which organizational politics can never be eliminated from the picture any more than can the fact that strategy is irremediably	3

		societal. It is not a purely rational economic phenomenon that does not engage with the societal constructions and realities in which it is embedded. Thus, theory is always political, always has organizational implications and is never asocial; the same may be said for practice – there is always a social and organizational agenda behind the most seemingly benign and disinterested statement of strategy. It could not be otherwise." (Clegg, et al, 2014, p.xxiv). The second perspective suggests that "Strategy as Practice can be regarded as an alternative to the mainstream strategy research via its attempt to shift attention away from merely a focus on the effects of strategies on performance alone to a more comprehensive, in-depth analysis of what actually takes place in strategic planning, strategy implementation and other activities that deal with strategy." (Golsorkhi, et al, 2010, p. 1) While both these quotes appear dissimilar, the course demonstrates how the language of strategy and management is most definitely author dependent. By juxtaposing these two perspectives, the 'art' of business strategy comes into much clearer focus; for novice and experienced practitioners alike. **Prerequisites: DBA721**	
DBA723	Business & Management Research Methods	Specifically, this course provides a comprehensive review of research methods in management and business research. It covers both the practical technologies for conducting research, and the philosophies and assumptions underlying those techniques. It addresses the process of formulating appropriate research questions, objectives, and hypotheses, techniques for reviewing literature, and the ethics and politics of business research. Through critical examination of methods associated with decision-making, critical thinking, and ethical judgment students develop the skills to disseminate their research. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA717**	3
DBA724	Research Design & Analysis	This course identifies methods to construct	3

		conclusions based on raw data review and statistical analysis. Students develop a research design that identifies the overall strategy chosen to integrate the different components of a study in a coherent and logical way, thereby ensuring an effective response to the research problem; it constitutes the blueprint for the collection, measurement, and analysis of data. With analysis of business research (either through case studies or scholarly papers) students obtain information relevant to the research problem and specify the type of evidence needed to test a theory, to evaluate a program, or to accurately describe and assess the meaning related to an observable phenomenon. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA723**	
DBA725	Statistics for Business	Utilizing and applying statistics is a critical and important activity for the professional business manager. Specifically, this course is designed to provide the tools and methods needed for analyzing, presenting, and interpreting data. In the business community, managers must make decisions based on what will happen to such things as demand, costs, and profits. These decisions are an effort to shape the future of the organization. If managers make no effort to look at the past and extrapolate into the future, the likelihood of organizational success is limited. Through a three-element approach: (1)the demystification of statistics (with theory discussions where appropriate); (2) emphasis on the value of accurate interpretation; and (3)computational procedures discussed step-by-step, the rationale for why statistics are computed the way they are is provided. These elements enhance and lay the foundation for DBA726, Applied Statistical Analysis. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA724**	3

DBA726	Applied Statistical Analysis	While DBA 725 introduced the computational basics of business statistics, this applied statistics course is concerned with the understanding and purpose of statistics in business. Statistics in the 21st century is mostly driven by software that takes inputted raw data, applies computational requirements, and produces results based on which test selected. While understanding the commands for such software can be daunting, learning those commands is irrelevant to understanding statistical ideas. Applied statistics is concerned with the everyday, real-world uses of statistical ideas. Most organizations do not have sophisticated statistical software, but most all use spreadsheet programs. Through this course students will learn to "take a jumble of data…and make sense of it." (Leekley, R.M., 2010, p. xiv). In doing so they learn the application of statistical ideas in real-world business situations. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration. **Prerequisites: DBA725**	3
DBA727	Dissertation Overview, Process & Proposal	This course is designed to provide an overview of the dissertation process and dissertation proposal preparation. Completing a dissertation successfully is often the most challenging part of doctoral studies. It is the consolidation of theoretical knowledge and ethical research proficiency combined in a practical test of scholarship. The first, and arguably the most important step of the dissertation, is the research proposal in which constant, critical thinking is required. It involves understanding and defining the logical relations between elements in a proposal including the problem statement, conceptual framework, literature review, research methodology and design. Consequently, this course prepares students for the development of a qualitative, quantitative, or mixed method research proposal. A brief review is given to research design, modes of observation, techniques of analysis, the social and ethical context of research, and the uses of research. However, the focus of this course is the organization and design of a formal proposal	1

		including a substantive research topic of original work. An accepted proposal constitutes the framework for the Dissertation. It includes the Introduction and Statement of the Problem (Chapter 1), Review of the Literature (Chapter 2), and Research Methodology (Chapter 3). A dissertation, that when completed, is a quality research effort, documented and written following the ALU Dissertation Proposal Guidelines and the ALU Dissertation Manual, successfully presented in an oral defense to your committee, and ready for publication. **Prerequisites: DBA717**	
DBA728	Dissertation 1	This course is one of directed study in which the students work closely with their Chair and Committee to revise their approved research study. Regardless the revisions required by the Chair and Committee, this course must be completed before or in conjunction with DBA729. **Prerequisites: DBA727**	3
DBA729	Dissertation II	This course is one of directed study in which the students work closely with their Chair and Committee to collect their data and describe their findings. Regardless of any revisions required by the Chair and Committee, this course must be completed before enrollment in course DBA730. **Prerequisites: DBA728**	2
DBA730	Dissertation III	This course is one of directed study in which the students work closely with their Chair and Committee to complete their dissertation in preparation for their Oral Defense. Regardless of any revisions required by the Chair and Committee, this course must be completed before any Oral Defense. **Prerequisites: DBA729**	3
ECON205	Introduction to Economics	This course focuses on resource-allocation, strategic, and tactical decisions that are made by analysts, managers, and consultants. The techniques discussed here seek to achieve the objectives of the organization in the most efficient manner, while considering both explicit and implicit constraints. This course emphasizes real-world business applications – not just theories and concepts.	3
ECON310	Principles of Macroeconomics	Macroeconomics emphasizes national income, the monetary system, economic fluctuations, fiscal policy, and the international economy. This course includes a study of institutions that	3

		help develop the national and international economy. Supply and demand, theory of prices, government spending and taxation, business cycles, fiscal and monetary policy, banking system and economic development are examined through class discussion and analysis of current economic events.	
ECON315	Principles of Microeconomics	Microeconomics focuses on economic decision-making, production, competition and market structures, government, labor markets, unions and the distribution of income. The principles of scarcity, choice, and the laws of supply and demand are examined through class discussions and analysis of current economic events. **Prerequisites: ECON310**	3
ECON490	Managerial Economics	Economics is the study of how resources are allocated. A large part of this course is devoted to the use of economic theory in addressing business-decision-making problems. While we focus on making profitable business decision, the principles and techniques set fort also offer valuable advice for managers of nonprofit organizations such as foundations, universities, hospitals, and government agencies. Although profit maximization is the primary objective address in this course, the economic way of thinking about business decision making provides all managers with a powerful set of tools and insights for furthering the goals of their firms or organizations.	3
ENG110	Introduction to Writing	This course is designed to develop the student's ability to write clearly. Emphasis is on effective writing and revising techniques including purpose, organization, and mechanics. Various modes and strategies of descriptive, narrative and illustrative essays are covered. The culminating assignment is a research paper.	3
ENG160	English Composition I	This course is designed to help students master the traditional five-paragraph essay and variations of this essay. Four principles are presented as keys to effective writing: unity, support, coherence, and sentence skills. The first part of the course focuses on the first three principles and to some extent on sentence writing skills. It shows how these four principles apply in the different patterns of essay development and in specialized types of writing.	3
ENG170	English Composition II	This course incorporates all the approaches to argumentation and includes a rigorous	3

		introduction to the concepts and language of argument. Students will write on common subject matter as designated for most of the course. This course will use readings to give students material for rhetorical analysis and to introduce students to controversial conversations that they will join with their own arguments. Writing process time is built into the course: for invention exercises and for revision exercises. Assignments will begin with generic argumentative skills and then move to a variety of claim types. **Prerequisites: ENG160**	
FIN245	Personal Finance	This course provides comprehensive coverage of personal financial planning in the areas of money management, career planning, taxes, consumer credit, housing and other consumer decisions, legal protection, insurance, investments, retirement planning, and estate planning. The goal is to teach the fundamentals of financial planning so students can make informed choices related to spending, saving, borrowing, and investing that lead to long-term financial security. Provided financial planning tools will help identify and evaluate choices as well as understand the consequences of decisions in terms of opportunity costs. **Prerequisites: MAT130**	3
FIN444	Finance for Managers	This introduction to corporate financial management and investments provides the framework, concepts, and tools for analyzing financial decisions by applying the fundamental principles of modern financial theory. Major topics include the time value of money and capital budgeting. **Prerequisites: ACC200, MAT201**	3
FIN460	Federal Taxation I	This course is designed to provide students with a basic understanding of the fundamentals of federal income tax law. The course emphasizes individual taxation. The course is intended for students who need some technical knowledge of tax law, as well as for those students who wish to pursue further tax law education. **Prerequisite: ACC220**	3
FIN461	Federal Taxation II	This course is designed to provide students with a technical familiarity in a wide range of tax topics, including complex corporate and individual topics, estate and gift taxation, tax issues associated with not-for-profit entities,	3

		and selected other topics. The course is intended for those considering a career in accounting or taxation. **Prerequisite: FIN460**	
HUM100	World of Art	This course puts the humanities in perspective by discussing the arts and ways of knowing art's main concerns, purposes, and functions. The course also discusses artistic style and how to apply critical skills. This course is designed for students with little or no background in the arts.	3
HUM110	Introduction to Spanish I	This course provides an introduction to basic conversational Spanish. Students will study vocabulary, verb conjugation and sentence structure with a focus on practice of Spanish speaking in real life situations.	3
HUM111	Introduction to Spanish II	This course continues with basic conversational Spanish. Students will study vocabulary, verb conjugation, and sentence structure with assignments geared towards speaking Spanish in real life settings. **Prerequisites: HUM110**	3
HUM125	Critical Thinking	This course prompts students to question their own assumptions and to enlarge their thinking through the analysis of the most common problems associated with everyday reasoning. Three main concepts include the fundamentals of critical thinking, common barriers to critical thinking, and strategies for overcoming those barriers. Critical Thinking outlines persuasion through rhetoric and understanding the details of deductive and inductive argumentation and logic. Further, students delve into causal explanation, explanatory adequacy and forming hypotheses. Major perspectives in moral reasoning, consequentialism, legal morality, religious relativism and religious absolutism are covered along with virtue ethics.	3
HUM155	American History I	This course covers American history from the 1500s to post Civil War Reconstruction. The student will study a diverse range of cultures from these time periods and how migrations, social and economic changes and interactions between cultures have shaped the history of America. The student will study the shifting frontiers and political landscapes of the land before and after the Revolution and examining associated patterns to form a big picture of the historical story of America.	3
HUM225	Ethics	According to Jacques Thiroux, as human beings, we experience life in a world of good and evil and understand certain kinds of actions in terms of right and wrong. The very	3

		structure of human existence dictates that we must make choices. Ethics helps us use our freedom responsibly and understand who we are. It gives direction in our struggle to answer the fundamental questions that ask how we should live our lives and how we can make right choices. This course teaches students about ethical theory and apply these theories to specific and contemporary moral problems (lying, cheating, establishing ethical business practices, honoring ethical obligations in medicine, etc.). Students are engaged in the discussion of what are moral and ethical acts through case studies, questions and problems that challenge their own ability to discern what is and what is not ethical from their perspectives. This course forms the basic foundational ethics course for all the other higher-level and profession specific ethics courses.	
HUM 235	Introduction to Literature	Literature challenges us, entertains us, and enriches our lives. This course will introduce you to the many ways in which literature achieves this goal. During the course, we will read, discuss, analyze, and interpret a wide variety of literary texts. You will become an active participant in the scholarly conversation about literature by writing a variety of papers about the literary works discussed. The course culminates with the study of literary criticism and how to adapt an approach to a particular literary genre.	3
HUM255	American History II	Part II of American History covers the rise of industrial America, up to the post-cold-war era. The course visually represents complex and controversial decisions and underscores that historical events were contingent on human agency, and not inevitable. Topics include New York's decision to ratify the Constitution, female suffragists' decision to withhold support for the Fifteenth Amendment, and President Truman's decision to drop the atomic bomb on Japan. It also presents students with excerpts from key primary source documents to exemplify conflicting visions of America. This feature helps students to recognize that Americans have always debated the course of action their country should take to remain true to its founding principles. **Prerequisites: HUM150**	3
HUM320	Diversity and	This course focuses on understanding and	3

	Culture	managing diversity. Clearly, diversity is an interdisciplinary field. Much of its theoretical framework originates in the social sciences. There is some disagreement among scholars on the definition of diversity; much less what materials should be included in a course about diversity. To meet this challenge we have selected a text for this course that gathers a wealth of information from the salient issues surrounding the topic of diversity in a law enforcement setting.	
HUM335	Literary Studies	This course is intended to enrich student learning through their active engagement with ideas in written text. This course provides students with multi-genre reading experiences designed to immerse them in critical and creative thinking as they address problems and issues from multiple perspectives. Students will be encouraged to see language as a way to create meaning in their lives and to see themselves as writers with a purpose and an audience.	3
HUM357	World History I	This course and accompanying readings interweave two stories: the story of our interactions with nature and the story of our human interactions with each other. The environment-centered story is about humans distancing themselves from the rest of nature and searching for a relationship that strikes a balance between constructive and destructive exploitation. The culture-centered story is about how human cultures have become mutually influential and yet mutually differentiating. Both stories have been going on for thousands of years and will provide a well-rounded course in world history.	3
HUM430	Religious Studies	This course examines the full spectrum of religions, from small-scale societies to full-blown "world religious movements." The course provides an in-depth treatment of Islam, Hinduism and is includes study of real life field projects directly related to material covered in the course.	3
LGS100	Introduction to the Legal Profession	This is a survey course designed to introduce students to the paralegal profession and the role of a paralegal as member of the legal team. The student will be introduced to the American legal system, civil litigation, criminal law and procedure, the appeals process, and substantive legal topics. A basic introduction to the skills required of a successful paralegal,	3

		such as legal vocabulary, critical reading, thinking and writing, interviewing, investigation, legal research, law office administration, and technologies. Throughout this course, as well as the entire paralegal program, an emphasis will be placed on legal ethics, professional regulation, and current trends and issues in the paralegal field.	
LGS102	Family Law	This course prepares students for the area of family law. Students are introduced to the legal principles and processes involved in the law of marriage, divorce, separation, support, custody and visitation, annulment and adoption, and tax consequences of separation and divorce. Students learn to draft common agreements, pleadings and other documents applicable to these topics.	3
LGS103	Criminal Law	This course explores the general principles of criminal liability, the defenses to criminal liability, and the elements of crimes against persons, property, and society, while it encourages critical thinking about these topics. Special emphasis is given to both the law and the procedural aspects of criminal justice.	3
LGS105	Law Office Technology	This course explores the increased use of technology in the law office and in the courtroom. The increased use of technology and computers in the law office, the court system and the courtroom has changed the way many traditional procedures are performed. The computer and the Internet are increasingly used, not just for traditional document preparation, but also for maintaining client databases, keeping office and client accounting records, engaging in electronic communications, research and filing documents within the court and trial presentation.	3
LGS106	Wills, Trusts and Estates	This course focuses on the basics of property law and its application to the main themes of wills, trusts, and estate administration. The laws that govern construction and administration of wills and trusts are covered in detail along with the roles of various participants in the process. Students will learn to develop an estate plan to dispose of assets and diminish or eliminate estate taxes through the effective use of wills and trusts.	3

LGS107	Contracts	This course provides paralegal students with a well-organized, functional approach to the law of contracts. Paralegal students learn an	3

		approach for analyzing contract problems that they will need for their professional assignments. Topics include the type of law to apply to contract transactions, when a contract is formed, when it is enforceable, a plaintiff's allegation of breach, a defendant response to an allegation of breach, and the remedies available for a breach of contract.	
LGS108	Legal Research	This course is designed to teach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law and also how to use the various secondary materials, which assist in the research process. Some of the topics covered are: Case Reporters, Digests, Codes, Annotated Codes, Annotated Reporters, Citators, Loose-Leaf Services, Legal Encyclopedias, Treatises and Computerized Research Services. As part of the course, students enrolled in Legal Research receive a subscription to Westlaw online legal library. Students have the opportunity to take a series of tutorials to learn effective online research skills. Upon successful completion, students receive a Paralegal Training Certificate from Westlaw.	3
LGS110	Litigation and Trial Practice I	This course provides comprehensive coverage of the civil litigation practice for paralegals. It provides detailed information on the litigation process from the pre-suit investigation to the appeal. Special emphasis is made on the role of the lawyer and those responsibilities that may be delegated to the legal assistant. Attention is given to litigation principles, lawyer and client relationship and ethics, gathering evidence, deposition, preparation for a civil trial, structure of a civil trial, judgments, and appeals.	3
LGS200	Administrative Law	The continuing growth of administrative law and regulations make this course fundamental and essential to most law practices. The course covers the delegation of authority to agencies, legislative oversight, judicial review, disclosure of information, the administrative process, procedural due process, formal adjudication, rules and rulemaking, obtaining judicial review and more.	3
LGS201	Immigration Law	This course covers the law of immigration and the changes that have taken place in immigration law since September 11, 2001. It walks the student through the entire	3

		background, process, and tools essential for a legal professional's mastery of immigration law.	
LGS202	Environmental Law	An increasing demand for understanding environmental law and policy issues exists today. From the history of environmental law, to the ethics and issues underlying policy making, this course provides an overview of the role other areas of law play in the development and implementation of these policies. Students will learn principles of American property law and examine common law theories and remedies for environmental harms and liabilities, as well as land use and regulation and constitutional issues in environmental regulation.	3
LGS203	Intellectual Property	This course covers four fields of intellectual property: law; trademarks, copyrights, patents, and trade secrets. It covers topics such as the duration of rights, protection from infringement, and new and international developments in each field.	3
LGS204	Real Property	This course is directed toward the training and practice of legal assistants in the area of modern real estate transactions. Topics covered are property ownership, surveys and legal descriptions of real property, easements, contract forms and standard provisions found in real estate contracts, deeds, real estate finance, real estate lending, mortgages and foreclosures, title examinations and title insurance, real estate closings, condominiums, cooperatives and time-shares, and residential and commercial leases.	3
LGS205	Social Security Disability	This course provides insight to the disability appeals process and complex administrative procedures that ultimately appear before a federal administrative law judge. Students will learn to understand and apply key legal issues in the successful representation of clients before the Social Security Administration generally, and the Office of Hearing and Appeals specifically.	3
LGS206	Business Organizations	This course prepares paralegal students for the practical aspects of the law of business organizations. It covers all issues that are typically encountered in working with business clients. Topics include the types of business organizations, formation of a corporation, corporate financial structure, employment and compensation, operating and maintaining	3

		business entities.	
LGS207	Bankruptcy	This course gives a brief history of bankruptcy law, research aids, alternatives to bankruptcy, discussion of the role of the various parties involved in the bankruptcy process, and overview concerning eligibility and the selection of the appropriate bankruptcy chapter under which a bankruptcy should be filed.	3
LGS208	Legal Analysis and Writing	A requisite for the capable legal assistant is the ability to prepare professional legal documents. This comprehensive course provides the student with in-depth knowledge of the fundamentals of legal analysis and writing. Students will first examine an overview of the legal system, including analytic principles and the legal process. They will learn the specifics of legal analysis, including statutory analysis, case law and briefing, identifying and stating the issue, case application and counter analysis. Emphasis on application of these key principles in legal writing will allow students to prepare interoffice memorandums, court briefs and general legal correspondence. Students enrolled in Legal Analysis and Writing receive a subscription to Westlaw online legal library. Students have the opportunity to take a series of tutorials to learn effective online research skills. Upon successful completion, students receive a Paralegal Training Certificate from Thomson-West.	3
LGS210	Litigation and Trial Practice II	This course is the second part to Litigation and Trial Practice I. The course provides comprehensive coverage of the civil litigation practice for paralegals. It provides detailed information on the litigation process from the pre-suit investigation to the appeal. Special emphasis is made on the role of the lawyer and those responsibilities that may be delegated to the legal assistant. Attention is given to litigation principles, lawyer and client relationship and ethics, gathering evidence, deposition, preparation for a civil trial, structure of a civil trial, judgments, and appeals. **Prerequisites: LGS110**	3
LGS301	Torts I	This course explores civil wrongs and will illustrate and explain the different types of tort recoveries that are allowed by law. Students learn the elements required to prove each tort, defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Topics	3

		include tort theory based upon negligence, products liability, libel, slander & malpractice.	
LGS302	America's Courts and the Criminal Justice System	This course teaches the fundamentals of the legal system in America and includes an overview of the federal courts, state courts, appellate, lower and juvenile courts. It covers the dynamics of courthouse justice, prosecutors, defense attorneys, judges, defendants and victims and the processing, sentencing of the guilty.	3
LGS303	Ethics for the Legal Professional	This course provides the student with an in-depth look into the various types of ethical challenges faced by the legal professional. The student will be able to recognize an ethical issue, classify it and research possible courses of action. The emphasis is on spotting ethical challenges and applying appropriate law.	3
LGS304	Survey of the Legal Profession	This course helps students learn the past, present and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills and career opportunities. Instruction on ethics and professional responsibility, the organizational structure of the legal workplace and office culture and politics will prepare students for the challenges of today's paralegal. Students receive a formal introduction to law by examining sources of American law, the court system and alternative dispute resolution, substantive law in its various forms, as well as administrative law and government regulation. Legal procedures and advanced skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computer-assisted legal research, in addition to legal analysis and writing provide valuable insight and a solid foundation for the future legal assistant.	3
LGS305	Employment Law	Employment law is a big business concern and is a field that is dynamic and constantly changing the parameters of selection, discrimination, privacy and termination in employment. This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation. Students are engaged to solve	3

		human resources dilemmas with regard to employment law as well to respond with critical thinking to questions brought about by real-word cases.	
LGS308	Communication Law	This course covers the legal regulations that are the foundations of media and telecommunications law and policy. It deals with media law and ethics in the historical and philosophical context of the First Amendment freedoms of speech and the press. Topics include libel; privacy laws; free press and fair trial, protection of news sources; obscenity, regulation of advertising and electronic media. It presents students with legal questions concerning situations that may confront graduates in their careers.	3
LGS310	Education Law	Today's schools function in a complex legal environment. This course is about schools and the law which affects them. It covers some basic ways the legal system can be used to assist schools and avoid expensive litigation. There are details about educational rights and responsibilities, including topics such as mandatory reporting and exemption from personal liability in certain situations.	3
LGS401	Torts II	This course is the second part of Torts II. Students learn the elements required to prove each tort, defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Topics include tort theory based upon negligence, products liability, libel, slander and malpractice. **Prerequisites: LGS301**	3
LGS402	Alternate Dispute Resolution	This course introduces the student to the field of Alternative Dispute Resolution. It is an expanding area both in the courts and in private disputes. It covers conflict diagnosis, arbitration and mediation. The student learns hands-on skills to become more adept as a conflict manager. Non-binding evaluations and resolutions are also explained. The ability to engage in dispute resolution is a valuable tool for the legal professional.	3
LGS404	Laws of Criminal Evidence	Understanding evidence law is key to any legal assistant working side-by-side with law enforcement of the trial attorney. Students will be provided with the fundamentals: the definition of the law of evidence, its origin, as well as the relevant application of such-when, and by whom. Examination and admissibility of	3

		evidence to support or disprove facts is critical in any case; therefore, consideration will be given to actual cases as students learn evidentiary rules and the part they play in the recognition, gathering and presentation of evidence deemed admissible at trial.	
LGS406	Elements of Contract Drafting	This course provides an overview of the issues and processes involved in drafting contracts and transactional documents. This should give students a framework of principles to analyze the basic structure of contracts and ways to structure transactional documents in order to prevent and plan for future litigation. **Prerequisites: LGS107**	3
LGS407	Business Law	The purpose of this course is to introduce the legal frameworks applying to business organizations. Emphasis is placed on the ethical and social responsibilities of businesses as well. Topics range from entrepreneurship, proprietorship, partnerships, corporate formations, governance, government regulations and international law. Businesses that are organized in the United States are subject to its laws. They are also subject to the laws of other countries in which they operate. The course is presented taking a hands-on approach by applying legal and ethical concepts through contemporary case studies and critical thinking exercises. These are intended to prepare students in their transition into practicing paralegals.	3
LGS409	Criminal Procedure for Legal Professionals	This course assumes students know basic criminal law. Much of this course is based on the Bill of Rights, the first ten amendments to the U.S. Constitution. It begins with the suspect's right during the investigation and arrest processes. It includes evidentiary procedural protections and sanctions. The course covers a convicted criminal's rights under the Eight Amendment.	3
LGS499	Senior Capstone	The purpose of this individualized learning experience is to enable the student as an Abraham Lincoln University undergraduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge	3

		and experience gained over the course of studies with Abraham Lincoln University. The project also allows you to integrate your other related educational or professional development activities. **Prerequisites: Must have completed or be concurrently enrolled in last course of program.**	
LGS520	Health Care Law	The study of medical law, and particularly ethics, is not always black and white. The discussion questions, exercises, and cases used within the course are meant to stimulate the student's awareness of this subject. They are not meant to offer definitive answers in all situations. The study of medical ethics, or applied ethics, is necessary for healthcare professionals who often face dilemmas that are not experienced by the general population. Since medical law and ethics are often interrelated, students need to have a clear understanding of both in order to protect themselves, their employer, and the patient. The study of medical law and ethics includes many questions for which there is no one right answer. The student must become comfortable discussing and debating these issues.	3
LGS523	Real Estate Fundamentals	Students learn the definitions of real property, its forms of ownership and interests. The various rights that can exist in land ownership, from mineral to riparian and the differences in ownership forms. The appropriate property disclosures and disclaimer statements are covered. Title abstraction, agreements of sale, conditions, and contingencies are explained. The elements and types of deeds are discussed along with mortgages and closings. **Prerequisite: LGS601**	3
LGS525	Contemporary Business Law	This course presents the "real world" involving real legal dispute between real people. It offers an opportunity to develop critical thinking skills that will serve the student in addressing legal and other issues. Learning the subject matter of this course will help students make more informed and confident decisions in business.	3
LGS527	Banking Law	Students will covers subjects such as increased competition, deregulation, bank and thrift failures, large-scale bailout, and restructuring efforts. Unresolved challenges include budget stimulus, deficits, and renewed supervision by regulators. It will guide students through	3

		today's system of financial regulation that is unlike anything else in the world. Banks are special entities, and those working with banks need to understand their client's specific structure, importance of capital, and the new language that has formed. **Prerequisite: LGS601**	
LGS530	Securities Law	This course provides students with an analysis of the underlying rationales of Article 9 of the Uniform Commercial Code, the federal Bankruptcy Code as it relates to Article 9, and other relevant state and federal legislation. Familiarity with these rationales is critical for a true understanding of the law of secured transactions. It also covers: Attachment of security interests; Perfection of security interests; Priorities among competing claimants (including extensive treatment of the effects of bankruptcy on security interests); and Enforcement of security interests. **Prerequisite: LGS601**	3
LGS532	Intellectual Property Law	There are three main types of property from a legal point of view – real property, personal property and intellectual property. This course deals with the third type of property – intellectual property. Intellectual property is for the most part abstract. Although aspects of intellectual property can be manifest in physical ways, such as a book or a statue, the actual property right is intangible. We will look at copyright (the expression of an idea), patents (inventions), trademarks (names and logos that identify products or services) and other forms of intellectual property.	3
LGS540	Wills & Trusts	This course covers intestate succession, wills, trusts, estate administration, non-probate assets, wealth transfer issues and death planning. Its material is presented in a lively, lucid style to hold the student's interest while building knowledge and skills in the trusts and estates legal area. Students should come to appreciate the value of being able to know how to identify which wills and trusts avert legal problems and help alleviate some emotional stress and financial costs surrounding the death of a person. **Prerequisite: LGS611**	3
LGS600	Contracts I	Students will study both the common law contract principles relating to contracts for services and the Uniform Commercial Code contract principles relating to contracts for	3

		goods. They will learn the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, such as, the statute of frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Students will also study contractual conditions, third-party rights, assignments, delegations and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract.	
LGS601	Contracts II	Continuation of Contracts I with studies completing the topics listed under Contracts I. **Prerequisite: LGS600**	3
LGS610	Torts I	This course is a survey of civil causes of action for which an injured party may seek redress and compensatory relief in court. Students will learn various theories of tort liability including intentional torts to person and property such as assault, battery, false imprisonment, trespass and infliction of emotional distress. Students will also examine the law relating to causes of action for ordinary and professional negligence, wrongful death, products liability, and dignitary torts such as invasion of privacy, defamation, constitutional torts and nuisance. They will also examine strict liability causes of action such as pet ownership and products liability. Finally, students will examine tort defenses of privilege, mistake, self-defense, consent, necessity, immunity, contributory and comparative negligence and assumption of the risk.	3
LGS611	Torts II	Continuation of Torts I with studies completing the topics listed under Contracts I. **Prerequisite: LGS610**	3
LGS620	International Business Law	Business today is truly international. This *International Business Law* course provides a comprehensive look at critical issues and functions in the global legal environment. It provides business and law students an overview of the overall structure of the legal environment in which international business operates today; nation-to-nation relations, multinational enterprises, dispute settlement across national borders, and rules for global trade in goods and services. This course focuses on global legal issues in intellectual property, foreign investment, money and	3

		banking, sales, transportation, and financing. It emphasizes the diversity and similarity of how firms are currently regulated and governed around the world.	
LGS623	Communications Law	This course examines the federal, state, and local laws that most directly affect mass communication in the United States. What is communicated, how it is communicated, to whom it is communicated, when and where it is communicated and the effects of that communication all may raise important legal concerns for people throughout the communications industry. This course presents the ongoing conflicts over media rights and our constitutional rights to freedom of expression by examining how the courts rendered their rulings. Throughout the course, a hypothetical problem is presented at the beginning of each textbook chapter which will be used as the basis of class discussions for students' greater understanding of the field of communications law.	3
LGS625	Employment Law	Employment law is a big business concern and is a field that is dynamic and constantly changing the parameters of selection, discrimination, privacy and termination in employment. This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation.	3
LGS630	Legal Writing	In this semester, we will focus on *predictive* legal writing. "Predictive legal writing" means writing that predicts how a court would apply the law to a particular client's factual situation. In this course, you will practice a wide variety of new skills: reading cases and statutes; synthesizing the law from a number of different sources into a unified understanding; finding and updating case law and statutes; and writing one of the most common forms of predictive legal writing: the interoffice memorandum.	3
LGS632	Legal Research	This course covers basic citation forms as established by the Bluebook, including the citation of constitutions, statutes, cases, books and periodicals, journals and law review articles, and web resources. Professional Skills IIB provides practical instruction in legal research, including research involving treatises,	3

		statutes, Restatements, uniform codes and laws, federal regulation, rules, digests, state and federal cases, and practice guides commonly used in state and federal court. The course also instructs students in conducting research using physical publications and electronic based legal research using Westlaw, including use of the Key Cite features to update legal authority.	
LGS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months. **Prerequisites: Must have completed or be concurrently enrolled in last course of program.**	3
MAT130	Concepts of Fundamental Math	This course will be a review of fundamental math concepts for some students and may break new ground for others. Students of all backgrounds will be delighted to find an approach that appeals to all learning styles and reaches out to diverse demographics. Through down-to-earth explanations, patient skill-building, and exceptionally interesting and realistic applications, this course will empower students to learn and master mathematics in the real world.	3
MAT201	Business Mathematics	This course will help you develop math skills used in personal and business applications. This course is a basic review of mathematical skills including terminology, checking accounts, taxes, and payroll.	3
MAT280	Business Statistics	This course is designed to provide students an overview of the field of statistics and its many applications. This course is application-oriented and written with the needs of the non-mathematician in mind. Although the course is applications-orientated, care has been taken to provide a sound methodological development and to use notation that is generally accepted for the topic being covered. Students will find that this course provides a good preparation for the study of more advanced material. **Prerequisites: MAT130**	3
MGT214	Principles of	This course trains on managing in the new	3

	Management	competitive landscape, how business operates on a global scale, what types of technology is advancing online and offline, and managing for competitive advantage through environmental analysis and responding to the environment. The functions of management are demonstrated in eight modules and cover every management topic from the foundational theories and paradigms to ethics, strategic planning, the management of human resources in a diverse workforce, and of course, leadership, teamwork, and entrepreneurship. **Prerequisites: BUS110**	
MGT315	Customer Relationship Management	This course explores the aspects and impacts of CRM. It examines how Web 2.0 technologies and social media tools are being woven into CRM strategies. The course identifies the new business models being used by the most successful companies and also provides guidance on how other companies can and should adopt these innovations. Students will explore companies that are providing the best tools, provide various recommendations and insights and present insightful interviews with industry leaders on how to establish and maintain customer relationships.	3
MGT424	Leadership in Organizations	This course provides a basic foundation of skills needed to equip students for future leadership activities. It introduces the history, philosophy, theories, and concepts of leadership and its relationship to the management of organizational change. Students identify and hone their own personal characteristics that will help them develop into effective leaders. **Prerequisites: MGT214**	3
MGT440	Operations Management	This course examines recent developments in operations management including revenue management, bullwhip effect, supply chain coordination and manufacturing flexibility. Quantitative topics are explained using real-world examples with data from actual companies. It introduces the topics including process flow, estimating, labor costs, batching, the impact of variability, projecting uncertain demand, reactive capacity, risk pooling and others.	3
MGT464	Organizational Behavior	This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups,	3

		decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace. **Prerequisites: MGT214**	
MGT474	Fundamentals of Project Management	This course introduces students to the fundamental elements of effective project management. In the context of the typical project life cycle, the required tools and techniques used to plan, measure, and control projects and the methods used to organize and manage projects are presented. **Prerequisites: MGT214.**	3
MGT494	Strategic Management	Strategic management is designed to help students effectively guide an organization toward a profitable and dynamic future. This course provides students with a formal method of defining the organization's purpose and aligning the entire business to achieve corporate goals. It also examines emerging technologies in information processing as an important element of strategic planning. **Prerequisites: MGT214.**	3
MGT500	Management	Management provides a solid foundation for facing the challenges of a rapidly changing and highly competitive business environment. This course introduces the fundamental management functions of planning, decision-making, organizing, leading, and controlling, as well as the tools and techniques of managing people, processes, projects, and the work environment. Students explore current issues in management and gain insights into how successful organizations operate.	3
MGT504	Sales Management	Sales Management prepares students to become effective sales managers in today's hyper-competitive, global economy—by integrating current technology, research, and strategic thinking activities. The sales management course is an analysis of professional selling practices with emphasis on the selling process and sales management, including the development of territories, determining potentials and forecasts, and setting quotas. Case Study Analysis and Exercises are assigned throughout the course and discussion of the cases is required.	3
MGT514	Human Relations Management	This course is designed to assist students in becoming more effective in professional as well as personal life through the development of human relations skills. Emphasizing different aspects of human relations, this course covers	3

		such topics as career advancement, developing good work habits, and managing stress and personal problems. This course is ideal for managerial, professional, and technical workers who want to improve workplace and personal relationships.	
MGT525	Marketing Research	This course takes an application-oriented approach towards understanding marketing research and of methods used, providing students with the tools and skills necessary to solve business problems and exploit business opportunities. It will focus on both the qualitative and quantitative aspects of marketing research. The course will address how marketing research is being used to address marketing problems and decision-making in the areas of market segmentation, positioning, forecasting and developing advertising, among others. The course will use case studies, discussions and exercises to apply material learned. The case study analysis will prepare students to apply the concepts in real-business situations, and the exercises will give them hands-on experience with marketing research. The final project will provide the student an opportunity to integrate the steps in the research process discussed, from defining the problem through the final report.	3
MGT530	Marketing Management	Marketing Management pulls together specialized models, tools, and processes from the perspective of the manager who is responsible implementing a coordinated marketing program. Because consumers and business buyers face an abundance of suppliers seeking to satisfy their every need, companies and not-for-profit organizations cannot survive today by simply doing a good job at marketing management. They must do an excellent job if they are to remain in the increasingly competitive global marketplace. Many studies have demonstrated that the key to profitable performance is knowing and satisfying target customers with competitively superior offers. This process takes place today in an increasingly global, technical, and competitive environment. Marketing management is the conscious effort to achieve desired exchange outcomes with target markets. The marketer's basic skill lies in influencing the level, timing, and composition of demand for a product,	3

		service, organization, place, person, idea or some form of information.	
MGT570	Advanced Strategic Management	Advanced Strategic Management is designed to help students effectively guide an organization toward a profitable and dynamic future. This course provides students with a formal method of defining the organization's purpose and aligning the entire business to achieve corporate goals. It also examines emerging technologies in information processing as an important element of strategic planning.	3
MGT590	Advanced Organizational Behavior	Today, businesses run on hardware, software, and human capital more than ever before. This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace.	3
MGT620	Implementing Organizational Change	Business is changing at break-neck speed, so managers must be increasingly active in reorganizing their firms to gain a competitive edge. This course provides students with the most up-to-date and contemporary treatment of the way managers attempt to increase organizational effectiveness. By making organizational change the centerpiece in a discussion of organizational theory and design, this course provides excellent content to the adoption of new technology.	3
MGT645	Project Management Essentials	In an increasingly competitive marketplace, organizations are under pressure to deliver better results, faster. Project life cycles are short and leave little room for error. Project Management Essentials introduces students to the fundamental elements of effective project management. It provides students with the opportunity to apply these elements using exercises and examples based on real-time projects. The required tools and techniques used to plan, measure, and control projects and the methods used to organize and manage projects are also discussed.	3
MGT646	Project Management Organization Framework	PMOF introduces the fundamental concepts of scope, time management, human resource planning and project communications as presented in the Project Management Institute's Project Management Body of Knowledge. Emphasizing both theory and	3

		practical application, PMOF provides students with an opportunity to apply these concepts using real-life exercises, examples, and software tools. **Prerequisites: MGT645**	
MGT647	Project Management Integration Framework	PMIF completes the topics presented in the Project Management Institute's Project Management Body of Knowledge and includes project cost, quality, procurement, and risk management. Continuing the work from PMOF, PMIF provides students with additional opportunities to apply these concepts using real-life exercises, examples, and software tools. Special consideration is given to preparing students for the Project Management Professional (PMP) certification exam. **Prerequisites: MGT646**	3
ORT100	Orientation	This course equips students with learning strategies, study skills and resources and site navigation materials as they encounter ALU's Learning Management System based on Moodle. Students will learn how to communicate online effectively and to become familiar with the requirements, challenges and advantages of online learning.	0
POLI110	Introduction to Political Science	This course introduces students to the basic concepts and themes of political science. It presents this vital field of the study of politics from a wide variety of viewpoints, through diverse real-world examples, cautioning students about the value of avoiding simplifications in politics. The course discusses the relevance of government and the importance of participation in politics through application of concepts in the political issues of the day.	3
POLI365	American Government	The goal of this course is to familiarize students with the structures, functions, and processes of American government and politics. Starting from the premise that students must understand the origins of American government to fully understand the issues facing the United States today, it pays particular emphasis to the intersection of history and contemporary politics. The course explores the philosophical and historical roots of American politics, the three branches of government, and various political institutions like the media and political parties. By the end of the course, students should have the skills, knowledge, and motivation necessary to be	3

		engaged citizens in the American polity	
PSY110	Introduction to Psychology	This course focuses on the many voices of psychology to provide its students with a better understanding of others' behaviors, a pathway to self-understanding and the opportunity for intellectual discovery. The overall goal of this course is to provide a comprehensive overview to the subject of psychology.	3
PSY305	Developmental Psychology	This course presents the theories and principles of modern developmental psychology. Students learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.	3
PSY315	Abnormal Psychology	The goal of this course is to familiarize students with psychological disorders afflicting people's mental health. Abnormal Psychology explores historical views and presents current perspectives of abnormal patterns of behavior. It examines major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. The course also covers methods of clinical assessment and research strategies. To bring a human dimension to the study of Abnormal Psychology, this course offers many illustrative case examples drawn from case experiences of practitioners, as well as through supplementary video cases, featuring interviews with real people diagnosed with different disorders.	3
RES340	Research Methods and Writing	This course introduces students to a number of research methods useful for academic and professional investigations of information practices, texts and technologies. By examining the applications, strengths and major criticisms of methodologies drawn from both the qualitative and quantitative traditions, this course permits an understanding of the various decisions and steps involved in crafting (and executing) a research methodology, as well as a critically informed assessment of published research.	3
RES500	Research Methods	This course is designed to expose students to the basic research process from idea to research design to written paper. Students will discuss ethical issues in research, compare and contrast research designs, actively analyze and critique research articles and produce research papers upon the completion of the course.	3
SCI195	Study of Physical Science	This course is on thinking about and understanding your physical surroundings. It is	3

		a straightforward but substantial introduction to the fundamental behavior of matter and energy. It is intended to serve the needs of non-science majors who are required to complete one or more physical science course and will introduce basic concepts and key ideas while providing opportunities to learn reasoning skills and a new way of thinking about your environment.	
SCI295	Environmental Science	Environmental science is the study of how the natural world works, how our environment affects us, and how we affect our environment. Rapidly changing global conditions demand that we act now to solve problems. Thus the goal of the course is to study issues centrally important to our world and its future. Students are engaged with learning about their environment through case studies of current environmental issues that are the subject of media, government policies and social activism. More importantly, students are challenged to participate in solution-making through thoughtful reflections, observations and problem-solving questions and exercises.	3
SOC110	Introduction to Sociology	This introductory course in sociology gives students the opportunity to use sociological imagination to master their social world. It examines aspects of the social environment that students might otherwise ignore, neglect, or take for granted. It looks beneath the surface of everyday life to help students understand and anticipate human behavior in a variety of environments.	3