

2003-2004 UNDERGRADUATE CATALOG



The many faces of
SUCCESS



PARK
UNIVERSITY SM

2003 - 2004

PARK UNIVERSITY
CATALOG

SCHOOL OF ARTS AND SCIENCES
SCHOOL FOR EXTENDED LEARNING

Certified true and correct
as to content and policy



Dr. Beverley Byers-Pevitts
President

8700 N.W. River Park Dr.
Parkville, MO 64152
(816) 741-2000

LETTER FROM THE PRESIDENT

Dear Students:

Welcome to Park University! You have just become the newest members of a university family where your success as a student learner, and your accomplishments are priority to me, faculty, alumni, staff, and other students. I am pleased you have chosen to join Park University for your educational needs as a learner in a global society.

This year, Park University celebrates 128 years of excellence in educating students. We are recognized nationally as an innovative, progressive higher learning institution because of our historical academic reputation and our delivery of education through both on ground (face-to-face) and Online instruction. We are proud of our liberal learning emphasis and the ever-expanding diversity of professional study programs in business, information technology, broadcasting and communications, nursing, sports medicine, and education, and our graduate programs. Park University's international student population continues to expand which creates a valuable, multi-cultural learning environment for students, faculty and staff. Our Online and Distance Learning classes allow degree opportunities for an increasing number of learners across the United States and throughout the world.

Park University's educational strength is accomplished through our vision for the future success of all of our learners. Our faculty is highly respected and committed to you. Our goal is to prepare you to improve the future in a rapidly changing global economy. Park University's motto is as real to us today as it was to students 128 years ago, Fides et Labor (faith and labor). We promote faith in self and a willingness to work. We will never expect more from you than we expect from ourselves.

I look forward to what we will accomplish together in 2003-2004.

Kindest regards,



Beverley Byers-Pevitts, Ph.D.
President

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A student enrolling in 2003-2004 can, within reason, expect the academic programs and courses described in this catalog to be available during the academic year. However, they may be subject to change without notice.

Park University maintains the Undergraduate Catalog on the Park University web page. Changes to programs and policies, addendums, and errata are updated on the web page catalog as necessary. The Park University Undergraduate Catalog is available at: www.park.edu/undergrad

CORRESPONDENCE DIRECTORY

School of Arts and Sciences

8700 N. W. River Park Drive
Parkville, MO 64152-3795
(816) 584-6215

Graduate Program in Business Administration

Campus Box 1356
8700 N.W. River Park Drive
Parkville, MO 64152-3795
(816) 584-6843

MetroPark Programs

934 Wyandotte Street
Kansas City, MO 64105-1630
(816) 842-6182

Graduate Program in Education

Campus Box 22
8700 N. W. River Park Drive
Parkville, MO 64152-3795
(816) 584-6335

School for Extended Learning

8700 N.W. River Park Drive
Parkville, MO 64152-3795
(816) 584-6240

Hauptmann School of Public Affairs

934 Wyandotte Street
Kansas City, MO 64105-1630
(816) 421-1125

www.park.edu

Park University now offers Internet degree completion programs.

Correspondence concerning general administrative matters of the university should be addressed to the President.

Inquiry concerning faculty appointments and academic matters should be addressed to the Provost and Senior Vice-President for Academic Affairs.

Other inquiries should be addressed to the offices listed below:

Academic Affairs.	Provost and Senior VP for Academic Affairs
Academic Support Center	Director, Academic Support Center
Accounting	VP for Finance and Administration
Admissions: Catalogs	
(for Kansas City area and Distance Learning)	Director of Admissions
(for School for Extended Learning)	Campus Administrator
Alumni Affairs	Director, Alumni Relations
Bookstore	Barnes and Noble
Career Development	Career Development Coordinator
Kansas City Evening/Weekend Division	Director, MetroPark Programs
Library	Director of Library Services
Residence Life/Housing	Director of Campus Housing
Scholarship & Student Aid	Director, Student Financial Services
School for Extended Learning	VP for Distance Learning
Student Affairs	VP for Student Services
Transcripts and Records	Registrar
Online Learning	VP for Distance Learning

Postmaster: Send address changes to:
Park University
8700 N. W. River Park Drive
Parkville, MO 64152-3795

ACADEMIC AFFAIRS REORGANIZATION

Park University is planning a new administrative structure for academic affairs that will include the Colleges and Schools listed below. The new structure will not change the academic programs, as described in this catalog. Until the new structure is implemented, the existing School of Arts and Sciences (SAS) and the School for Extended Learning (SEL) will continue.

PLANNED STRUCTURE

COLLEGE OF LIBERAL ARTS AND SCIENCES

School of Arts and Humanities
School of Sciences

COLLEGE OF PROFESSIONAL STUDIES

Hauptmann School of Public Affairs
School of Business and Management
School of Education

COLLEGE OF DISTANCE LEARNING

SCHOOL OF ARTS AND SCIENCES (SAS)

Park College was founded in 1875 in Parkville; just fifteen minutes from downtown Kansas City, Missouri. In January, 2002, Park College became Park University. The campus sits on the bluffs overlooking the Missouri River. The Parkville Campus has a multi-cultural student body representing over 93 countries. Academic classes are generally small and students receive quality education with a balanced combination of theory and experience to prepare them for their chosen careers.

The School of Arts and Sciences also includes an accelerated adult degree completion division, the MetroPark Programs. Programs offered under the auspices of MetroPark include Park University Downtown Campus, Independence Campus, Parkville Evening, Portfolio and Richards Gebaur.

SCHOOL FOR EXTENDED LEARNING (SEL)

Park University's School for Extended Learning reaches into the world community. The School for Extended Learning is dedicated to serving learners with quality education where demonstrated need prevails. These programs are offered through an accelerated format at many extended campuses located on military and federal installations; at community colleges partnering for degree completion; and on the Internet with Online courses enabling degree completion.

Park University is a national leader in developing innovative methods of teaching. Currently, two distance learning formats are used, CD-ROM and Internet delivery. Over 100 courses have been converted to the Online format from those described in the Park University undergraduate catalog.

Park University offers Bachelor of Science degree-completion programs Online in Criminal Justice Administration, Management, Management/Computer Information Systems, Management/Human Resources, Management/Marketing, and Social Psychology. Course work in many disciplines is currently available Online, with additional courses added regularly.

Masters degrees in Education, Business Administration, and Public Administration are being developed for Online delivery.

The Higher Education Commission of the North Central Association of Colleges and Schools has approved Park University Online Learning degree programs. Specific information regarding Online Learning is available through Park University's Office of Admissions at 1-800-745-7275 or at <http://www.park.edu/online>.

The School for Extended Learning takes very seriously the task of educating persons to become functioning human beings capable of using knowledge for economic, social, and moral purposes. It regards the cultivation of literary and critical intelligence, understanding of the human cultural context, and the development of artistic and moral sensibilities within individuals to be important purposes of education. The School is also dedicated to sound innovation and experimentation in its educational programs as ways of meeting the needs of people in extended learning settings. Education is viewed as both the acquisition of and utilization of knowledge. The School is willing to recognize verifiable educational accomplishment regardless of how or where it was acquired.

GRADUATE PROGRAM IN BUSINESS ADMINISTRATION

Park University began offering its Master of Business Administration (MBA) degree program in January 1998. The MBA is designed to meet the educational needs of the growing and diverse community of greater Kansas City. Whether students are advancing through the ranks of an international corporation or reentering the workplace to join a small nonprofit, the business skills and tools they develop in the MBA program are vital for success in the modern business environment.

The goals of the MBA program are consistent with the principal components of the Mission Statement of Park University: literacy, open-mindedness and professionalism. To these ends, the program features the following: (1) A dedicated and respected resident and adjunct faculty offering a wealth of business experience,

education and scholarship; (2) a combination of 8-week, 16-week and 2-week courses to rapidly advance the candidate through the program; (3) evening, weekend, and summer schedules to meet the needs of working professionals; and (4) a modern college community proudly strengthened by embracing human diversity.

Course information and degree requirements are available in the Graduate School catalog.

GRADUATE PROGRAM IN EDUCATION

Masters degrees in Education are designed for the practicing classroom teacher. It is a practical degree that allows teachers to learn theory in the college classroom followed by application in their own classrooms.

It is a general degree requiring 36 credit hours: 18 credit hours in core courses and 18 credit hours of electives. Because of the flexibility in the electives all levels K-12 can be served in this program. Six credit hours may transfer from other institutions. The degree is designed to be completed in two calendar years, if the student takes one three credit hour course per eight week term and two three credit hour courses in each of two summers.

The degree does not require a thesis, but there are two capstone courses: Reflections Seminar, which requires a major paper dealing with a current issue in education; and the Action Practicum, which requires the development of a plan or curriculum to be applied in the work setting.

Undergraduate education students with a 3.5 GPA may take one course in each of two semesters of their senior year (for a total of six credit hours) for graduate credit.

Course information and degree requirements are available in the Graduate School catalog.

HAUPTMANN SCHOOL OF PUBLIC AFFAIRS

The MPA program is designed for upwardly mobile middle managers in government, business and not-for-profit organizations. Alternatively, it is planned to appeal to people in search of a second career and to selected international students sponsored by their governments.

Students enrolled in the Master of Public Affairs degree program will concentrate in one of four program areas: public management, government-business relations, nonprofit/community services management, and management/information systems.

During the senior year, any student of the School of Arts and Sciences or the School for Extended Learning with a GPA of 2.5 or better may concurrently enroll in the Hauptmann School of Public Affairs.

Six hours of graduate courses per year is a maximum for an undergraduate. These do not satisfy any general or major requirement for a B. A. degree and do not count in the 120 credit hours required for graduation from Park University. These credit hours apply toward a Master of Public Affairs at Park University or graduate degrees at other institutions.

An undergraduate student may select six hours per semester for undergraduate credit. In such cases, credit cannot be transferred as graduate credit.

Course information and degree requirements are available in the Graduate School catalog.

CORE VALUES OF PARK UNIVERSITY

MOTTO

“Fides et Labor”

FIVE CORE VALUES:

- * Importance of spirituality
- * Importance of work
- * Commitment to commonalities and differences
- * Commitment to community among all peoples of the world
- * Commitment to service learning

VISION AND MISSION STATEMENTS

VISION STATEMENT

Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society.

MISSION STATEMENT

The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence which will prepare learners to think critically, communicate effectively and engage in lifelong learning while serving a global community.

As approved by the Park University
Board of Trustees
10/12/02

EQUAL OPPORTUNITY

Park University believes in fostering diversity in all personnel matters. It is Park University's intent and desire in both academic and non-academic areas to promote diversity by including minority groups characterized by race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, or veteran status. Procedures will be used to increase recruitment among such groups at all levels of Park University in accordance with legal principles. This commitment extends to any other group or class against which discrimination is prohibited by state or federal law, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. Inquiries or concerns can be mailed to the President or to Cherie Smith, Human Relations Officer (Park University, 8700 N.W. River Park Drive, Parkville, MO 64152) or by telephone (816-741-2000).

DISABILITY GUIDELINES

Park University is committed to meeting the needs of all students that meet the criteria for special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, regarding students with disabilities and, to the extent of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply.

PERMANENT DISABILITY GUIDELINES

Notification of Disability:

The required student notifications of disability are due at Park University a minimum of six (6) weeks prior to the beginning of classes in the academic term the student wishes to attend. Notification should be made to the Director of Academic Support Services. This will allow time to make all necessary arrangements prior to the initial class meeting.

Learning Disabilities:

Students must provide supporting diagnostic test results from a licensed psychologist or a certified specialist in learning disabilities. This evaluation must detail the specific learning disability or disabilities. The accommodations request should be detailed. This information should be as current as possible, preferably not more than three years old. Park University will evaluate, but may reject, documentation over three years old.

Physical Disabilities:

Students must provide documentation from a physician that specifies the nature of the disability or disabilities. The documentation should include prescriptive information from a qualified specialist as to the exact nature of all accommodations necessary to meet the needs of the student. This information should be as current as possible. Park University reserves the right to request updated verification of disability and necessary accommodations.

Psychiatric Disabilities:

Students should provide documentation from a licensed professional qualified to diagnose and treat psychological disorders. The documentation should include a diagnosis, date of diagnosis, date of doctor's last contact with the student, and a summary of the present symptoms and a prognosis. Documentation should describe how the psychiatric condition functionally interferes with, or impacts the student's ability to participate in an educational setting and give suggestions of academic accommodations that might be appropriate in an educational setting, supported by a disability related rationale.

Auxiliary Aids:

Appropriate aids will be selected only after consultation with the student who will use them.

Temporary Disability Guidelines

In the case of temporary disabilities, every effort will be made to provide reasonable accommodations for the duration of any disability. To insure prompt and appropriate action, the Director of Academic Support Services should be notified immediately of the arrangements believed to be necessary to accommodate a given

temporary disability.

Additional information concerning Park University's policies and procedures related to disability can be found on the Park University web page: www.park.edu/support/policy.asp.

STUDENT RECORDS

Park University informs students of the Family Education Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Officer (FERPA) concerning alleged failures by the institution to comply with the Act.

Park University's local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the office of the Vice President for Student Services.

Park University presumes the authority to advise parents of a student's status as it deems advisable, unless the student establishes that he or she is not a dependent within the definition of the Internal Revenue Code of 1954.

Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Vice President for Student Services.

ACCREDITATION

Park University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, (KAN214F), 30 North LaSalle Street, Suite 2400, Chicago, Ill. 60602 (312-263-0456). The State of Missouri Department of Elementary and Secondary Education, P O Box 480, Jefferson City, Mo. 65102 (573-751-3469) has officially approved the academic standards of Park University. The Department of Nursing is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, N. Y., 10006 (212-363-5555, ext. 153) and approved by the Missouri State Board of Nursing. The Department of Athletic Training is accredited by the Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208.

NOTE: Statements of state approval for the states of Tennessee and Washington are located in Appendix A.

NOTE: Park University is in the process of seeking accreditation from the Council on Social Work Education (CSWE) to offer the Bachelor of Social Work degree. Availability of this degree in the Fall of 2003 is contingent upon approval by CSWE; modifications of degree requirements and admissions standards presented here may also be required by CSWE. The first step in the accreditation process, the Feasibility Study, was approved by CSWE in June, 2002, and approval of the program for Candidacy Status is pending. Typically, new social work degree programs offer courses for two years in Candidacy Status before receiving full accreditation; students who complete their degree requirements during the Candidacy period are covered retroactively by the accreditation when it is awarded. It should be noted, however, that accreditation at the end of the Candidacy period is not guaranteed by CSWE in advance.

Accreditation documents are available upon request for review in the Office of the President.

MEMBERSHIPS

Park University is an institutional member of the Council of Independent Colleges, the Kansas City Professional Development Council, the Missouri Association of Colleges for Teacher Education, the Missouri College Relations Committee, the Missouri College Fund, The American Association of Collegiate Registrar and Admissions Officers, the National College and University Business Officers, and the National Association of International Educators.

The School for Extended Learning is a member of the Servicemembers Opportunity Colleges; the

Servicemembers Opportunity College Associate Degree; the Servicemembers Opportunity College-Navy-2; the Servicemembers Opportunity College-Navy-4; the Servicemembers Opportunity College-Marine-2; the Servicemembers Opportunity College-Marine-4; the Servicemembers Opportunity College Education Program; the National Association of Institutions for Military Education Services, and the National Association of Veterans Programs Administrators.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Park University is an undergraduate and graduate institution designated as a four-year member institution of SOC. As one of over 400 SOC member institutions, the School for Extended Learning recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits; providing flexible academic residency requirements; and crediting learning from appropriate military training experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the office of the Secretary of Defense and a consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

Park University's School for Extended Learning is a charter member of SOCAD-2 and 4, SOCNAV-2 and 4, and SOCMAR-2 and 4. As a member institution, Park University provides occupational and flexible associate and baccalaureate degree programs to active duty Army, Navy and Marine personnel and their family members. Service members and their family members who wish to take this degree completion opportunity through the School for Extended Learning must achieve degree candidate status by submitting an Application for Admission and Evaluation for one of the SOC curriculum networks offered by Park University at the location attended. Park University will then provide the student with a Record of Progress and a SOC Student Agreement. The student must complete the residency requirements at Park University but has the opportunity to complete the degree requirements at other network member institutions.

The School for Extended Learning is also a member of the SOC Education Program (SOCED). Park University provides a selection of professional education courses useful in most certification programs and whose transferability is guaranteed within the SOCED Core non-degree network.

CONCURRENT ADMISSIONS PROGRAM (CONAP)

The Concurrent Admissions Program (ConAP) is conducted by colleges and universities that offer associate or bachelor degree curriculums and that are members of Servicemembers Opportunity Colleges (SOC). Concurrent with their enlistment in the Army or Army Reserve, new soldiers may apply for admission at a participating SOC college or university of their choice. If they meet admission criteria, they are granted admission on a full or provisional basis. Provisional admission means that the student may be required to take certain foundation courses or undergo other academic preparation as determined by the college and may be limited in the number of courses undertaken. Enrollment is deferred until completion of initial enlistment for active military service or, in the case of Army Reserve, until completion of initial active duty for training. The student must meet degree requirements of the catalog in effect at the time of enrollment in classes at the college. Enrollment of a student who attempts college course work elsewhere is subject to academic performance standards stated in the catalog. Admission of a student receiving other than an honorable discharge is subject to institutional review. This agreement is in effect for two years following completion of initial enlistment for active military service or initial active duty for training.

RESERVE OFFICER TRAINING CORPS (ROTC)

ARMY AND AIR FORCE

Park University affords students the opportunity to complete the Army or Air Force Reserve Officer Training Corps (ROTC) program while earning a baccalaureate degree. Completion of the four year program leads to a commission as a second lieutenant in the active Army, Army Reserves, Army National Guard, or the United States Air Force.

Cadets must meet military medical, fitness and weight standards prior to entrance into Advanced ROTC.

ROTC scholarships are also available to students who have excellent academic records as freshmen and sophomores, and who exhibit outstanding leadership potential in school or community activities. These scholarships, for two or three years, provide full tuition and fees reimbursement, a textbook and supplies allowance each semester and \$150 per academic month to defray other living costs.**

Prior military service in the Army, Air Force, Navy or Marines automatically waives the first two years (freshman and sophomore) ROTC courses and permits direct entrance into Advanced Military Science (junior and senior) courses.

ARMY ROTC PROGRAM SUMMARY:

Army ROTC is offered to Parkville campus traditional students, by special arrangement, MetroPark students in a full-time equivalent status may qualify and at Extended Learning campuses where cross-town agreements have been established.

Freshman and Sophomore years:

MI 101	Basic Military Science I	1 credit
MI 102	Basic Military Science II	1 credit
MI 210	Basic Military Science III	1 credit
MI 211	Basic Military Science IV	1 credit

Junior and Senior years:

MI 301	Advanced Military Science I	3 credits
MI 310	Advanced Military Science II	3 credits
MI 401	Advanced Military Science III	3 credits
MI 410	Advanced Military Science IV	3 credits

ROTC basic summer camp of six weeks may be substituted for the first two years of ROTC for community college graduates and students who do not complete basic ROTC courses in their first two years of college. Attendance at a five-week Summer ROTC Advanced Camp is required between junior and senior years.

Park University awards four semester hours of lower level electives for completion of Basic Military Science and six semester hours of upper level electives for completion of Advanced Military Science. These 10 hours may be applied toward the graduation elective requirement. There are no course fees, and textbooks and uniforms are government-furnished.

Upon entering junior-level Advanced ROTC, cadets are contracted by the Army to accept a commission upon graduation with a BA or BS degree and are paid \$150 per month while a full-time student at Park University. In addition, cadets are paid approximately \$700 plus room, board and transportation for attendance at Summer Camps.

** In addition, Park University awards ROTC scholarship winners room and board remission.

AIR FORCE PROGRAM SUMMARY:

Air Force ROTC programs/Aerospace Studies courses are offered only at Air Force sites offering AFROTC with crosstown agreements.

The General Military Course is the first half of the four-year Program and is taken during the freshman and sophomore years, giving the student an opportunity to “try out” Air Force ROTC for up to two years without incurring any obligations, unless the student has an ROTC scholarship.

Freshman and Sophomore years:

MI 101AF	Introduction to the Air Force Today I	1 credit
MI 102AF	Introduction to the Air Force Today II	1 credit
MI 201AF	The Air Force Way I	1 credit
MI 202AF	The Air Force Way II	1 credit

Junior and Senior years:

MI 301AF	Air Force Leadership and Management I	3 credit
MI 302AF	Air Force Leadership and Management II	3 credit
MI 400AF	Leadership Laboratory	3 credit
MI 401AF	National Security Affairs	3 credit
MI 402AF	Preparation for Active Duty	3 credit

Most scholarships pay full college tuition and most laboratory, textbook, and incidental fees, plus a \$200-\$400 monthly nontaxable allowance during the school year.

Aerospace Studies consists of the General Military course and the Professional Officer Course. The General Military Course is normally completed during the freshman and sophomore years. It consists of four semesters of study with one hour of classroom work, one and one half hours of leadership laboratory, and one hour of physical fitness training per week. The Professional Officer Course consists of two semesters of study and leads to a commission in the United States Air Force. Leadership and management skills as they apply to a junior officer in the Air Force are emphasized. Three classroom hours and one and one half hours in leadership laboratory, and one hour of physical fitness training are required weekly. Students interested in this program leading to a commission should contact the Professor of Aerospace Studies.

Cost

For the school year 2003-2004, tuition will be charged on a per credit hour rate, with the exception of the Nursing program.

All Campuses	\$200/credit hour
Military Sites Covered by MOU	\$132.00/credit hour
Effective Oct. 1, 2003	\$140.00/credit hour
Marine Corps*	\$133.00/credit hour
Effective Oct. 1, 2003	\$141.00/credit hour
*(except where specified by contract)	
Nursing	\$13,225/year
(see Associate of Science Degree in Nursing)	
Portfolio	\$200
Enrollment fee (First time)	\$800

Residential Student Charges:

Room & Board (double occupancy)	\$2,590/semester
Single Room (additional charge)	\$552/semester
Guaranteed Room Deposit	
(Payable upon Acceptance)	\$100

Fees and Charges:

All fees are nonrefundable

Application/Evaluation Fee	\$25
Re-evaluation	\$25
Individual Course Fee*	\$20-50
Credit by Examination Fee	\$100
Health Insurance (semester)**	\$197.50
Late Registration (Charged after Registration Day)	\$20
Commencement Fee	\$50
International Student Fee (one time)	\$50
Online course Fee	
Undergraduate / Graduate	\$11/cr hr
Bookkeeping Charge	\$20
Teacher Placement File	\$10
Transcript Request Fee	\$4
Writing Competency Test Administration	\$10
Validated Learning Equivalency (VLE)	
Petition Fee	\$25
Fee for each awarded hour	\$25
Returned Check Charge	\$20
Late Payment Charge	\$10
Nursing Entrance Test	\$20
Audit	1/2 tuition and full fees

* Some individual courses carry a course fee. These fees are designated by "\$" on schedules.

** Applies to all full-time residential students, international students, student athletes and nursing students **unless proof of other insurance coverage is submitted during the first eight days of the semester. Cost of Student Health Insurance is subject to change without notice.**

If an account is sent to an agency for collection and/or legal action, all collection and/or legal fees will be paid by the student.

Associate of Science in Nursing Program

Includes tuition for up to 45 hours of credit taken at any Park University campus while in the Nursing Program; all required nursing and general education courses; all electives (does not include lab fees required by any elective with a laboratory component);

- clinical course fees

- required science course lab fees

- professional liability insurance

- course syllabi and manuals

- college services (library, etc.)

Petition for Award of College Credit applications and granting of college credit for Practical Nursing courses through VLE.

GUARANTEED HOUSING DEPOSIT (PARKVILLE CAMPUS)

A one-time guaranteed housing deposit of \$100 is required when submitting the Residence Housing Agreement application. This deposit is refundable if all charges are paid in full when a student withdraws from campus housing in accordance with the Residence Housing Agreement and all Park University housing policies. A student will complete a check request as part of the residence hall check out procedures. **If a student fails to complete the form before the last day of the semester, the deposit is forfeited.** Prospective students who decide not to attend will receive a full refund if notification is received by June 1 for the fall semester or by December 1 for the spring semester.

PAYMENT POLICIES

The financial assistance award for each term/semester (excluding the Subsidized, Unsubsidized, and Parent loans' lender origination fee) may be applied toward the total charges if all required materials have been submitted to Student Financial Services. Park University will permit students to apply up to 50% of their work study toward charges. **Any remaining balance due is payable on or before registration day.**

A student will not be allowed to re-enroll unless all debts are settled in the Accounting Office. Transcripts are not released until debts are paid.

Additional financial alternatives are available from the Student Accounts Coordinator / Campus Administrator.

If financial assistance results in a credit balance at registration, the balance will be refunded to the student approximately 14 working days after the beginning of the term or after the release of financial aid to the Accounting Office, whichever is later.

FINANCIAL ASSISTANCE

Non-repayable gift awards (other than employment) are directly credited against charges after add/drop ends each semester if all paperwork is completed. For example, a valid Student Aid Report (SAR) must be on file for the Federal Pell Grant to be credited to an account; Federal Perkins Loans require a signed promissory note to be credited to the student's account. Student employment awards are never directly credited against charges. State grants are credited to the student's account when checks from the state are received by Park University.

Financial assistance may be awarded to full and part-time students who qualify. With the exception of Federal Pell Grants and Federal loans, resources are generally exhausted by the higher needs of full-time students. Reduction from full-time to part-time status may result in a decrease in financial assistance.

FULL-TIME STATUS

Full-time class load is six credit hours for an eight or nine-week accelerated term, or 12 credit hours or more in a semester program. A student may enroll in no more than six (6) hours per term in an accelerated program without prior approval from the Director of his/her respective program or 18 credit hours per semester in the traditional program without prior approval from the Dean of Undergraduate Studies.

AUDIT

A student may audit courses (take for no credit or grade) by paying one-half the tuition for the course and the full course fee if applicable.

SENIOR CITIZENS

Senior citizens, 55 years or older, will receive a 10% discount on tuition and may audit classes **in the traditional day program** free of tuition charge. Individual course fees, however, will be charged in full if applicable.

ENROLLMENT ADJUSTMENT PERIOD

The first eight calendar days of a semester/term constitutes the Enrollment Adjustment Period. Within this time, the student will be permitted to exchange classes without financial penalty. For any adjustment other than even exchange, the student will be responsible for charges associated with the Enrollment Adjustment as detailed in the Refund Policy section. The adding or dropping of a class must be done by the student in the Park University representative's office or by email. Courses may not be added or dropped by telephone. A student using Veteran's Administration educational benefits may drop a course without penalty by the VA during the Enrollment Adjustment Period.

ACADEMIC WITHDRAWAL POLICY

Park University reserves the right to withdraw a student from a class(es) if the student does not meet his/her financial obligation or fails to attend classes. Any student failing to attend a class(es) for two consecutive weeks, without approved excuse, will be administratively withdrawn and notified by mail that a grade of "F" will be recorded. Excused absences can be granted by the instructor for medical reasons, school sponsored activities, and employment-related demands including temporary duty.

There are two types of withdrawal, official and administrative. An official withdrawal begins when the student initiates the withdrawal process. Refunds are based on this date. If a student fails to initiate the withdrawal process, and is withdrawn for nonattendance, this is an administrative withdrawal. In this case, refunds will be based on the withdrawal date or the mid-point of the semester or term.

Students must officially withdraw from a class(es) no later than two-thirds of the way through the term in order to receive a "W." If a student does not officially withdraw by this time, a grade of "F" will be recorded.

In order to totally withdraw: Students enrolled through the traditional 16-week program must initiate the withdrawal from all classes and/or residence halls in the Office of the Registrar. Students enrolled in an accelerated 8 or 9 week program must initiate their withdrawal with the appropriate Campus Administrator. Students continuing enrollment but wishing to withdraw from an individual class must do so at their home campus. Withdrawals by telephone will not be accepted. Withdrawal by email will be accepted.

LEAVE OF ABSENCE PROCEDURES

A student may request a **Leave of Absence** from **all courses** in order to avoid an unofficial withdrawal if he/she needs to be absent for more than two consecutive weeks of class(es). The formal institutional guidelines for this procedure are:

1. Students must request the leave of absence in writing, signed and dated, prior to the leave of absence unless unforeseen circumstances prevent the student from doing so. If that is the case, the circumstances must be documented.
2. Documentation supporting the request should be submitted concurrently.
3. The written request and documentation should be sent to the Registrar's Office or to the appropriate Campus Administrator.
4. All faculty members concerned will be provided the requested materials for their review. This is necessary so that any potential problems associated with grading or required assignments can be dealt with. The faculty must make arrangements to allow the student to complete the coursework

that he or she began prior to the leave of absence. The student cannot return from the leave of absence at the beginning of the term, but must continue his or her education where he or she left off.

5. Faculty members will respond, **in writing**, to the Registrar concerning their agreement to the terms of the leave of absence.
6. The student and faculty must agree, **in writing**, on the nature of the coursework that must be completed in order to successfully receive credit for the class.
7. In addition to the faculty, the appropriate Dean or Campus Administrator will be provided all materials pertaining to the leave request.
8. If all parties agree to the terms of the leave, the leave may be granted. There must be a reasonable expectation that the student will return to school.
9. Copies of the approved leave request form will be forwarded to the following individuals:

Dean of Undergraduate Studies	Controller
Vice President for Distance Learning	Faculty
Vice President for Student Services	Campus Administrator
Student Financial Services	
10. A student may be granted one leave of absence in any 12-month period and it may not exceed 180 days. The institution will not place additional charges on the student for completion of the coursework upon return from the leave of absence. An approved leave of absence will not affect a student's in-school status for the purposes of deferring Federal loans.
11. One subsequent, approved leave of absence may be granted if it does not exceed 30 calendar days and the school documents it is necessary due to unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family and Medical Leave Act of 1993.
12. If a student does not return from an approved leave of absence, the student's withdrawal date and the beginning of the student's grace period for Federal student loans, is the date the student BEGAN the leave of absence. This may exhaust some or all of the student's grace period for federal student loans, putting them into repayment status.

REFUND POLICY

To begin the refund process, the student must notify Park University as noted in the ACADEMIC WITHDRAWAL section.

The return of federal funds formula provides for a return of Title IV aid if the student received federal financial assistance in the form of a Federal Loan: Unsubsidized Stafford, Subsidized Stafford, Perkins, and Parent; Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), other Title IV programs and withdrew on or before completing 60% of the semester/term. *If funds were released to a student because of a credit balance on the student's account then the student may be required to repay some of the federal grants or loans released to the student.*

Students receiving federal financial aid who withdraw from anything less than 100 percent of their courses will have tuition refunded using the following schedule. All other students not receiving federal financial aid who withdraw from one or all of their courses (both officially and administratively), will also have tuition refunded using the following schedule.

Students attending classes in Georgia and North Dakota refer to Appendix B or check with Campus Administrator for refund policies applicable to those states.

All fees are non-refundable.

Room and Board will be pro-rated on a daily basis.*

**A \$100 "break of housing agreement" fee will be charged to any student breaking the residence hall agreement.*

PARK UNIVERSITY REFUND CALCULATION SCHEDULE

	16 Week Term	9 Week Term	8 Week Term
Week 1	90%	90%	90%
Week 2	80%	67%	60%
Week 3	70%	50%	40%
Week 4	60%	33%	20%
Week 5	50%	12%	0%
Week 6	40%	0%	
Week 7	30%		
Week 8	20%		
Week 9	10%		
Week 10	0%		

Students with financial assistance awards who withdraw from Park University will have financial assistance refunded in compliance with federal regulations as stated in the *Federal Register*. Park University distributes funds back to federal programs in the following order: Federal Loans; Unsubsidized Stafford, Subsidized Stafford, Perkins, and Parent; Federal Pell Grants; Federal Supplemental Educational Opportunity Grants (SEOG); other Title IV programs. Institutional awards are redistributed after the federal programs.

The policies of the California Student Tuition Recovery Fund, the North Dakota Refund Calculation Schedule and the Georgia Refund Policy are in Appendix B.

INSTITUTIONAL GRANT ADJUSTMENTS

ATHLETIC GRANTS

If a student withdraws to 0 hours, the grant will be pro-rated based on the tuition charge at the time of withdrawal. If the student withdraws below full-time status but remains in hours, the entire grant for the semester is taken away until the student becomes full-time again.

INTERNATIONAL GRANTS

The student may have to be full-time to be eligible for the full grant awarded. A pro-rated amount of the grant awarded may be given if less than full-time. If the student drops below the number of hours for which the grant was awarded, the grant may be pro-rated based on the tuition charge at the time of withdrawal.

ART/THEATRE GRANTS

If a student drops below full-time status, the grant may be pro-rated based on the tuition charge at the time of withdrawal.

ACADEMIC SCHOLARSHIPS

If a student drops below the number of hours for which the grant was awarded, the scholarship will be pro-rated based on the tuition charge at the time of withdrawal.

FINANCIAL ASSISTANCE

ASSISTANCE WITH EDUCATIONAL EXPENSES

The Office of Student Financial Services (SFS) administers and coordinates programs of assistance from federal, state, college and private sources to increase post-secondary educational opportunities for eligible students. The philosophy of this office is to attempt to meet the full need of all eligible applicants by "packaging" funds from various sources, including college and non-college funds. Legal residents of Missouri who are attending class in Missouri, are encouraged to apply for the Charles Gallagher Student Financial Assistance Program (formerly the Missouri Student Grant Program).

Need, for financial assistance purposes, is the difference between the cost of attending Park University and all the resources an applicant has available. The calculation of a family's financial strength includes consideration of current family income, assets, family size, number of family members in college, and other factors that may seriously alter a family's financial strength. Financial assistance programs are designed to supplement family resources by bridging the gap between cost and the family's ability to pay.

APPLICATION FOR FINANCIAL ASSISTANCE

Preference will be given to those whose files are complete by April 1 or at least 90 days prior to the first term of enrollment, for the award year (July 1 to June 30). To be considered for federal financial aid, the student must submit an Application for Admission and Evaluation (AAE) to the Campus Administrator or apply for admission through the Office of Admissions.

An **Award Notification** letter will be sent advising the student of his/her eligibility for aid when the following have been received in the SFS office at the Parkville campus:

1. 2003-2004 Park University **Request for Financial Aid** form (**RFA**) available on line. Military students should attach a copy of their 2002 W-2(s).
2. Federal needs analysis is generated from the FAFSA or comparable form on which you listed Park University, code #002498. The output document can be in the form of the **Student Aid Report (SAR)** or **Institutional Student Information Report (ISIR)** which is printed by Park University from electronic data produced from the FAFSA available Online.
3. If selected for verification (an asterisk appears beside the EFC number in upper right corner of the SAR or ISIR), the following documents will be needed:
 - a. Verification Worksheet
 - b. **Signed** copy of you and your spouse's 2002 federal income tax and W2 forms as filed with the U. S. Internal Revenue Service, even if you were not married in 2002 (or you and your parent's federal income tax form, if you are dependent).

Financial assistance is awarded annually to qualified students who continue to demonstrate financial need and make satisfactory progress (see policy on Satisfactory Academic Progress for Financial Assistance). Applications must be submitted each year.

The 2003-2004 version of the Free Application for Federal Student Aid (FAFSA) form is preferred, but other processors' forms will be accepted. A needs analysis form is required to establish eligibility for need-based financial aid programs. There is no fee charged for the FAFSA application. Forms for 2002-2003 will not be processed after June 30, 2004. The FAFSA form may be used as the single request for consideration for the Federal Pell Grant, Charles Gallagher Student Financial Assistance Program and all other Title IV and institutional assistance programs.

A FAFSA form is required for each family member when more than one student from the same family plans to attend Park University. Awards are made on a first-come, first-serve basis beginning approximately February 15.

International students are not ordinarily considered for financial assistance to attend Park University because funds are limited.

Active duty personnel should consult their Education Services Officer for information about financial

aid from branches of the Armed Forces or from the Veterans Administration.

- a. Tuition assistance is available to active duty personnel within Service guidelines. The Education Center will authorize payment of the proper percentage of tuition/fees to authorized individuals. Enlisted personnel and warrant officers incur no service obligation as a result of acceptance of tuition assistance but must be on active duty upon completion of the course(s). Commissioned officers may have to agree in writing to remain on active duty for a minimum of two years after completion of the course(s).
- b. Park University programs are approved for veteran benefits and comply fully with Public Law and Title IX of the Education Act of 1964.

Park University's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U. S. Code.

Codes for campuses eligible to apply for different types of aid:

MIL	-	Military (Active Duty)
MO	-	Missouri (Resident attending class in Missouri)
FED	-	Federal (all students)
PARKVILLE	-	Parkville (Home campus)
KCA	-	Kansas City Metropolitan Area

GRANTS AND SCHOLARSHIPS

FEDERAL GRANTS

Federal Pell Grant - This grant is considered the first source of assistance. Application for this grant is required as a prerequisite for consideration for additional assistance. Apply on FAFSA after January 1. **(FED)**

Federal Supplemental Educational Opportunity Grant - This is awarded to students with exceptional financial need. This program is funded by the government and is administered by the institution. Apply on FAFSA after January 1. **(FED)**

STATE GRANTS AND SCHOLARSHIPS

Charles Gallagher Student Financial Assistance Program (formerly the Missouri Grant Program)* - The Missouri Student Assistant Resource Services awards up to \$1,500 per year to students who are Missouri residents attending school in Missouri. The amount is based on financial need. The FAFSA form must be processed before April 01 to qualify. **(MO)**

Robert C. Byrd Honors Scholarship Program - Under the Byrd Program, students who demonstrate outstanding academic achievement and show promise of continued excellence may receive up to \$1,500 a year. For more information, please contact (573) 751-1668 or www.dese.state.mo.us. **(MO)**

Missouri College Guarantee Program - Approximately \$3 million will be available from the Missouri Gaming Commission Fund for scholarships for eligible students. The scholarship awards will be based on demonstrated financial need which is determined similar to other existing need-based state programs (FAFSA), high school and college academic achievement, ACT test score of 20 or higher and a 2.5 grade point average or higher on a 4.0 scale. The FAFSA form must be processed before April 01 to qualify. **(MO)**

Missouri Higher Education Academic Scholarship (Bright Flight)* - An award of \$2,000 for qualified high school graduates/GED who rank in the upper 3 percent of all Missouri students taking the ACT or SAT tests. The award is renewable annually. Application deadline is June 30. High school students must contact their counselor for application or call 1-800-473-6757. **(MO)**

Missouri Teacher Education Scholarship* - A one-time, non-renewable award of \$2,000, half provided

by the state of Missouri, and half paid by Park University. Application deadline is February 15. More information is available from high school counselors and the Office of Student Financial Services at Park University, or call 1-800-473-6757. **(MO)**

Missouri Minority Teacher Education Scholarship* - A renewable scholarship of \$3000 per year, \$2000 provided by the State of Missouri and \$1000 provided by Park University. Eligible applicants must be:

- Missouri residents;
- African, Asian, Hispanic, or Native American;
- High school graduates, college students, or individuals with a baccalaureate degree returning to an approved math or science teacher education program;
- Students must rank in the top 25 percent of their high school class and score at or above the 75th percentile on the ACT or SAT.

Applications are available in SFS; the deadline is July 1. Applicant must also have completed a needs analysis form (FAFSA is preferred) with Park University listed as one of the schools of choice and be making satisfactory academic progress. Other guidelines also apply and are fully described on the application form. **(MO)**

Marquerite Ross Barnett Memorial Scholarship* - Student must be a United States Citizen or permanent resident; resident of Missouri, attend an eligible school in Missouri, enrolled part-time, maintain satisfactory academic progress, complete scholarship application, show financial need on approved needs analysis, be at least 18 years old, be employed and compensated for at least 20 hours a week, not be employed under federal work study (CWSP). Approximately \$125 per credit hour (tied to UMC tuition). Deadline April 1. **(MO)**

Public Service Officer or Employee's Child Survivor Grant Program* - This program provides tuition grants to eligible students enrolled in participating Missouri postsecondary schools. You may be eligible if you are:

- a Missouri resident
- a citizen and permanent resident of the United States
- a dependent child of a public safety officer or employee of the Department of Highways and Transportation (engaged in the construction or maintenance of the state's highways, roads and bridges) who was killed in the line of duty
- enrolled or accepted for enrollment as a full-time undergraduate student in a course of study leading to a certificate, or an associate or baccalaureate degree at a participating Missouri school for the period of the grant
- less than 24 years of age and have not obtained a baccalaureate degree
- maintaining satisfactory academic progress according to the standards of your school.

The maximum grant amount per academic year is approximately \$125 per credit hour. Deadline April 1. **(MO)**

Vietnam Veteran's Survivor Grant Program* - This state program provides tuition grants to undergraduate students who are survivors of Vietnam veterans. You may be eligible if you are:

- a United States citizen or an eligible noncitizen
- enrolled or accepted for enrollment as a full-time undergraduate student leading to a certificate or degree at a participating Missouri post-secondary school
- a child or spouse of a Vietnam veteran whose death was contributed to or caused by exposure to toxic chemicals during the Vietnam conflict
- maintaining satisfactory academic progress according to standards determined by the approved school.

The applicant must provide a qualified medical certification by a Veteran's Administration medical authority to verify that the exposure to toxic chemicals contributed to or was the cause of death of the veteran.

The maximum grant amount per academic year varies. Scholarships can be renewed annually until a student has obtained a baccalaureate degree or completed 150 semester credit hours. Scholarship awards are not available during summer school terms. Deadline April 1. **(MO)**

** For information and applications for these scholarship programs Missouri residents should contact the Missouri Student Financial Aid Information Service Center in Jefferson City, at 800-473-6757. Students who are residents of other states should contact their state agency. For the number of your state agency, call 1-800-4-FED AID.*

Other State Scholarships - Pennsylvania and Vermont state residents must apply on state-specific applications. Information on scholarships from other states is available from local high schools or junior colleges within the state of residence.

The following Missouri state entities offer student financial assistance programs:

Department of Economic Development

1-800-877-8698

<http://www.ecodev.state.mo.us/jdt/>

-Federal Job Training Partnership Act; Employment and Training Program

DESE Division of Vocational Rehabilitation

1-877-222-8963

www.vr.dese.state.mo.us

-Vocational Rehabilitation: Assistance for students with physical and/or mental disabilities.

Department of Health

(800) 891-7415

<http://www.health.state.mo.us>

-Missouri Professional & Practical Nursing Student Loan Program

National Guard Association

(800) 972-1164

-Missouri Educational Assistance Program

-Missouri National Guard Association Auxiliary Scholarship Program

OTHER SCHOLARSHIPS

American Royal Scholarship - Park University will match up to \$625 per semester in which the recipient is enrolled for 12 or more semester hours and maintains a 2.5 GPA. Contact the American Royal Association, 1701 American Royal Court, Kansas City, Mo. 64102. Deadline is March 1.

Hispanic Scholarship Program - Park University will match up to \$500/year for each Greater Kansas City Hispanic Scholarship Fund recipient. This matching scholarship is limited to 20 applicants at Park University. Contact the Greater Kansas City Hispanic Scholarship Fund c/o LNESEC, 3435 Broadway, Suite L-9, Kansas City, Mo. 64111. Deadline is March 1. **(Parkville)**

Park University/Park Hill Endowment Scholarship - This scholarship is designed to attract the conscientious student who has demonstrated academic ability and perseverance while completing high school course work. The uniqueness of this scholarship is that it recognizes the academic potential of students not meeting Park Hill High School's traditional standards for academic awards. At present this scholarship of \$1,000, which can only be used at Park University, is nonrenewable. As this endowment fund grows the scholarship criteria is subject to change annually. Contact Park Hill School District Education Foundation at (816) 741-1521 ext. 336 or 364 for scholarship guidelines and application form. The deadline for application is June 28. **(Parkville)**

Peace Studies Scholarship - This scholarship is offered to a Park University student by PeaceWorks (affiliated with Peace Action) in Kansas City. The scholarship is for a student who:

1. Is a Peace Studies minor candidate with an overall 2.50 GPA

2. Is willing to take part in a peace and justice project mutually agreed upon with PeaceWorks
3. Has financial need as demonstrated by the FAFSA application
4. Demonstrates a genuine interest in getting involved in the peace and justice movement.

For application information, contact Marjorie Palmer at PeaceWorks (816) 561-1181. Deadlines are August 1 for the fall term and December 1 for the spring term.

Officers' Spouses Club Scholarship - For more information contact the Officers' Spouses Club at your military installation. (MIL)

Enlisted Spouses Club Scholarship - For more information contact the Enlisted Spouses Club on your military institution. (MIL)

Additional scholarships are available that are not listed here. Students must complete a Park University Scholarship Application to be considered for these awards. Since some scholarships require students to demonstrate financial need, it is recommended that students complete the Free Application for Federal Student Aid. Scholarship search links can be accessed through the Park University web site www.park.edu.

OTHER GRANTS

Bureau of Indian Affairs Grants - Assistance for Native American students is available from the local Bureau of Indian Affairs or State Director of Indian Education. (FED)

Presbyterian Grant - Students making application to Park University should request the Pastor, Clerk of Session or Director of Christian Education from their church write a letter of recommendation to be used in applying for the grant. Applicant must also file the Free Application For Federal Student Aid (FAFSA) to certify financial need. Preference will be given to those who have the FAFSA completed by April 1. Contact your pastor for more information. (Parkville, KCA)

Veterans' Programs - Students who establish eligibility may enroll at Park with assistance from Veterans Administration Benefits, Disabled Veteran Benefits and War Orphan Benefits. (FED)

Air Force Aid Society's General Henry H. Arnold Education Grant Program - This grant is for dependents of active or retired members of the Air Force. Contact Air Force Aid Society at 800-429-9475. (MIL)

Navy-Marine Corps Relief Society's VADM E.P. Travers Scholarship and Loan Program - This grant is for dependents of active or retired members of the Navy or Marine Corp. Contact Navy-Marine Corps Relief Society at 703-696-4960. (MIL)

In addition, some students may be eligible to receive educational assistance through State Vocational Rehabilitation programs or from the Social Security Administration based on individual circumstances. (FED)

PARK UNIVERSITY ACADEMIC SCHOLARSHIPS

Academic scholarships for new freshman and transfer students range from 25 percent of tuition to full tuition. Recipients must earn a minimum of 24 credit hours between August and May each year and keep the GPA required for their scholarship. More specific information is available from the Office of Admissions or Office of Student Financial Services. Please contact the Office of Admissions (800-745-PARK, 816-584-6215 or www.park.edu) for more information and application deadlines.

PARK UNIVERSITY ENDOWED SCHOLARSHIPS

Scholarships are selected in the spring for the following award year. Early application is required. Applications and brochures with more detailed information are available in the Student Financial Services Office, 2nd Floor, Norrington Center, (816-584-6290).

Major endowed scholarship funds include: (Parkville)

John F. Pritchard Memorial Scholarships

Hundley Memorial Scholarships

Mary L. Perkins Memorial Scholarships

Harriet Eames Potter Memorial Scholarships

Edwin and Bessie Mae (Bonn) Durham Memorial Scholarship

Mary Lucille Rowe Early Childhood Education Scholarship

Marian T. Fischer Scholarship

Other endowed scholarships available are:

Citicorp Early Childhood Scholarship - The applicant must be degree-seeking in Child and Family Studies or Early Childhood Education with certification (birth - grade 3). Recipient must have financial need and must commit to remaining in the field of early childhood care and education. **(Parkville, KCA)**

The Lolita Nellans Clardy and Guy Wolfe Clardy Natural Science Scholarship - Guy and his family have established this living tribute to Lolita because of her love for learning and dedication to animals and the environment. Students must be a junior or senior natural science major with secondary education certification, or professional biology student with interest in environmental or ecology science or veterinary science. Students must also submit a one-page written discussion of environmental issues and maintain a 3.00 GPA. **(Parkville, KCA)**

Farber Memorial Scholarship - Student must be a social or human services major or be planning a religious vocation. Preference will be given to students who are junior or senior. **(Parkville, KCA)**

Duncan Findlay Scholarship - Duncan Findlay was a Professor of Biology at Park University and this scholarship is given by his family in his name. Student must be planning to become a teacher, non-traditional students having the highest consideration. Student must maintain a 2.25 GPA and preferably be a junior or senior. **(Parkville, KCA)**

Kathryn Houghton Groves Endowed Scholarship - This scholarship honors Kathryn Houghton Groves, a 1931 graduate whose lifelong love of learning and Park University has inspired others to help make the world a better place to live. The student must be a mathematics or English major with a 3.25 GPA in major courses and a 3.0 overall GPA. Must also be active in campus activities or organizations. **(Parkville)**

The Dr. John M. Hamilton Scholarship - This scholarship was established by Stanton and Eleanor M. Taylor, Class of 1954, in honor of professor Dr. John M. Hamilton who began his career at Park College in 1946. He retired from teaching Biology in 1977. The recipient of this scholarship must be a Science major, with preference given to Biology majors, have a 3.00 GPA, and be a Parkville campus traditional student taking at least nine (9) credit hours each semester. **(Parkville, KCA)**

Interstate Brands Corporation Scholarship - Students must be full-time, in good academic standing and have financial need. Preference will be given to minority students **(Parkville, KCA)**

The Fred R. Kenower Scholarship - Students must live on campus and have completed two semesters. Students must also major in English, Science, or Business, maintain a 3.00 GPA, be active in extracurricular activities, show leadership abilities, and intend to graduate from Park University. **(Parkville)**

The David Mack Knight Business Administration Scholarship - This scholarship was established following Mr. Knight's death in 1972 by many generous contributions from his three children, Christine, William and David as well as other relatives and many friends. Students must be majoring in business administration having completed at least two semesters with a 3.00 or higher and demonstrate participation in Park University's extracurricular activities with evidence of leadership talent. Students with financial need will be given additional consideration. **(Parkville, KCA)**

The Anna Louise Latimer Education Scholarship - This scholarship was established by Margaret Preston in memory of her mother to assist undergraduate students in attaining their education degree. Students must be an education major (sophomore or higher) and maintain a 3.00 GPA. Preference will be given to those returning to college to enter the teaching profession. Students must also submit a letter of application describing financial need, professional goals and involvement in the community along with letters of recommendation from two professors. **(Parkville, KCA)**

The James J. Lennon Memorial Scholarship - This scholarship was established by Cathy Lennon in memory of her husband to assist undergraduate Economic or Business Administration program majors in earning their higher education degree. Students can be part or full time, maintain a 3.00 GPA or higher and have a family military background. Students must submit a letter of application describing financial need, professional and community leadership experience, and professional goals. **(Parkville, KCA, MIL)**

The Irven and NeVada Linscomb Scholarship - Students must be a graduate of North Kansas City or Liberty High School, demonstrate financial need, work in the work study program, graduate high school with a 3.2 GPA, and demonstrate leadership skills and a solid work ethic during high school. **(Parkville)**

Dr. Kenneth MacDonald Endowed Memorial Scholarship - This scholarship is a tribute to Dr. Kenneth MacDonald from his wife Margaret. Student must be full-time, pre-medicine or science major with a 3.0 cumulative GPA. Student must demonstrate self-reliance, self-discipline, and good work habits. This scholarship is renewable. **(Parkville, KCA)**

The Malan/Templeton Scholarship - Students must have a grade point average of 3.00, and be preparing for a vocation of teaching, medicine, or religion. **(Parkville, KCA)**

The Nicholas Manchion English Scholarship - The Nicholas Manchion Endowed English Scholarship is a living tribute from his mother, father and brother Adam. Students must be a declared English major (sophomore status) enrolled full time with a 3.00 GPA. Students must also submit an original poem to be judged by the English Department. The submission deadline is March 1. For additional information see scholarship brochure. **(Parkville, KCA)**

The Frank and Mary Markward Theater Scholarship - This award will be made annually to a student pursuing a minor in theater arts. Students must be a junior or senior with a minor in theater arts, demonstrate leadership capabilities through the quality participation in theater productions and maintain a 3.00 GPA. **(Parkville)**

The William B. Markward Award in Early Modern Language, Literature and Culture - As Professor Markward stimulated and challenged his students to learn and love literature, his sister hopes to stimulate and reward excellence in the study of literature at Park University. This award will be made annually to the best essay on some aspect of early modern English language, literature or culture. You may obtain the brochure from the Scholarship Coordinator for more details. **(Parkville, KCA)**

The Harrison Metheny Family Scholarship - Ethel Morrison Metheny established this scholarship in memory of her father and also to honor their family. Applicants must be a full-time junior or senior with a 2.75 GPA. Student must be involved in Park University activities. **(Parkville, KCA)**

Rose Ann Carr Millsap Music Scholarship - This scholarship is funded by classmates of Rose Ann Carr Millsap. This scholarship is for full-time music major/minor in good academic standing. Preference is given to voice students. **(Parkville, KCA)**

Oleva Morrison Myers Endowed Scholarship for History Majors - This scholarship honors Oleva Morrison Myers, a 1932 graduate of Park College. Student must be a full-time junior or senior history major in good academic standing. Student must also be involved in student activities or student government. **(Parkville)**

The Sarah B. Osborne Scholarship - Park College graduate, Sarah B. Osborne, '28, established this scholarship. It is to provide scholarships for needy students in their junior or senior years of study, who preferably shall be interested in medical or scientific study. **(Parkville, KCA)**

The John Patton Scholarship - This scholarship fund was established by Dr. John Patton, an Albright scholar and Park Professor emeritus, to be used for Park University scholarship purposes. It was decided to use this endowed fund initially to promote study abroad, giving students access to the cultural experience of international programs. Applicants must complete an application and their appropriate materials, must have at least a 3.6 GPA and must complete two semesters at Park University after their study abroad or graduate from Park University if they are seniors at the time they study abroad. Students may receive up to 50% of the cost of their study program. The stipends will be \$2,500 or greater. Application deadlines are September 30 for the Spring program, January 15 for the summer program and March 15 for the Fall program. **(Parkville, KCA)**

The Mary L. Parker Scholarship - This scholarship was established by Mary L. Parker to benefit women, particularly single parent women, wishing to complete their education. The recipient of this award will be a woman, 25 years of age or older and a mother of a child(ren) of whom she has custody and who is/are living in her home. The recipient must also hold and maintain a full-time job, maintain a 3.00 GPA, and be enrolled at least as a part-time student. Preference will be given to a recipient who is not currently married, although recipient will not lose the scholarship upon marriage. **(Parkville, KCA)**

Lora Margaret and Thomas Amherst Perry Endowed Scholarship - Student must be full-time, in good academic standing and demonstrate financial need. Student must demonstrate self-reliance, self-discipline and good work habits in the work study program. Student must be at least partially self-supporting. **(Parkville, KCA)**

Verna Griffin-Richardson Endowed Internship in Washington, D. C. - Verna Griffin-Richardson is still active in the Washington, D. C., area. Students must be Political Science, Public Administration or Legal Studies major with a 3.25 GPA in major courses and a 3.0 overall GPA. Student must have a minimum of 75 hours and must have recommendation from faculty in the major. **(Parkville, KCA)**

The Scheib Family Endowed Scholarship - This endowed scholarship honors Burton and Bertha and their three children, Lillian, Burton and Harold. Student must be a Science or Communications major with a 3.25 GPA in major courses and a 3.0 overall GPA. Student must have a minimum of 75 hours and must have recommendation from faculty in the major. **(Parkville, KCA)**

The Floyd Shafer, Ph.D., Memorial Scholarship - The scholarship is established to benefit upperclassmen majoring in botany or biology with a 3.00 GPA. **(Parkville, KCA)**

Mary Louise Snyder Tipton Scholarship - This scholarship is in honor of Mary Louise Snyder Tipton and William Tipton. Student must be English, Economics, Business, or Communications/Journalism major with a 3.0 GPA. Student must live on-campus. **(Parkville)**

Cindy Anderson Soccer Scholarship, Melanie Meyer Soccer Scholarship, Jamie Hemingway Soccer Scholarship - These endowed scholarships are given in memory of Cindy Anderson, Melanie Meyer and Jamie Hemingway. Students must be a member of the women's soccer team. **(Parkville)**

OTHER PARK UNIVERSITY SCHOLARSHIPS/GRANTS

Park Military Family Scholarship - Scholarships for the value of full tuition up to 15 academic hours is available annually at each of the military centers. The scholarship is for the selected eligible non-military dependent of active duty military personnel assigned, attached, or residing in the vicinity of the center. More information is available from the center administrator. The scholarship is awarded in the spring of each year. **(MIL)**

Performing Arts Grant - Awarded to eligible students who have proven ability in a specific area of the arts, including art, choir, instrumental, piano, drama or speech. Contact department head for audition; up to 20 percent of tuition. **(Parkville)**

Athletic Grant - Athletic grants are subject to the recommendation of the Head Coach and Athletic Director. The granting and renewing of the athletic grants are subject to conditions outlined by the Athletic Department in the grant agreement, maximum award is full tuition. **(Parkville)**

Army ROTC Incentive Award - Army ROTC offers two, three and four-year scholarship opportunities for students who desire to be commissioned as an officer in the active Army, Army Reserve or National Guard after graduation from college. The scholarship provides tuition, money for books and a monthly stipend of up to \$400 per month. In addition Park University offers room and board scholarships to all recipients of the Army ROTC Scholarship. For more information call, 816-584-6204 or visit the Cadet Command homepage at armyrotc.com (**Parkville**)

LOANS

Federal Perkins Loan - Based on calculated need, as determined by the FAFSA, the maximum annual loan limit is \$4,000 for undergraduates and \$6,000 for graduate students. Aggregate borrowing limits are \$20,000 for students who have successfully completed two years of undergraduate study leading to a bachelor's degree, \$40,000 for graduate and professional students, including undergraduate loans and \$8,000 for all other students. The interest rate of 5 percent is deferred while the student is enrolled at least half-time. Repayment begins nine months following termination of half-time enrollment, graduation or withdrawal. Partial cancellation of principal is available for those who teach in certain fields, serve as a volunteer in Head Start, the military or law enforcement, or become disabled. Students must sign a promissory note as well as sign an Entrance and Exit Interview form advising the borrowers of their rights and responsibilities in this loan program. **(FED) THIS AID MUST BE REPAYD!**

FEDERAL STAFFORD STUDENT LOANS

These are long-term, low-interest loans designed to provide students with additional funds for college whether they qualify for other types of federal financial aid. All of these federal student loans have up to 10 year repayment terms with a minimum monthly payment of \$50. Please check with your lender or the Student Financial Services office for additional information on the federal loan programs. **THIS AID MUST BE REPAYD!**

UNDERGRADUATE LOAN PROGRAMS FOR DEPENDENT STUDENTS

Federal Stafford Loan (subsidized): Subsidized means the interest on the loan is paid by the government while the student is in school. To be considered for eligibility the student must be enrolled at least half-time, complete the FAFSA to determine need, not be in default on a previous student loan or owe a refund on a federal grant. First-time borrowers must also be informed of their rights and responsibilities while borrowing from the federal student loan program through an Entrance Interview. The maximum annual amount a dependent student can borrow is: Year 1 - \$2625, Year 2 - \$3500, Years 3,4,5 - \$5500 not to exceed an aggregate limit of \$23,000. A master promissory note must be signed. The Master Promissory Note (MPN) is a multi-year (serial) note. Once the MPN is signed, additional loans can be made without signing a new promissory note. The MPN can be revoked by the student through the following means: Student must send WRITTEN notice to the lender; The MPN expires 12 months after the note is signed, if there is no initial disbursement; and the MPN expires 10 years from the date it is signed. Interest is variable but capped at 8.25 percent, and repayment begins when the six month grace period ends after the student ceases to be enrolled at least half-time. **(FED)**

Federal Stafford Loan (unsubsidized): Unsubsidized means the student is responsible for the interest on the loan amount while in school. Students can (1) pay their interest while in school, (2) pay their interest during their six month grace period, or (3) postpone interest payment and have it added to the principal when repayment begins after the six-month grace period ends.

The unsubsidized Federal Stafford Loan can be offered by itself or made in conjunction with the subsidized Federal Stafford Loan as long as the maximum annual or aggregate loan limits for subsidized Federal Stafford Loans have not been exceeded. Please see the paragraph on Federal Stafford Loan (subsidized), for loan limits and eligibility requirements. The student MUST apply for the subsidized Federal Stafford Loan before applying for the unsubsidized Federal Stafford Loan. **(FED)**

Federal Parent (PLUS) Loan: This loan is made to parents of dependent undergraduate students. The student must meet the same eligibility requirements as listed for the Federal Stafford Student Loans. The maximum amount a parent can borrow per year per student cannot exceed the cost of education less all other financial aid received. A credit check is required and a promissory note must be signed. The interest rate is variable but capped at 9.00 percent. There is no grace period for repayment unless the parent borrower is also a student, enrolled at least half-time.

NOTE: If the parent borrower is denied this loan by the lender, the dependent student may borrow additional funds under the unsubsidized Federal Stafford Loan for independent students, not to exceed the yearly or aggregate totals for the independent student loan program. **(FED)**

Each type of Federal Stafford Loan described here as well as the Federal PLUS loan will have an origination fee of 3 percent and could have an insurance fee of up to 1 percent deducted from the loan amount guaranteed by the lender. The loan must be guaranteed by the lender while the student is still enrolled and eligible. SFS will request the loan funds for each term or semester for which the student is enrolled by Electronic Funds Transfer (EFT) or paper checks. The funds are sent to Park University and disbursed to the student's account after the enrollment adjustment period has ended and/or the student's required paperwork on file is complete.

NOTE: Any break in the dates of enrollment reported on the promissory note to the lender will cancel any remaining disbursements of the loan! Example: Student indicates their dates of enrollment will be 08-09-02 to 05-07-03. This would be for Fall I, Fall II, Spring I and Spring II. Student decides not to enroll in Fall II. Any loan checks that Park University receives for Fall II, Spring I and/or Spring II will be returned to the lender. If the student plans to reenroll in Spring I, Spring II or Summer, (s)he must contact SFS and request to be repackaged for the remaining terms of enrollment. SFS will then contact the lender to guarantee a new loan reflecting the new enrollment dates.

UNDERGRADUATE LOAN PROGRAMS FOR INDEPENDENT STUDENTS

Federal Stafford Loan (subsidized): Subsidized means the interest on the loan is paid by the government while the student is in school. This loan has the same interest rates and the student must meet the same eligibility requirements as the dependent subsidized Federal Stafford Loan. The maximum annual amount an independent undergraduate student can borrow is: Year 1 - \$2625, Year 2 - \$3500, Years 3,4,5 - \$5500 not to exceed an aggregate limit of \$23,000. For graduate students the maximum annual amount that can be borrowed is: Years 1,2,3,4,5 - \$8500/year, not to exceed an aggregate limit of \$42,500. The combined total of undergraduate and graduate subsidized loans cannot exceed \$65,000. **(FED)**

Federal Stafford Loan (unsubsidized): Unsubsidized means the student is responsible for the interest on the loan amount while in school. Students can (1) pay their interest while in school, (2) pay their interest during their six month grace period, or (3) postpone interest payment and have it added to the principal when repayment begins after the six month grace period ends. This loan has the same eligibility requirements and interest rates as the dependent unsubsidized Federal Stafford Loan. The combination of subsidized and unsubsidized Federal Stafford Loans cannot exceed: Year 1 - \$6625, Year 2 - \$7500, Years 3,4,5 - \$10,500 not to exceed an aggregate limit of \$46,000. For Graduate students the maximum annual amount that can be borrowed in Years 1,2,3,4,5 - \$ 18,500/year, not to exceed \$92,000. The maximum aggregate total for independent undergraduate and graduate students cannot exceed \$138,500. **(FED)**

Advantage Missouri Program- This program is designed to address statewide work force needs through the targeting of high-demand occupational fields. After the Missouri Coordinating Board for Higher Education (CBHE) has identified the "high-demand occupational fields," students entering or enrolled in related academic fields may apply for loans. To be eligible the student must be a Missouri resident enrolled full-time at an approved Missouri institution. This loan program provides \$2,500 per year, maximum \$10,000 or 10 semesters. One year of loans will be forgiven for each year of employment in a designated high-demand occupation. The student has one year to obtain employment in Missouri after graduation. The borrower must repay the loan funds with interest if employment obligation is not fulfilled. Contact the Missouri Student Financial Aid Information Service Center in Jefferson City, at 800-473-6757. **(MO)**

EMPLOYMENT

Employment awards may be included in offers of financial aid to help pay for educational expenses. There are numerous on-campus employment opportunities and limited off-campus employment opportunities.

Federal College Work Study Program - Federal CWSP is subsidized by the federal government. Eligibility for this program is based on calculated financial need as determined by the Free Financial Aid Application (FAFSA). First time work-study students must complete an employment application. Additional information can be found at www.park.edu (**Parkville**)

Institutional Employment Program - This program is supported by the Carson C. Hathaway Memorial Trust for Student Employment at Park University. Student eligibility is based on need and ability to pay college costs. FAFSA should be completed as well as a Park Work Study Employment Application. (**Parkville**)

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL ASSISTANCE FOR UNDERGRADUATE STUDENTS

1. Eligibility for most financial aid requires at least half-time enrollment per regular semester/term. A student must earn the minimum credit hours for full, 3/4, or 1/2 time enrollment* each semester AND continue to maintain the 2.00 cumulative GPA requirement to avoid suspension. Students will be placed on probation before being suspended. The exception is total withdrawal will result in automatic financial aid suspension.

2. Academic progress will be checked at the end of the Fall, Spring and Summer semesters. Failure to meet the minimum standard outlined in this policy statement will either place a student on financial aid probation or suspend them for future semesters/terms of financial aid. This would include grades of "F", "I", and/or withdrawing from classes after aid is disbursed.

3. Students are eligible for Park University administered assistance for 10 full-time semesters (unless otherwise noted) or until the student has completed the academic curriculum requirements for the first undergraduate baccalaureate degree. Federal financial aid (Title IV) can continue for up to 12 years for the **first** baccalaureate degree. A student who has completed the courses for his/her degree or certificate but has not received the degree or certificate cannot receive further financial aid assistance for that program.

4. The maximum time frame a student is expected to finish a program of study and receive financial aid cannot exceed 150% of the total length of the program based on credit hours. Example: A program of study is 120 hours, the maximum time frame cannot exceed 180 attempted credit hours.

5. An incomplete (I) grade, after the enrollment period has ended, will be considered as failure (F) until such time as the "I" grade is removed for a passing grade. To temporarily reinstate financial aid, the student must send a copy of the "Contract for Incomplete" to Student Financial Services (SFS). Once SFS has received the "Contract for Incomplete", aid will be reinstated on a temporary basis (usually 60 days) until the grade is earned. For Consortium Agreements, an incomplete (I) grade must be transferred to Park University within 8 weeks of the end of the term. If not transferred within this 8-week time frame, it would be considered as a failure (F). If a passing grade is **NOT** earned for the incomplete grade the student could at that time be put on probation or suspended from financial aid eligibility.

6. Repeated courses will add to the hours attempted, but not earned. The grade will be replaced and the new grade will be considered in the GPA calculation when progress is checked again. A course in which a failing grade (F) is recorded may be repeated only once in a subsequent semester/term to apply toward eligibility for assistance in that semester/term. "Developmental" courses DO apply to financial aid progress, but are not applicable to credit hours required for a degree.

7. Transfer students accepted on academic probation must meet the condition of their academic probation to qualify for continuing financial aid and thereafter make satisfactory academic progress for financial aid.

8. If financial aid is terminated, students may reinstate 29 **without** appealing the suspension by completing at Park University the hours needed to reach the minimum cumulative standard and attaining a 2.00 GPA without the benefit of financial aid.

9. **To appeal** the suspension of financial aid, the student should complete a Satisfactory Academic Progress Appeal form (available on line www.park.edu) and forward the form **with needed documentation** to the Director, Student Financial Services. Mitigating circumstances will be considered. Appeals are reviewed and ruled upon by the Student Financial Services Appeals Committee.

10. Appeals of decisions by the Committee are directed to the Associate Vice President of Enrollment Management

Satisfactory progress is based on four concepts: (a) minimum number of hours of enrollment each term that are applicable toward the student's degree program; (b) minimum number of hours completed in a 12-month period of enrollment; (c) maximum time to complete the degree; and (d) grade point average (GPA).

These regulations are to be used as standards regarding a student's academic standing and progress toward his/her educational objective. For the purpose of determining eligibility for financial aid, a student will be certified as being in satisfactory standing if that student is eligible to re-enroll with an acceptable grade point average (GPA) and is making satisfactory progress toward his/her educational objective meeting the standards expressed below.

**STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS
ARE AS FOLLOWS:**

Undergraduate Students - Fall or Spring Semester

	Full-Time	3/4-Time	1/2-Time
Hours per Semester	12 + Hours	9-11 Hours	6-8 Hours
Must Pass per Semester	9 Hours	7 Hours	5 Hours

NOTE: Some scholarships requires successful completion of thirty (30) credit hours between August and May.

Undergraduate Students - Summer Session

	Full-Time	3/4-Time	1/2-Time
Hours per Term	6 + Hours	4 - 5 Hours	3 Hours
Must Pass per Term	5 Hours	4 Hours	3 Hours

* See detailed credit hour break down above for full, 3/4 & 1/2 time enrollment.

**FINANCIAL AID CHECK LIST FOR
STUDENTS TRANSFERRING TO PARK UNIVERSITY**

To Transfer Financial Aid Eligibility From Another School to Park University:

1. You must first be admitted to Park University.*
2. RFA (Request for Financial Aid) - Complete a Park University Request for Financial Aid (available on line). If additional documents are required, you will be notified.*
3. SAR (Student Aid Report) / ISIR (Institutional Student Information Report) -You must arrange to

have a duplicate copy of the SAR sent to you, or, if you listed Park University as one of the institutions you might attend, Park can print out an ISIR. A request in writing can be made to Federal Student Aid Programs or you may call and request a duplicate copy.* (The Park University code is 002498.)

4. If you have not already applied for federal financial aid, Park University prefers the Free Application for Federal Student Aid (FAFSA) (available on line). Other forms will be accepted, but may lengthen processing time.

5. Student Loan Recipients - If you received a Federal Stafford, Direct, Parent or Perkins Student Loan in the previous semester and are transferring to Park University, you should contact the lending institution to CANCEL any subsequent loan disbursement at your previous school. You must REAPPLY for the loan at Park University.

6. Missouri Higher Education Academic Scholarship Program - An applicant may change his or her approved institution choice prior to the beginning of the first day of classes and may transfer between approved institutions during the academic year. The deadline for such actions is August 1 for the fall semester and January 1 for the winter or spring semester. Failure to notify the Missouri Student Assistance Resource Services Office by the dates of such action may result in loss of the award.*

7. If you have already received a grant from the Charles Gallagher Student Financial Assistance Program (formerly Missouri Grant Program) at another Missouri institution during the previous academic year or the fall semester and you are transferring for the spring semester, you must notify Student Financial Services at Park University. You must also inform the Charles Gallagher Student Financial Assistance Program in writing that you are transferring to Park University.*

8. You will be informed by Park University of your Financial Aid Award in the form of an Award Letter. Please comply with the instructions accompanying this letter.

9. If you have been admitted with a low grade point average or are on academic probation, you may not be in compliance with Park University's Academic Progress Policy and may not be entitled to financial aid. Please contact the Student Financial Services Office for additional information.*

* Addresses and phone numbers to aid you in obtaining forms, documents and information follow.

Federal Student Aid Programs

1-800-433-3243

Missouri Student Assistance Resource Services

3515 Amazonas Drive, Jefferson City, MO 65109-5717

1-800-473-6757

Charles Gallagher Student Financial Assistance Program

3515 Amazonas Drive, Jefferson City, MO 65109-5717

1-800-473-6757

Park University

Office of Admissions

8700 N.W. River Park Drive, Parkville, MO 64152-3795

1-816-584-6215 ext. 6215 OR 1-800-745-7275

FAX 816-741-4462

admissions@mail.park.edu

Park University

Student Financial Services

8700 N.W. River Park Drive, Parkville, MO 64152-3795

(816) 584-6290

FAX 816-741-9668

finaid@mail.park.edu

Also, information may be obtained at the following WEB site: www.park.edu

For admission to a satellite campus, contact the Campus Administrator's office at the location you wish to attend.

Care is taken to ensure the accuracy and timeliness of information contained in this catalog. However, due to constantly changing federal and state legislation, the contents are subject to change without notice. Up-to-date information can be obtained by contacting:

Student Financial Services

Park University

8700 N.W. River Park Drive, Parkville, MO 64152-3795

(816) 584-6290

finaid@mail.park.edu

ORGANIZATION OF ACADEMIC PROGRAMS

The curriculum of Park University is organized and administered through three divisions as follows:

DIVISION OF HUMANITIES AND PERFORMING ARTS

Art, Communication Arts, English, History, Liberal Studies, Modern Languages, Music, Philosophy/Religion, Spanish, and Theatre.

DIVISION OF NATURAL AND LIFE SCIENCES

Athletic Training/Sports Medicine, Biology, Chemistry, Computer Science, Mathematics, Nursing, Physics, and Physical Education.

DIVISION OF SOCIAL AND ADMINISTRATIVE SCIENCES

Accounting, Business Administration, Criminal Justice Administration, Economics, Education, Management, Psychology, Political Science/Public Administration, Social Work, and Sociology.

ACADEMIC REGULATIONS

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

Park University grants the Bachelor of Arts Degree upon completion of the following requirements:

1. Completion of a minimum of 120 semester hours with a cumulative 2.0 grade point average.
2. A departmental major as specified by the department (A minor is optional in some departments, but not all departments have minors. Minors are generally not available in accelerated programs.)
3. Completion of at least 45 hours of upper division (300 or 400 level) college course work.
4. Completion of residency requirement, 24 hours of earned and graded (A, B, C, D) college hours at Park University. At least 12 of these 24 hours must be in the major core.
5. Satisfactory demonstration of competence is required in the areas of:
English: By completing English 105, 106 and 306 (or equivalent), and by passing the Writing Competency Test.

NOTE: English 105 and 106 and the Writing Competency Test must be completed not later than the semester that the student accumulates 60 semester hours. For transfer students with more than 60 hours, English 105 and 106 and the Writing Competency Test must be completed during their first two semesters or first three terms of enrollment at Park University. An administration fee will be collected at the time the student registers to take the test.

Modern Languages: By completing 6 hours of the same modern language.

NOTE: The modern language requirement does not apply to students in accelerated programs unless it appears as a degree requirement for the major.

Math: By completing MA 131, College Algebra.

Science: Satisfactorily completing a Science course with a lab.

NOTE: The lab requirement is waived for students in accelerated programs inasmuch as laboratory facilities are not always available.

General: Satisfactorily completing Assessment Exams and other requirements as developed by the institution to meet accrediting and governmental standards associated with quality assurance.

6. Satisfactorily completing General Education requirements:
 - Completion of the 27 hours of approved General Education (GE) courses distributed as follows:
 - At least nine (9) credit hours in each of the three academic divisions (Humanities and Performing Arts, Natural and Life Sciences, Social and Administrative Sciences)
 - Only one introductory GE course from the student's major discipline will be counted as satisfying part of the GE requirement.
 - No more than three credit hours in any one discipline. (This requirement waived for off-campus accelerated programs.)

NOTE: General Education requirements must be completed by the end of the student's first 75 hours, or as soon as possible for transfer students.

7. Satisfactorily completing Liberal Learning (LL) courses distributed as follows:

After students have completed at least 60 credit hours, they must enroll for at least three different Park University courses designated as Liberal Learnings courses, for nine or more credit hours. An LL course must be taken in each of three disciplines. LL courses cannot be transferred to Park (except for students in accelerated learning programs where course offerings are limited) and cannot be in the discipline of the major. Courses which are cross-listed between disciplines may not be used for LL credit by students majoring in either discipline.

8. Majors must be declared prior to accumulating 60 hours of work. For transfer students with more than 60 hours, majors must be declared at the time of admission or during the first enrolled semester thereafter.
9. Presentation of an application for graduation by established deadlines during the semester prior to the student's final one.

NOTE: Traditional day students who do not maintain continuous enrollment (excluding Summer School) are required to reapply when they desire to re-enroll. Students who break enrollment for two consecutive semesters must, upon readmittance, follow the requirements of the current catalog. Students who break enrollment for only one semester may continue under the academic catalog in effect when they were originally admitted.

REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

Park University grants the Bachelor of Science Degree upon completion of the following requirements:

1. Completion of a minimum of 120 semester hours with a cumulative 2.0 grade point average.
2. A departmental major as specified by the department (Minors are generally not available in accelerated programs).
3. Completion of at least 45 hours of upper division (300 or 400 level) college course work.
4. Completion of residency requirement, 30 hours of earned and graded (A, B, C, D) college hours at Park University. At least 12 of these 30 hours must be in the major core.
5. Satisfactory demonstration of competence is required in the areas of:

English: By completing English 105, 106 and 306 (or equivalents), and by passing the Writing Competency Test.

NOTE: English 105 and 106 and the Writing Competency Test must be completed not later than the term the student accumulates 60 semester hours. For transfer students with more than 60 hours, English 105 and 106 and the Writing Competency Test must be completed during their first three terms of enrollment at Park University. An administration fee will be collected at the time the student registers to take the test.

Math: By completing MA 131, College Algebra or equivalent.

Science: Satisfactorily completing a science course.

NOTE: Inasmuch as laboratory facilities are not always available at off campus sites, the lab requirement is waived for students in accelerated programs, until such time as laboratory facilities are available.

NOTE: Math and Computer Science courses cannot be used to meet the science requirement.

General: Satisfactorily completing Assessment Exams and other requirements as developed by the institution to meet accrediting and governmental standards associated with quality assurance.

6. Satisfactorily completing General Education requirements:

- Completion of the 27 hours of approved General Education (GE) courses distributed as follows:
 - At least nine hours in each of the three academic divisions (Humanities and Performing Arts, Natural and Life Sciences, Social and Administrative Sciences)
 - Only one course from the student's major discipline will be counted as satisfying part of the GE requirements.

NOTE: General Education requirements must be completed by the end of the student's first 75 hours, or as soon as possible for transfer students.

7. Satisfactorily completing Liberal Learning (LL) requirements as follows:

After students have completed at least 60 credit hours, they must enroll for at least three different upper level (300-400) Park University courses for nine or more credit hours. One course must be taken in each of three disciplines. These courses cannot be in the discipline of the major. LL courses which are cross listed between disciplines do not satisfy LL requirement for students majoring in either of the cross-listed disciplines.

8. Majors must be declared prior to accumulating 60 hours of work. For transfer students with more than 60 hours, majors must be declared at the time of admission or during the first enrolled term thereafter.
9. Presentation of an application for graduation by established deadlines during the term prior to the student's final one.

ONLINE DEGREE COMPLETION PROGRAM

Bachelor of Science degree completion programs have been approved in Criminal Justice Administration, Management, Management/Computer Information Systems, Management/Human Resources, Management/Marketing and Social Psychology for Online delivery. To enter an Online Bachelor of Science program, a student must meet one of the following conditions: have earned an Associate of Science or Associate of Arts degree or the equivalent number of hours from an accredited college or university, be 25 years of age or older and have completed 30 transferable college credits, or be a member of the military on active duty. In addition to regular degree requirements, a comprehensive examination over the core of the major will be required of students who have not taken at least six hours of face-to-face instruction with Park University. Specific information regarding the Online degree completion programs is available from the Online Learning section of the university's web site - www.park.edu/online.

REQUIREMENTS FOR THE ASSOCIATE OF ARTS/SCIENCE DEGREE (ACCELERATED PROGRAMS)

Park University confers the associate's degree at selected locations when a candidate has satisfied the following conditions.

1. Presentation of a minimum of sixty (60) earned credit hours.
2. Cumulative GPA of 2.0 for Park University courses.
3. Satisfaction of all requirements for a major as outlined in this catalog.
4. Completion of 15 earned (A, B, C, D) Park University credit hours in residence. At least nine of these credits must be in the major core.
5. Proficiency in the use of the English language which can be demonstrated by the successful completion of one of the following:

- a. Park University courses EN 105 Writing Strategies and Concepts and EN 106 Writing Purposes and Research or equivalent courses from a regionally accredited institution.
 - b. CLEP General Examination #1 Composition and the completion of EN 106 Writing Purposes and Research or an equivalent course.
6. Proficiency in the use of mathematics which can be demonstrated by the successful completion of one of the following:
- a. MA 105 Introduction to College Mathematics or MA 106 Introduction to Business Mathematics or MA 131 College Algebra or an equivalent course from a regionally accredited institution.
 - b. CLEP General Examination #5 Mathematics.
7. Completion of the general education requirement which can be satisfied by completing 15 credit hours outside the division of the major, with a minimum of 6 credit hours per division. See Note below.
8. Presentation of an application for diploma not less than 60 days prior to projected completion.

NOTE: Park University recognizes three academic divisions: Humanities and Performing Arts, Social and Administrative Sciences, and Natural and Life Sciences. Courses are coded in this catalog as (H), (SS), and (NS) respectively. Credits in English composition cannot be applied toward the humanities general education requirement.

SECOND DEGREE

A student who has completed a bachelor's degree at Park University can choose to be evaluated as a degree seeking student for a second bachelor's degree.

- a. The accepted credit listed on the student's transcript remains the same, but the accepted credit will be applied toward the second degree according to the catalog at the time the student reenrolls.
- b. A second Degree Audit is generated.
- c. Students entering Park University with a bachelor's degree from a regionally accredited college or university are required to meet the residency, major and/or certification requirements.
- d. The student must complete a diploma application in order to have the second Graduation phrase placed on the Permanent Record.

DOUBLE MAJORS

A student may declare a double major at the time of request of an evaluation of prior credits by submitting a Declaration of Major form or an Application for Admission and Evaluation with a Contract for Double Major.

REQUIREMENTS FOR DOUBLE MAJOR (ASSOCIATES)

1. Minimum of 15 residency hours - Associate of Arts/Science
2. Minimum cumulative grade point average of 2.0.
3. Core requirements fulfilled for each major.
4. Requirements outside major division fulfilled.
5. A minimum of 60 semester hours accumulated.

REQUIREMENTS FOR DOUBLE MAJOR (BACHELORS)

1. Minimum of 24 residency hours - Bachelor of Arts
Minimum of 30 residency hours - Bachelor of Science
2. Minimum cumulative grade point average of 2.0.
3. Core requirements fulfilled for each major.
4. Complete general education course distribution.
5. A minimum of 120 semester hours accumulated.

When all core courses for both majors and the distribution requirements are completed one diploma listing both majors will be issued.

When adding a major after the initial evaluation, only the new major will be evaluated under the new catalog. The general education requirements and the original major will remain as stated in the catalog in effect at initial declaration. The previously accepted transfer credit will remain transcribed; however, the application of credit may change.

BASIC SKILLS

These courses are designed for those students who need to review the fundamentals of reading, writing and mathematics. In addition, courses to develop skills for college success, keyboarding (computer) and career development are offered. Credit for those courses does not count toward the 120 semester hours needed to graduate. The grade, however, does count in the cumulative grade point average. These courses are not intended for transfer but are available to enhance the student's success in his/her pursuit of a college degree.

TRANSFERABILITY OF PARK UNIVERSITY CREDIT

Park University is an accredited higher education institution. Recognition of Park University as an accredited higher education institution means that the accrediting association recommends that Park University transcripts be evaluated on the same basis as those of other accredited colleges and universities. Students should, however, consult the Office of Admission, Registrar, or department chairperson at the institution to which they wish to transfer to determine which credits will transfer to fulfill requirements at that institution.

TRANSFER CREDIT POLICY

Park University will accept transfer credit from regionally accredited institutions. A minimum of sixty hours will be accepted for an Associates degree (excluding AAS). A maximum of 75 hours from all two-year school sources will be applied.

The block method is now used in evaluating the general education component of transferring credit for students with a 2.0 cumulative GPA and with a "C" or better in each course used to meet the 24-26 hour General Education requirement at Park University. No transfer course with a grade less than "C" will be used to meet any Park University course requirement. This applies only to students transferring into Park University with a transferable and non-terminal associate degree, including a minimum of six hours in each of the Divisions of Humanities, Social and Administrative Sciences, and Natural Sciences.

Students who do not have a transferable and non-terminal degree will have their courses accepted on a course by course basis. No course with less than a "C" will be accepted.

Credit from formal military service schools is awarded based on the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide). Credit will be awarded where it is applicable to the student's degree program and in keeping with the basic educational philosophy of Park University.

Grade points and the letter grades are not transferred nor included in the cumulative grade point average.

ATTENDANCE

Instructors are required to keep attendance records and report absences.

1. The instructor may excuse absences for cogent reasons, but missed work must be made up within the term of enrollment.
2. Work missed through unexcused absences must also be made up within the term of enrollment, but unexcused absences may carry further penalties.
3. In the event of two consecutive weeks of unexcused absences in a term of enrollment, the student will be administratively withdrawn, resulting in a grade of "F".
4. An Incomplete will not be issued to a student who has unexcused or excessive absences recorded for a course.
5. Students receiving Military Tuition Assistance or Veterans Administration educational benefits must not exceed three unexcused absences in the term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student.
6. Reports of F grade (attendance or academic) resulting from excessive absence for students receiving financial assistance from agencies not mentioned in item 5 above will be reported to the appropriate agency.

ACADEMIC HONESTY

Academic honesty is required of all members of a learning community. Hence, Park University will not tolerate cheating or plagiarism on tests, examinations, papers or other course assignments. Students who engage in such dishonesty may be given failing grades or expelled from Park University.

Plagiarism-the appropriation or imitation of the language or ideas of another person and presenting them as one's original work-sometimes occurs through carelessness or ignorance. Students who are uncertain about proper documentation of sources should consult their instructors.

CLASS DIVISIONS

Class division is determined by the number of accumulated hours as follows:

Freshman	0 - 27
Sophomore	28 - 57
Junior	58 - 87
Senior	88 - 120

GRADING POLICY

GRADES

The official grades issued by Park to indicate the assessment of the student's performance are as follows: (per semester hour)

A--Excellent	4 grade points	HA-Honors Excellent	5 grade points
B--Good	3 grade points	HB-Honors Good	4 grade points
C--Average	2 grade points	HC-Honors Average	3 grade points
D--Poor	1 grade point	HD-Honors Poor	0 grade points
F--Failure	no grade points	HF-Honors Failure	0 grade points
Cr--Passing	no grade points - a mark used when students "test out" of a class		
W--Withdrawal	Withdrawal without assessment of performance-issued between the last date to officially enroll, and a date not later than the 10th week of the semester		
Au--Audit	no grade points		
P--Pass	no grade point		
S--Satisfactory Progress	no grade points - a mark used by the Graduate programs for Extended practicums and projects		

ACADEMIC PROGRESS/PROBATION

No fixed incremental rate of progress toward a degree is required. A student is considered in good standing as long as the student's cumulative GPA stands at 2.00 or better, and the student continues to achieve a Park University GPA of 2.00 or better in each subsequent academic semester or term.

1. WARNING:

Any academic semester or term in which a student's semester or term Park University GPA falls below a 2.00, the student will receive a warning letter from the Office of Academic Affairs-School of Arts and Sciences (SAS) or the Campus Administrator-School for Extended Learning (SEL). A copy of the letter will be placed in the student's academic file.

2. PROBATION:

A student who fails to achieve a 2.00 cumulative Park University GPA will be placed on probation until his/her cumulative Park GPA increases to 2.00 or greater. A letter will be sent to the student by the Office of Academic Affairs (SAS) or the Campus Administrator (SEL). A copy of the letter will be retained in the student's academic file.

A student receiving VA benefits who remains on academic probation beyond 2 terms or semesters without an improvement in his or her GPA will no longer be certified. In order for a veteran student to be reinstated for veterans benefits, he/she must show progress at a rate to graduate within the required hours for degree with a 2.0 GPA.

3. SUSPENSION:

A student seeking a bachelor's degree will be placed on suspension according to the following:

0-27 Total Earned Hours	Below a 1.00 Cumulative GPA
28-57 Total Earned Hours	Below a 1.50 Cumulative GPA
58 or more Earned Hours	Below a 1.75 Cumulative GPA

A student seeking an associate's degree will be placed on suspension according to the following:

0-15 Total Earned Hours	Below a 1.00 Cumulative GPA
16-30 Total Earned Hours	Below a 1.50 Cumulative GPA
31 or more Earned Hours	Below a 1.75 Cumulative GPA

Any student who has been suspended may appeal in writing to the Academic Standards Committee (SAS) or Campus Administrator (SEL). After being suspended from Park University for a minimum of one semester or term, any student who wishes to return is required to apply for readmission to Park University. If enrollment is broken for 2 or more semesters for Parkville Campus students, the student will be required to follow the current catalog in effect when readmitted.

4. READMISSION/EXPULSION:

The student must submit a written request for Readmission to the Dean of Undergraduate Studies or the respective site Campus Administrator for readmission to Park University. If the student is readmitted to Park University, the student will be placed on probationary status. Failure to meet the requirements stated above could result in expulsion for an indefinite period.

GRADE APPEAL POLICY

1. An undergraduate or graduate student may challenge the validity of a grade received and may petition for a change of that grade by submitting the justification for the appeal to the appropriate campus or online administrator..
2. The appeal process must be initiated within four weeks after the beginning of the next regular semester or term.
3. The final decision in the appeals process is made by the appropriate Vice-President: the Vice President for Distance Learning for students in the School of Extended Learning and the Provost/Senior Vice President for Academic Affairs for students in the School of Arts and Sciences.

INCOMPLETE

The notation "I" may be issued only upon written completion of a "Contract for an Incomplete" signed by the student and the instructor and placed on file in the Registrar's Office. An "I" indicates that the course-work was not completed in the time allotted in the semester through no fault of the student as determined by the instructor. Final assessment of the grade is postponed to no later than 60 days after the last day of the semester (or summer session) in which the "I" was received. Failure on the part of the student to complete the work will result in a grade of F. A student may submit a written request for one 30-day extension beyond the 60 days. After approval by the instructor, the request is filed in the Registrar's Office.

NOTE: Taking an "I" (Incomplete) may suspend the student from financial aid.

COURSE REPEATS

When a Park University course is repeated, both the granting of credit and computation of the cumulative GPA depends only upon the second attempt.

CRITERIA FOR DEAN'S LIST AND PRESIDENTIAL SCHOLAR'S LIST

DEAN'S LIST

A student's name is placed on the Dean's List when the following conditions are met:

1. Twelve or more graded hours at Park University are completed, either in one sixteen week term or in two accelerated terms.
2. Must be degree seeking at Park University
3. Student earned a semester/session grade point average of 3.6 or better.
4. Student received no Incomplete grades for the semester/session.
5. The fall Dean's List is based on the Fall, Fall I, and Fall II terms; the spring Dean's list is based on the Spring, Spring I and Spring II terms..

Dean's Honor List is not retroactive for those students receiving changes of grades or changes of Incompletes.

PRESIDENTIAL SCHOLARS (PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM):

A student's name is placed on the Presidential Scholar's List when the following conditions are met:

1. Student is enrolled in the 16 Week Parkville Campus Program.
2. Student has earned 24 or more graded hours at Park University.
3. Student was enrolled for 12 or more hours for the semester.
4. Student must be degree seeking at Park University.
5. Student has a cumulative grade point average of 3.8 or better.
6. Student has received no Incomplete grades for the semester.

APPLYING FOR GRADUATION

An Application for Diploma is required before a completion statement is posted to the transcript. PICK-UP an Application from the Office of the Registrar, complete, and return with the appropriate fee.

Deadline for Application:

December Completion - April 1

May Completion - November 1

August Completion - April 1

Once the Application is filed, the Registrar will do a degree check of the students' coursework and will provide written notification of remaining requirements.

In order for students to participate in the Parkville campus December commencement students must be enrolled in their final class not later than the August semester or October term. To participate in the May commencement the students must be enrolled in their final classes not later than the January semester or March term. Students who finish in the summer term may participate in the December commencement or the following May commencement.

For campuses offering accelerated programs, students may be enrolled in the last class required for graduation. The student must be making a "C" or better in that class in order to walk in the ceremony. A note

from the instructor must be sent to the Campus Administrator verifying the student's grade. Extended Learning Campuses hold graduation ceremonies at various times. Students should check with the Campus Administrator for specific dates.

If a student is enrolled at another institution he or she must obtain a letter from the instructor verifying that a grade of "C" or better will be earned in order to participate. When another term is required to complete, marching in the graduation processional is not permitted.

Any outstanding official transcripts verifying credit needed for graduation must be received at the home campus by October 1 preceding the December graduation or March 15 preceding the May graduation in order for a candidate to participate in that commencement.

GRADUATION HONORS

Eligibility for graduation honors at the bachelor's degree level shall be based upon the following criteria:

1. At least 45 earned credit hours from Park University.
2. The cumulative Park University grade point earned as follows:

Cum Laude	3.5 to 3.699
Magna Cum Laude	3.7 to 3.899
Summa Cum Laude	3.9 to 4.0
3. Students who complete 24 to 44 graded hours and accumulate a 3.75 or better grade point average may be honored by having the notation "With Distinction" entered on their academic records.
4. Graduation Honor designations for the Associate of Science in Nursing graduates are as follows:

30 or more hours earned from Park University	
With Honor	3.5 to 3.699
With High Honor	3.7 to 3.899
With Highest Honor	3.9 to 4.0
24 to 29 graded hours earned from Park University:	
With Distinction	3.75 or better

ANNUAL SECURITY REPORT

Park University is dedicated to providing students, faculty and staff with information they need to help make each Park campus safe.

Park University encourages the accurate and prompt reporting of crimes and emergencies. At the Parkville campus such incidents should be reported to Park University Department of Public Safety. All other Park sites should officially report such incidents to the local policing authority with a follow-up report to the Site Administrator who will funnel these to the Director of Public Safety for reporting purposes.

Park University's campuses are open campuses. Park personnel do not have arrest authority. Any crime or emergency which may occur off-campus but at an officially recognized activity of a student organization should be reported as if it had happened on campus.

The possession, use or sale of alcoholic beverages or illegal drugs on Park University sites is prohibited.

Student orientation videos and periodic bulletin listings and announcements help inform students and employees throughout the year about crime prevention and campus security procedures and practices.

SEXUAL ASSAULT POLICY STATEMENT

Park University strongly denounces sexual assault in any form and advocates the immediate reporting of any incident to campus authority. Institutional personnel will assist the student in such notification if so requested. Confidentiality will be maintained to the extent provided by rules, regulations and legislation.

Individuals, groups and organizations that desire information or programs that address sexual assaults and how to prevent such incidents should contact the Director of Public Safety (816-741-2000, Ext. 6226). A file containing such information is maintained in the Home Campus library. The Student Counseling Center (Ext. 6237) will also assist in referrals to counseling and mental health agencies for victims.

In all cases, the protection of any physical evidence is of utmost importance.

The Vice President for Student Services will assist student victims of sex-related crimes with changes in academic schedules and living arrangements as is reasonable and within Park University's control.

All campus disciplinary procedures involving a student are the responsibility of the Vice President for Student Services.

Within the guidelines of the discipline procedures, the accuser and the accused may have other individuals present during discipline hearings. Both the accuser and the accused shall be informed of the school's final determination and any sanctions concerning the alleged incident. Park University may, upon final determination and confirmation of an alleged infraction (forcible or non-forcible), impose sanctions ranging from counseling to expulsion.

POLICY: INCIDENTS OF CRIME REPORTS

A crime report is to be completed for each incident as it occurs. An annual report is compiled by the Home Campus for distribution at the Resident Centers.

PROCEDURE: INCIDENTS OF CRIME REPORTS

1. All incidents should be officially reported to the local policing authority with a follow-up report to the Center Administrator/Coordinator.
2. The Administrator/Coordinator will then submit these reports to the Director of Public Safety for reporting purposes.
3. The Annual Crime Report should be posted at the Resident Centers with copies available for students who may request them.

Park University Crime Statistics
January 1, 1999 through December 31, 1999
NUMBER OF INCIDENTS

SITE	Murder	Non-Forcible Sex Assault	Forcible Sex Assault	Aggravated Assault	Burglary	Auto Theft	Robbery	Arson	Drug Violations	Liquor Violations	Weapons Violations
Austin	0	0	0	0	0	0	0	0	0	0	0
Barstow	0	0	0	0	0	0	0	0	0	0	0
Beaufort	0	0	0	0	0	0	0	0	0	0	0
Blythe	0	0	0	0	0	0	0	0	0	0	0
Camp Pendleton	0	0	0	0	0	0	0	0	0	0	0
Cherry Point	0	0	0	0	0	0	0	0	0	0	0
Corpus Christi	0	0	0	0	0	0	0	0	0	0	0
Davis Monthan	0	0	0	0	0	0	0	0	0	0	0
DSCC	0	0	0	0	0	0	0	0	0	0	0
DIST	0	0	0	0	0	0	0	0	0	0	0
Fairchild	0	0	0	0	0	0	0	0	0	0	0
F. E. Warren	0	0	0	0	0	0	0	0	0	0	0
Fort Bliss	0	0	0	0	0	0	0	0	0	0	0
Fort Irwin	0	0	0	0	0	0	0	0	0	0	0
Fort Leonard Wood	0	0	0	0	0	0	0	0	0	0	0
Fort Myer	0	0	0	0	0	0	0	0	0	0	0
Grand Forks AFB	0	0	0	0	0	0	0	0	0	0	0
Henderson Hall	0	0	0	0	0	0	0	0	0	0	0
Hill AFB	0	0	0	0	0	0	0	0	0	0	0
Holloman AFB	0	0	0	0	0	0	0	0	0	0	0
Independence	0	0	0	0	0	0	0	0	0	0	0
Kelly	0	0	0	0	0	0	0	0	0	0	0
Lackland AFB	0	0	0	0	0	0	0	0	0	0	0
Laughlin AFB	0	0	0	0	0	0	0	0	0	0	0
Little Rock AFB	0	0	0	0	0	0	0	0	0	0	0
Luke AFB	0	0	0	0	0	0	0	0	0	0	0
Malmstrom AFB	0	0	0	0	0	0	0	0	0	0	0
MetroPark	0	0	0	0	0	0	0	0	0	0	0
Moody AFB	0	0	0	0	0	0	0	0	0	0	0
Mountain Home AFB	0	0	0	0	0	0	0	0	0	0	0
Parkville	0	0	0	1	6	0	0	0	5	2	0
Quantico	0	0	0	0	0	0	0	0	0	0	0
Scott AFB	0	0	0	0	0	0	0	0	0	0	0
Sikeston	0	0	0	0	0	0	0	0	0	0	0
Tinker	0	0	0	0	0	0	0	0	0	0	0
Whiteman AFB	0	0	0	0	0	0	0	0	0	0	0
Wright-Patterson	0	0	0	0	0	0	0	0	0	0	0

Crime statistics for other Park University campuses can be found at www.ope.ed.gov/security

PARK UNIVERSITY CRIME STATISTICS
JANUARY 1, 2000 THROUGH DECEMBER 31, 2000
NUMBER OF INCIDENTS

SITE	Murder	Non-Forcible Sex Assault	Forcible Sex Assault	Aggravated Assault	Burglary	Auto Theft	Robbery	Arson	Drug Violations	Liquor Violations	Weapons Violations
Austin	0	0	0	0	0	0	0	0	0	0	0
Barstow	0	0	0	0	0	0	0	0	0	0	0
Beaufort	0	0	0	0	0	0	0	0	0	0	0
Blythe	0	0	0	0	0	0	0	0	0	0	0
Camp Pendleton	0	0	0	0	0	0	0	0	0	0	0
Cherry Point	0	0	0	0	0	0	0	0	0	0	0
Corpus Christi	0	0	0	0	0	0	0	0	0	0	0
Davis Monthan	0	0	0	0	0	0	0	0	0	0	0
DSCC	0	0	0	0	0	0	0	0	0	0	0
DIST	0	0	0	0	0	0	0	0	0	0	0
Fairchild	0	0	0	0	0	0	0	0	0	0	0
F. E. Warren	0	0	0	0	0	0	0	0	0	0	0
Fort Bliss	0	0	0	0	0	0	0	0	0	0	0
Fort Irwin	0	0	0	0	0	0	0	0	0	0	0
Fort Leonard Wood	0	0	0	0	0	0	0	0	0	0	0
Fort Myer	0	0	0	0	0	0	0	0	0	0	0
Grand Forks AFB	0	0	0	0	0	0	0	0	0	0	0
Henderson Hall	0	0	0	0	0	0	0	0	0	0	0
Hill AFB	0	0	0	0	0	0	0	0	0	0	0
Holloman AFB	0	0	0	0	0	0	0	0	0	0	0
Independence	0	0	0	0	0	0	0	0	0	0	0
Kelly	0	0	0	0	0	0	0	0	0	0	0
Lackland AFB	0	0	0	0	0	0	0	0	0	0	0
Laughlin AFB	0	0	0	0	0	0	0	0	0	0	0
Little Rock AFB	0	0	0	0	0	0	0	0	0	0	0
Luke AFB	0	0	0	0	0	0	0	0	0	0	0
Malmstrom AFB	0	0	0	0	0	0	0	0	0	0	0
MetroPark	0	0	0	0	0	0	0	0	1	0	0
Moody AFB	0	0	0	0	0	0	0	0	0	0	0
Mountain Home AFB	0	0	0	0	0	0	0	0	0	0	0
Parkville	0	0	0	0	11	1	0	2	4	2	0
Quantico	0	0	0	0	0	0	0	0	0	0	0
Scott AFB	0	0	0	0	0	0	0	0	0	0	0
Sikeston	0	0	0	0	0	0	0	0	0	0	0
Tinker	0	0	0	0	0	0	0	0	0	0	0
Whiteman AFB	0	0	0	0	0	0	0	0	0	0	0
Wright-Patterson	0	0	0	0	0	0	0	0	0	0	0

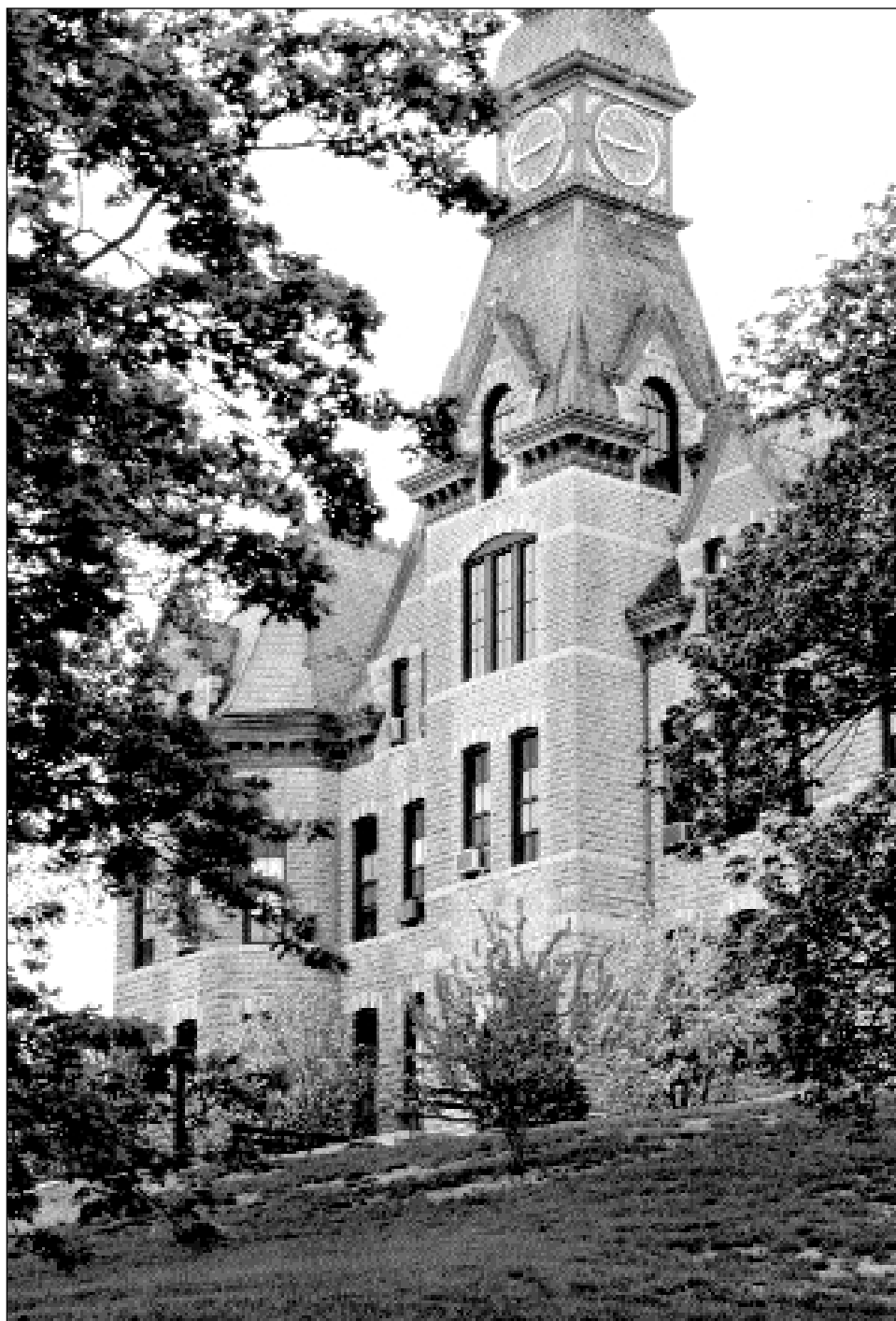
Crime statistics for other Park University campuses can be found at www.ope.ed.gov/security

PARK UNIVERSITY CRIME STATISTICS
JANUARY 1, 2001 THROUGH DECEMBER 31, 2001
NUMBER OF INCIDENTS

SITE	Murder	Non-Forcible Sex Assault	Forcible Sex Assault	Aggravated Assault	Burglary	Auto Theft	Robbery	Arson	Drug Violations	Liquor Violations	Weapons Violations
Austin	0	0	0	0	0	0	0	0	0	0	0
Barstow	0	0	0	0	0	0	0	0	0	0	0
Beaufort	0	0	0	0	0	0	0	0	0	0	0
Blythe	0	0	0	0	0	0	0	0	0	0	0
Camp Pendleton	0	0	0	0	0	0	0	0	0	0	0
Cherry Point	0	0	0	0	0	0	0	0	0	0	0
Corpus Christi	0	0	0	0	0	0	0	0	0	0	0
Davis Monthan	0	0	0	0	0	0	0	0	0	0	0
DSCC	0	0	0	0	0	0	0	0	0	0	0
DIST	0	0	0	0	0	0	0	0	0	0	0
Fairchild	0	0	0	0	0	0	0	0	0	0	0
F. E. Warren	0	0	0	0	0	0	0	0	0	0	0
Fort Bliss	0	0	0	0	0	0	0	0	0	0	0
Fort Irwin	0	0	0	0	0	0	0	0	0	0	0
Fort Leonard Wood	0	0	0	0	0	0	0	0	0	0	0
Fort Myer	0	0	0	0	0	0	0	0	0	0	0
Grand Forks AFB	0	0	0	0	0	0	0	0	0	0	0
Henderson Hall	0	0	0	0	0	0	0	0	0	0	0
Hill AFB	0	0	0	0	0	0	0	0	0	0	0
Holloman AFB	0	0	0	0	0	0	0	0	0	0	0
Independence	0	0	0	0	0	0	0	0	0	0	0
Kelly	0	0	0	0	0	0	0	0	0	0	0
Lackland AFB	0	0	0	0	0	0	0	0	0	0	0
Laughlin AFB	0	0	0	0	0	0	0	0	0	0	0
Little Rock AFB	0	0	0	0	0	0	0	0	0	0	0
Luke AFB	0	0	0	0	0	0	0	0	0	0	0
Malmstrom AFB	0	0	0	0	0	0	0	0	0	0	0
MetroPark	0	0	0	0	0	0	0	0	0	0	0
Moody AFB	0	0	0	0	0	0	0	0	0	0	0
Mountain Home AFB	0	0	0	0	0	0	0	0	0	0	0
Parkville	0	0	0	0	1	0	0	0	0	2	0
Quantico	0	0	0	0	0	0	0	0	0	0	0
Scott AFB	0	0	0	0	0	0	0	0	0	0	0
Sikeston	0	0	0	0	0	0	0	0	0	0	0
Tinker	0	0	0	0	0	0	0	0	0	0	0
Whiteman AFB	0	0	0	0	0	0	0	0	0	0	0
Wright-Patterson	0	0	0	0	0	0	0	0	0	0	0

Crime statistics for other Park University campuses can be found at www.ope.ed.gov/security

SCHOOL OF ARTS AND SCIENCES PARKVILLE CAMPUS



PARKVILLE CAMPUS DAY PROGRAM

ACADEMIC CALENDAR

FALL 2003

Thu., Aug. 14
 Fri., Aug. 15
 Mon., Aug. 18
 Mon., Sept. 1
 Sat.-Sun., Oct. 11-19
 Tue., Nov. 11
 Thu.-Sun., Nov. 27-30
 Fri., Dec. 5
 Mon.-Fri., Dec. 8-12
 Fri., Dec. 12
 Fri., Dec. 12
 Sat., Dec. 13
 Sat., Dec. 13

Residence Halls Open
 Registration (Confirmation Deadline)
 Classes Begin (16 week program)
 Labor Day (no classes)
 Fall Recess
 Veteran's Day
 Thanksgiving Recess
 Classes End
 Final Exams
 Semester Ends
 Food Service Closed after Dinner
 Mid-Year Commencement
 Residence Halls Close

FALL 2004

Thu., Aug. 19
 Fri., Aug. 20
 Mon., Aug. 23
 Mon., Sep. 6
 Sat. - Sun., Oct. 16 - 24
 Thu., Nov. 11
 Thu. - Sun., Nov. 25 - 28
 Fri., Dec. 10
 Mon. - Fri., Dec. 13 - 17
 Fri., Dec. 17
 Fri., Dec. 17
 Sat., Dec. 18
 Sat., Dec. 18

SPRING 2004

Thu., Jan. 8
 Fri., Jan. 9
 Mon., Jan. 12
 Mon., Jan. 19
 Mon., Feb. 16
 Sat.-Sun., Mar. 6-14
 Fri., Apr. 9
 Fri., Apr. 30
 Mon.-Fri., May 3-7
 Fri., May 7
 Fri., May 7
 Sat., May 8
 Sat., May 8

Residence Halls Open
 Registration (Confirmation Deadline)
 Classes Begin
 Martin Luther King Day (no classes)
 President's Day (no classes)
 Spring Recess
 Good Friday (no classes)
 Last Day of Classes
 Final Exams
 Semester Ends
 Food Service Closed after Dinner
 Commencement
 Residence Halls Close

SPRING 2005

Thu., Jan 6
 Fri., Jan 7
 Mon., Jan. 10
 Mon., Jan. 17
 Mon., Feb. 21
 Sat. - Sun., Mar. 5 - 13
 Fri., Mar. 25
 Fri., Apr. 29
 Mon. - Fri., May 2 - 6
 Fri., May 6
 Fri., May 6
 Sat., May 7
 Sat., May 7

SUMMER 2004

Through Fri., June 4
 Mon., June 7
 Mon., July 5
 Sun., Aug. 1

Registration (Confirmation Deadline)
 Classes Begin
 Independence Day (no classes)
 Classes End

SUMMER 2005

Through Fri., June 3
 Mon., June 6
 Mon., July 4
 Sun., July 31



PARKVILLE CAMPUS

On the Parkville campus the School of Arts and Sciences is situated high on a bluff commanding an inspiring view of the Missouri River which sweeps in a broad curve around the quiet little town of Parkville. To the south and southeast the skyline of Greater Kansas City is visible. The 800-acre campus is a site of great natural beauty, with woodlands, waterfalls and wildflowers.

Park University is steeped in history; one can almost sense the presence of some of the old Parkites who actually helped to construct many of the campus buildings. Mackay Hall, placed on the National Register of Historic Places, houses the administrative offices as well as some classrooms. It was begun in 1886 with students quarrying the stone from the school's land, carrying it to the site, and building the structure as a means of earning their tuition. With its clock tower overlooking the residence halls, classrooms and other more modern facilities around it, Mackay has become the symbol of Park University.

The McAfee Memorial Library now contains approximately 125,000 volumes, over 1,000 periodicals and about 4,000 reels of microfilm. The library is electronically networked to several colleges, universities and city libraries so that students have access to 2,000,000 volumes and virtually all articles in print. Other library resources include periodical indexes and databases, reference sources, database access, and the archives and records of Park University. The underground library located beneath the campus seats approximately 290, provides seminar rooms and group study rooms, has an extended hours study area and an art gallery. Typing, word processing, and small computer facilities are available, as well as photocopy equipment. The book collection can be accessed through a computerized electronic catalog.

The Graham Tyler Memorial Chapel with its carillon bells is the site of many memorable happenings, from worship services and wedding ceremonies to concerts and commencements. It contains a 136-rank organ, vaulted ceiling and stained glass.

The Charles Smith Scott Observatory built in 1896 as a memorial to a judge from New Brunswick, New Jersey, the Observatory was also constructed by students. The observatory was converted to an observation deck in 1999 after an electrical fire damaged the structure.

Just inside the entrance to the campus is a small frame building known as Park House. It was originally the home of Colonel George S. Park, co-founder of Park University in 1875 with Dr. John A. McAfee, the first president. The two men conceived a program which combined work and study. Park was largely a self-sustained community with farmland, orchards and vineyards, a 10,000-square-foot greenhouse, and a large dairy herd. In the fall, classes were postponed while everyone joined in the harvest, gathering the grain into bins and preserving the fruits and vegetables in tin cans proudly labeled "Students' Self-Help Department: The Park Family."

You can still work to help pay for your Park University education, and there is still a Park family atmosphere. This is the part of Park University that we can't put on a map or show on a tour, yet it is as much a part of Park University as the buildings and the landscape. This is friendliness, helpfulness, caring and concern for one another. It transcends race, religion, sex, culture and income bracket. It is known as the Park Spirit.

TRANSPORTATION

Park University and Parkville are ideally served by transportation facilities. Modern freeways are just minutes away. Highway 45 at Parkville links with Highway 9 and Interstate routes 29 and 35; Highway 9 links up with Interstates 435 and 635 to provide efficient automobile travel. Downtown Kansas City is just ten minutes from the campus. The Kansas City International airport is only twelve minutes from the campus, and Kansas City is served by railroad transportation and bus service.

KANSAS CITY

The Greater Kansas City area offers excellent opportunities for student employment. Practical internships and/or practicums are available through the many area industries, businesses, agencies, and governmental and educational systems.

Kansas City is the agribusiness capital of the world. There are also several shopping centers, sports complexes, parks and performing arts, resource libraries and research institutes.

The Harry S Truman Library, which houses the former president's papers and artifacts, and the Linda Hall Library of Science and Technology, which includes the works and findings of most of the scientists of the world, are available to students.

There are many recreational activities, a symphony orchestra, a Performing Arts Foundation, an outstanding museum, art galleries and several professional sports teams.

In the immediate Park community is the Philharmonia of Greater Kansas City, the Bell Road Barn Players, and the O'Riada Irish Dance Academy which all call Park University home. All major denominations are represented in the Parkville suburban area or in nearby Kansas City.

Park University: Committed to being one of the finest institutions in the nation, providing quality education in a wholesome environment for all students, including traditional and non-traditional full-time students on campus, and fully employed, part-time students on campuses across the nation.

CAMPUS LIFE AND SERVICES

ACADEMIC SUPPORT SERVICES AND TESTING CENTER

The Academic Support Center, located in the Mabee Learning Center, is a resource for students who want to be academically successful. Services provided by the Center include free tutoring, academic skill building, developmental courses, math homework lab, writing assistance, Writing Competency Test (WCT) preparation classes, and services for students with disabilities. A computer lab for word processing is also available. The Testing Center administers CLEP, DANTES, C-BASE, residual ACT (for Park University students only), and final exams for Internet classes. The staff may also proctor exams for students who have missed classroom tests at the request of the instructor.

The Center monitors the academic progress of students who are admitted on probation or who become academically "at risk" after admission. Academic counseling is provided to assist the student in regaining good academic standing.

THE CAMPANELLA GALLERY

Located in the McAfee Memorial Library, the Campanella Gallery provides monthly exhibits by professional artists in a wide variety of styles and media. Each May the Gallery is reserved for senior exhibits by graduating art majors. The Campanella Gallery serves the educational mission of the Department of Fine Arts, the Park community and the wider art community. Inquiries about the Gallery should be made to the Fine Arts Department Chairperson, who serves as the director. The Campanella Gallery was named to honor Vincent Campanella, painter and professor emeritus, and distinguished Artist in Residence who chaired the Department of Art for 29 years.

CAREER DEVELOPMENT CENTER

The Career Development Center assists students in all stages of career development including career assessment, resume and cover letter preparation, interview skills, and a number of job search strategies including job listings, the internet, and a telephone job referral service. Our long-range objective is to give students the skills to be successful in the job search. For a complete list of services, contact the Coordinator of the Career Development Center located in the Mabee Learning Center.

COUNSELING

From time to time, students may feel the need for counseling regarding personal and school related problems. Students with such difficulties are urged to contact the Counseling Office which is located on the second floor of Copley Hall. Park University does not provide intensive therapy for neuroses and psychoses. For those who need acute therapy, a referral will be made to appropriate outside professionals or agencies.

HOUSING AND FOOD SERVICES

A housing and food service agreement is available to all students enrolled for a minimum of 12 semester hours in the daytime 16 week program. This agreement is for the academic year (fall and spring semesters). The charges for room and board cover the cost of a double room and board. Students may request single rooms for an additional fee, provided the space is available. All students living in the residence halls are required to take their meals in the Thompson Center. Special diet needs may be arranged by contacting the Director of Food Service.

If you are a single student under the age of 21, you are required to live in a residence hall, unless:

1. **You are living with your legal guardians, spouse or dependent children**

OR

2. **You have 58 or more credit hours prior to the first semester of attendance,**

All full-time students must complete a "Request for Off-Campus Living" form and return it to the Residence Life Office to be exempt from living on-campus.

Students failing to fulfill the agreement requirements or those breaking the agreement will forfeit any refund and, will be charged a \$100 break of agreement fee.

Park University believes in providing the opportunity for students to develop in all areas of their lives. Every effort is made to encourage students to assume responsibility for their own behavior, while at the same time developing respect for the rights of others. The residence hall experience is intended to enhance the student's classroom experiences and provide opportunities for students to develop the whole person. In order to facilitate this total student development, certain guidelines for residential life have been established. These are contained in the *Residence Hall Handbook*.

INTERNATIONAL STUDENTS

Park University is authorized under federal law to enroll non-immigrant alien students. Park University already has a distinguished group of international students representing more than 61 countries and U.S. Trust Territories. Qualified international students, defined as all students who are not United States citizens and who are in the United States legally, are encouraged to contact the Office of Admissions for special forms and instructions for admission to Park University. Individualized attention and help is provided for enrolled students by the International Student Services/Programs Office on campus.

McAFEE MEMORIAL LIBRARY

The McAfee Memorial Library is an educational center for students, faculty, and staff. It Provides resource materials, assistance in research, and a quiet environment conducive to study. Food and beverages are not allowed in the library, nor are tobacco products.

The Library's website at www.park.edu enables patrons to access the online library catalog, periodical databases, and to contact the library staff. Persons affiliated with Park University can connect to the library site from remote locations via the Internet. Some electronic resources require the use of your Park ID and password. The library offers interlibrary loan and direct borrowing from area libraries through several cooperative agreements. A toll free number is available for students at remote locations at 800-270-4347.

The Library works with the libraries on our extended campuses to provide access to resources at the site library.

Additional services located in the library:

- * 24 hour study room and other study spaces
- * Computer lab
- * Campanella Art Gallery
- * Internet access

Library hours during Fall and Spring terms are CST

Monday through Thursday:	8:00 am - 9:30 pm
Friday:	8:00 am - 4:30 pm
Saturday:	10:00 am - 4:00 pm
Sunday:	4:00 pm - 9:30 pm
Study Room:	Open 24 hours a day

Hours are subject to change

PUBLICATIONS

Park University students have the opportunity to work on three publications-the student-run newspaper, yearbook and literary magazine.

The *Stylus*, Park's newspaper, is operated and managed by students. While it provides an invaluable laboratory in newswriting, editing, composition and photography, its staff is not limited to journalism students. Issued biweekly except during vacation periods, the Stylus contains reports of campus events and is a forum for student opinion.

The *Narva* is published annually in the spring. It is a visual and verbal expression of the people and the year's events. Through its photographs and articles, students have an expressive record of their Park experiences.

The *Journal* is Park's student-edited literary and art magazine, which contains fiction, drama, poetry, essays and visual art created by students, faculty members and others in the Park community.

RADIO AND TELEVISION

Educational radio station KGSP-FM is student operated and broadcasts to the campus and communities nearby. It features a diversified (MOR) format.

The TV Production Studio on the campus serves both as a teaching facility for TV students and as the local origination facility for a two-county cable TV system. Students produce programs with both studio and mini-cam field equipment.

Students assume a wide range of responsibilities in both programs, and the excellent "hands-on" learning experiences qualify them for future employment.

RECREATION AND INTRAMURALS

Recreational facilities for student use include open gym for informal student games, an outdoor volleyball and basketball court, and the Student Center. The Student Center houses a Cyber Cafe, Commuter Lounge, various games and Dining Services.

The Student Center encompasses the first and second floors of the Thompson Center. Hours for the Student Center are 6:00 a.m. to 10:00 p.m. with separate hours of operation for dining services.

RELIGIOUS LIFE

Even though, since its founding, Park University has sought to evidence the Judeo-Christian faith on campus—that is, love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control—Park proudly embraces a diversity of faiths from around the world.

STUDENT ACTIVITIES

There are a number of cultural and social activities for students at Park University. In the average year there are more than 200 athletic events, plays, lectures, dances, films and other forms of entertainment. There are traditional events such as Spring Fling, Harvest Festival and Christmas on the River.

The Campus Activities Board plans films, dances, tournaments and special events. Wednesdays at 11:00 a.m. are reserved for convocations where current issues of campus interest are discussed.

Students have the option of joining the various organizations on campus which meet social, service, ethnic, religious and academic needs.

STUDENT BODY

Students attending Park University come from a variety of ethnic backgrounds, cultures, religions and lifestyles. Approximately three dozen states and 93 foreign countries are represented. Our diverse student body provides a rich cross-cultural experience for our students.

STUDENT CONDUCT

As an independent, non-sectarian Christian educational institution, Park University has a responsibility to create an atmosphere which allows all the members of its community to pursue their educational goals. Therefore, it is sometimes necessary to refuse admission or continued matriculation to some persons when it is felt they would not meet the standards of good citizenship.

Park University has developed a Student Conduct Code. It is predicated on a concern for the welfare of the individual person as well as the campus community. Students are expected to adhere to the spirit and letter of these standards. (See the Class Schedule publication for specific details.) When evaluating a student's conduct, consideration is given to the whole person.

When it becomes necessary to discipline a student, due process is followed. There are appropriate structures within Park University which interpret behavior violations. In all decisions of discipline, a student may appeal as outlined in the Class Schedule publication.

STUDENT GOVERNMENT

All students enrolled for a minimum of 12 semester hours in the daytime 16 week program are members of the Park Student Association (PSA). The Student Senate consists of the Executive Board and the Senate. Members of the Executive Board are President, Vice-President, Secretary, Business Manager and CAB Director. Members of the Senate include students representing both the on and off-campus population. The Director of Student Life is an ex-officio member of the Student Senate.

Through the Student Senate, the PSA assists Park University in its commitment as an institution of higher learning; promotes a campus-wide spirit of unity; acts as a means of communication between students, faculty and administration; helps solve campus problems; and initiates, promotes and supervises general campus activities.

STUDENT INSURANCE

The Health and Accident Limited Student Insurance Plan is ***mandatory*** for all ***full-time residential students, student-athletes, students enrolled in the nursing program and international students***. (International students must also possess repatriation coverage).

MANDATORY COVERAGE CAN ONLY BE WAIVED IN THE FOLLOWING MANNER, DURING THE FIRST EIGHT CALENDAR DAYS OF A TERM:

- A. Waiver must be made in person in the Business and Institutional Services Office currently located in the Mackay Hall, Room LL1.
- B. A copy of proof of existing coverage must be presented and attached to the waiver form. (International students must also possess repatriation coverage).
- C. If you are under the age of eighteen the waiver form will have to be signed by a parent or a guardian.

Students, for whom coverage is not mandatory, may enroll in the Health and Accident Limited Student Insurance Plan. To enroll contact the Business and Institutional Services Office at (816) 584-6382. Enrollment becomes effective upon receipt of payment.

All residential students, athletes, international students, and nursing program students are required to have a Health History Record on file. Athletes are also required to have a completed Physical record on file.

As part of the Health History Record, a current record of immunizations is required. This information will be passed along to medical personnel in case of an emergency.

THEATRE

The Park University Theatre Department is dedicated to serving the artistic needs of its theatre-interest-ed students, the Park University student body and the Parkville community.

In addition to providing an academic minor designed to augment other departmental majors on campus, the Theatre Department offers two mainstage presentations each year in the Jenkin and Barbara David Theatre located in Alumni Hall. The Studio Theatre on the second floor of Alumni Hall provides an intimate performance alternative for student-mounted projects.

Interest and commitment are the only prerequisites for theatre involvement. No prior experience is necessary.

VARSITY ATHLETICS

Park University has a highly successful varsity athletic program. In recent years, Park teams have advanced to playoffs at the conference, regional and national levels. Student-athletes on Park's teams have earned academic and athletic honors at all levels. Park is a member of the National Association of Intercollegiate Athletics (NAIA) and sponsors a total of twelve varsity sports: men's and women's basketball, soccer, cross country, outdoor track, volleyball, women's softball, and men's baseball.

Varsity athletes are required to comply with the eligibility guidelines established by the conference, regional and national associations that govern each sport for continued participation. Many of Park's teams have been recognized for academic excellence, with athletes earning NAIA Academic All-American honors.

ADMISSIONS POLICIES AND PROCEDURES

(TRADITIONAL DAY-TIME PROGRAM)

QUALIFICATIONS

Park University seeks students with a record of academic achievement, involvement in the community and good character. No applicant will be denied admission on the basis of race, religion, color, national origin, age, gender, disability, sexual orientation, marital status or veteran's status.

Admission standards for first-time entering students (freshmen) are:

1. Students who have a high school unweighted Grade Point Average (GPA) of 3.0 or above (on a 4.0 scale) are eligible for admission to Park University, regardless of ACT or SAT scores. ACT, SAT, or Park University assessment scores will be required for English and mathematics placement purposes.
2. Students who qualify for Missouri's A-Plus Program (or equivalent program in another state) are automatically eligible for admission as freshmen at Park University.
3. For students not included in either of the first two criteria, qualification in at least two of the following are required:
 - a. 2.0 grade point average unweighted (on a 4.0 scale)
 - b. rank in upper 50 percent of class
 - c. minimum ACT composite score of 20 or a combined SAT score of 940.
4. GED Certificate with a total score of at least 225 (five areas) and no area less than 35, as well as a minimum ACT composite score of 20 or a combined SAT score of 940.
5. Prospective students not meeting the above criteria may be considered on an individual basis.

Admission standards for transfer students are:

1. A cumulative 2.0 GPA in all previous college study.
2. Prospective students not meeting the above criteria may be considered on an individual basis.

Admission standards for International students (in addition to those already covered) are:

1. A certified English translation of all transcripts.
2. An official copy of the Test of English as a Foreign Language (TOEFL) with a minimum paper test score of 500 or computer test score of 173 (Park University TOEFL code is 6574) or Michigan Test score or English as a Second Language (ESL) transcripts showing successful completion. Requirement is waived for those students transferring from a U. S. Institution.
3. A notarized Affidavit of Support and a supporting bank statement showing the ability to finance one year of study at Park University.
4. Prospective international students not meeting the above criteria may be considered on an individual basis.
5. Deadline to submit international application for SAS daytime degree programs from out of the country is July 1 for fall semester and November 1 for spring semester.

APPLICATION DEADLINE

Applications may be submitted through the final registration date for each semester.

NOTE: *For the Nursing or Alternative Certification programs please contact the respective department for appropriate deadlines.*

ENGLISH AND MATHEMATICS PLACEMENT POLICY FOR NEW PARK UNIVERSITY STUDENTS

No testing is required for any student transferring in college credit with a grade of "C" or better for the "traditional freshman English composition" sequence, (Park University's EN 105 & EN 106) or College Algebra (Park University's MA 131).

All other students will be evaluated based on their ACT or SAT English and Mathematics subscores as follows:

ENGLISH PLACEMENT

English subscore on the ACT of 21 or higher, or SAT of 500 or higher will result in the student's automatic placement in EN 105 (Writing Strategies and Concepts).

MATHEMATICS PLACEMENT

Math subscore on the ACT of 21 or higher, or SAT of 500 or higher will result in the student's automatic placement in MA 131 (College Algebra).

A lower subscore in either of these areas will require the student to take the appropriate Park University Academic Skills Assessment.

NOTE: Any student with an English or Mathematics ACT subscore of 27 or above, or SAT English subscore of 580 or SAT Math subscore of 620 may contact the Office of Admissions regarding the opportunity to be evaluated for a course waiver.

HOW TO APPLY FOR SIXTEEN-WEEK DAY PROGRAM

1. Complete a printed application form, or apply Online at www.park.edu.
2. Submit the \$25 application fee (non-refundable).
3. First-time freshmen should request that an official copy of your high school transcript be sent to Park University along with your ACT/SAT scores. General Equivalency Diplomas (GED) are also accepted.
4. Transfer students must submit official transcripts of all previous college work. Transfer students with less than 12 hours must also submit an official high school transcript or GED.
5. Submit all the above materials to the Park University Office of Admissions. The Office of Admissions personnel will guide you through the procedure. Contact them for forms, instructions and counsel.

Write to:
Office of Admissions
Park University
8700 N. W. River Park Dr.
Parkville, MO 64152

or call:
(816) 584-6215
(800) 745-7275
e-mail: admissions@mail.park.edu
or apply on-line at www.park.edu

CONDITIONAL ADMISSION STATUS

Entering students who have not submitted official transcripts prior to final registration day will be held in "Conditional Admission Status."

A student can remain in conditional admission status for only one semester. All outstanding documents must be on file before preregistration for the following semester.

Because the faculty member will not have adequate information from which to advise, "Conditional Admission" students will be required to sign a document accepting responsibility for their enrollment and course selection.

NOTIFICATION OF ACCEPTANCE

Park University recognizes your need to know, at the earliest possible time, if you have been accepted for admission. As soon as all materials are received and reviewed, you will be notified of the admission decision.

READMISSION

Park University Parkville students who have broken attendance by one or more semesters (excluding summer term) must complete an application for readmission. If you have attended another college in the interim, you must submit official academic transcripts from all institutions attended. Clearance will be

obtained from the Registrar, Accounting Office, Student Financial Services, Office of Enrollment Management and Student Services and the Dean of Undergraduate Studies as part of the admission process. There is no application fee for readmission candidates. If the student has broken enrollment for only one semester he/she will remain under the requirements in the catalog in effect when initially admitted. If enrollment is broken for two or more semesters, the student will be required to follow the current catalog in effect when re-admitted.

STUDENTS ADMITTED ON PROBATION

Applicants who do not meet all admission standards as described in this section of this catalog, if recommended by the Admissions Advisory Committee and the Dean of Undergraduate Studies, will be admitted on probation. Students admitted on probation are restricted to a maximum of 12-14 credit hours and are required to achieve a 2.0 grade point average. If students have not complied with the stipulations of their admission for their first semester of attendance, they may not be allowed to enroll in the following semester.

SPECIAL ADMISSION (NON-DEGREE-SEEKING)

Non-Degree - A student may be permitted to enroll in courses without formal admission to a degree program. A student enrolled in this special category may be required to provide all official transcripts from previous schools. Non-Degree seeking students will need to provide a valid picture identification which will be placed in the student file. A non-degree student is not eligible to receive financial aid. A student may enroll in a total of 15 credit hours while classified as non-degree-seeking.

Audit - Special classification enabling students to take courses on a no credit basis. Refer to COST section of this catalog for further details.

Visiting - A student who is degree-seeking at another college or university may enroll full time or part time at Park University. Students must submit documentation from their college or university Registrar stating that they are students in good standing at that institution and present an ID from their home institution. Students are responsible for ensuring that the courses taken at Park University will satisfy requirements at their home institution.

THE INTERNATIONAL BACCALAUREATE DIPLOMA

Park University recognizes the International Baccalaureate Diploma for admission. Furthermore, Park University will grant course credit and advanced placement to students who have passed both the subsidiary and the higher level subject examinations at a satisfactory standard.

	Score	Transfer Credit Hours per Course
Subsidiary Level	6 - 7	3 - 4
Higher Level	4 - 5	3 - 4
	6 - 7	6 - 8

Park University will also grant a minimum of one year's credit (30-36 semester hours) for students who have earned the IB diploma with a score of 30 or above.

Exact course equivalencies will be determined prior to registration by the appropriate divisions or departments.

ADDITIONAL CREDITS

In addition to regularly scheduled Park University courses, credits may be earned toward graduation in the following ways:

Programs in which credit hours and residence credit may be earned:

Credits may be earned under select programs such as the U.N. Semester, American University Semester and Semester Abroad.

Programs for which credit hours are earned, but not grade points, and which do not fulfill residence requirements.

1. **Advanced Placement (AP)** - Park University will grant advanced placement and/or credit to high school graduates who have proved their competence by their score in the Advanced Placement Tests administered by the College Entrance Examination Board. The awarding of credit, the number of credit hours awarded, and the scores required for the awarding of credit are determined by the appropriate academic discipline.
2. **College Level Examination Program (CLEP)** - Credit hours can be earned by satisfactory completion of a battery of examinations under the College Level Examination Program (CLEP) administered by Park. See the Academic Support Center or Testing Center for detailed information concerning CLEP examinations. If CLEP exams were taken prior to coming to Park University, a student may submit a copy of the scores to the Registrar's Office for possible credit awards.

	Minimum Accepted		Maximum Credit
	<i>As of July 1, 2001</i>	<i>Prior to July 1, 2001</i>	
English Composition	50	457*	3 credits
Social Science	50	452	6 credits
Natural Science	50	450	6 credits
Humanities	50	449	6 credits
Mathematics	50	453	6 credits

No credit is awarded for separate sub-test scores.

**The minimum acceptable score if taken prior to October 1, 1978 is 457; if taken between October 1, 1978 and May, 1986, the minimum score is 557.*

A maximum of 27 credit hours from the General Examinations will be accepted toward a bachelor's degree.

3. **Defense Activity Non-Traditional Education System (DANTES)** - Credit hours can be earned by satisfactory completion of a battery of examinations under the Defense Activity Non-Traditional Education System (DANTES) administered by Park University. Detailed information concerning DANTES examination is available at the Academic Support Center (MA406) and the Testing Center (MA706). If DANTES exams were taken prior to coming to Park University, a student may submit an official copy of the scores to the Registrar's Office for possible credit awards.
4. **End-of-course Examination** - Upon processing an application through the Registrar's Office, and for a fee of \$100, a student may, with permission of the student's faculty advisor, receive credit for any course by satisfactorily completing an end-of-course examination.
5. **American Council on Education (ACE)** - As recommended by the American Council on Education (ACE), Park University grants four credit hours for completion of two years of military service.
6. **Validated Learning Equivalency (VLE)** - Credit for Validated Learning Equivalency may be awarded for educational experiences based on documentation submitted by the student and with the recommendation of the appropriate division chairperson. Rules governing VLE are:
 - a. Application must be filed prior to the end of the second semester of enrollment at Park University.
 - b. Petitions can be submitted only one time.
 - c. Credit shall be awarded on a course equivalency basis based on courses commonly offered by accredited colleges and universities.
 - d. A maximum 12 credit hours may be awarded.
 - e. Credit shall be awarded only in the major discipline or field of certification.
 - f. Such credit may support waiver of a degree requirement.

SPECIAL ACADEMIC PROGRAMS

PERSONAL MAJOR PROGRAM

There are many reasons why students go to college. Not the least of these is to participate in the formal learning situations provided by a college curriculum. Unfortunately, the intensive learning opportunities afforded by the standard college curriculum do not always correspond to a particular student's reasons for going to college. These intensive learning opportunities are usually cataloged as departmental major programs and impose a relatively limited number of alternatives. It would seem desirable to increase the number of options that are available to students matriculating at a college. Therefore, Park University designed the Personal Major, in which a student, with appropriate institutional guidance, is allowed to construct an intensive learning experience which corresponds to his or her own needs where these fall outside the traditional major fields.

The Personal Major Program at Park University is an individualized curriculum in which objectives and content have been chosen by the student in consultation with his or her advisors. The program is approved by the Vice President for Academic Affairs. As with other major programs, the student is subject to all general degree requirements of Park University. A 2.0 GPA is required in the major core of the designed program.

INDEPENDENT STUDY

Independent Study is a means by which a Daytime Program, degree-seeking student may complete a course. Junior standing is required. The requested courses must be out-of-class academic work which cannot be met through the existing curriculum, for which a course number and supervision are available, or a catalog course not scheduled for an academic year.

The Application must have attached a detailed proposal to include title, resources to be used, course objectives, content and evaluation aspects of the study.

Applications must be signed by the student, the instructor and the Academic Dean and filed in the Registrar's Office prior to the last day of add/drop.

INTERNSHIPS AND COOPERATIVE EDUCATION

A number of majors and departments provide students with opportunities for hands-on experience related to classroom learning. Generally, work experience which is not paid but which carries significant academic credit is considered an internship.

Cooperative education is defined as an on-the-job learning experience, jointly supervised by a faculty member and a representative of the employer, for which the student is paid.

Under a cooperative education arrangement, a student typically, but not necessarily, alternates semesters of full-time study at Park University with semesters of full-time employment in an organization which will enhance the student's training, development and career goals. The employment periods are a regular, continuing and essential element in the student's educational process.

SUMMER SESSIONS

Park University offers a variety of on-campus programs during the summer months. These include the traditional daytime School of Arts and Sciences summer term, Weekend/Evening summer term, Military summer session (for students enrolled through the off-campus programs), and various other programs and events.

The traditional daytime summer school session (eight weeks) provides the opportunity to accumulate a maximum of nine semester hours. Additionally, Park University's summer programs are available to those students from other schools who are home on vacation and wish to accumulate additional credits during vacation time.

For information regarding traditional daytime summer school, please contact the Admissions Office. For information about other summer programs, please contact the Weekend/Evening office.

KANSAS CITY AREA STUDENT EXCHANGE (KCASE)

As a member of the Kansas City Area Student Exchange (KCASE), Park University offers full-time undergraduates an opportunity to register for one course a semester at other member institutions. KCASE students pay regular tuition and fees at the home institution and laboratory/special course fees at the host institution.

Other participating institutions include Avila College, Baker University, Blue Springs Campus of MCC, Central Missouri State University, Kansas City Art Institute, Longview Community College, Maple Woods Community College, Penn Valley Community College, Rockhurst University and University of Missouri-Kansas City. Programs on the accelerated format, the nursing program, communication arts courses in television and/or radio and computer science courses are excluded from the KCASE program.

We reserve the right to limit KCASE enrollments. The KCASE forms are available from the Office of the Registrar. Participating institutions are subject to change.

STUDY ABROAD PROGRAMS

Park University offers Study Abroad Programs to several foreign countries in the summer. For more information, please contact the Office of International Education at (816) 584-6868.

ACCELERATED PROGRAMS



ADMISSION TO PARK UNIVERSITY

(ACCELERATED DEGREE COMPLETION PROGRAM)

Park University School of Arts & Sciences' MetroPark Programs and School for Extended Learning denies no one admission on the basis of race, religion, color, national origin, age, gender, disability, sexual orientation, marital status or veteran's status. Admission to these programs requires:

1. Completion of the Application for Admission and Evaluation form and payment of the appropriate fees.
2. Evidence of high school graduation, which may include
 - A. a copy of a high school transcript;
OR
 - B. a GED certificate which reports the score earned on the GED exam;
OR
 - C. AARTS (Army/American Council on Education Registry Transcript System) transcript;
OR
 - D. SMART (Sailor-Marine/American Council on Education Registry Transcript)
 - E. DD Form 214 (Certificate of Release or Discharge from Active Duty);
OR
 - F. a certified DD Form 295 (Application for the Evaluation of Educational Experiences During Military Service);
OR
 - G. a certified copy of one of the following:
 1. DA Form 2-1 (Personnel Qualification Record Part II)-United States Army;
 2. AF Form 186 (Individual Record Education Services Program)-United States Air Force;
 3. Page 8 of Student Record Book-United States Marine Corps;
 4. Page 4 of Navy Personnel Form 1070604-United States Navy.
3. Park University reserves the right to deny admission to any student whose level of academic performance at other educational institutions is below 2.0 on a 4.0 scale. In such cases, Park University officials may require submission of evidence that the student graduated in the upper 50 percent of the high school graduating class and has achieved a minimum ACT score of 20 or a SAT score of 840.
4. In those instances where students have attended college elsewhere without graduating from high school, a college transcript evidencing 48 or more earned credit hours can also be utilized as evidence of high school equivalency.

ENGLISH AND MATHEMATICS PLACEMENT TESTS

No testing is required for any student transferring in college credit with a grade of "C" or better for the "traditional freshman English composition" sequence, (Park University's EN 105 & EN 106) or College Algebra (Park University's MA 131).

Students who achieve an acceptable score on the English Placement Exam or equivalent test are exempt from PK 112 Effective Writing Skills and may enroll in EN 105 Writing Strategies and Concepts and, subsequently, in EN 106 Writing Purposes and Research. If an acceptable score is not achieved, the student must enroll in PK 112 Effective Writing Skills and, subsequently, in EN 105 and EN 106.

Students who achieve an acceptable score on the Mathematics Placement Test are exempt from PK 118 Contemporary Mathematics and will be placed in an appropriate higher level mathematics course. If an

acceptable score is not achieved, the student must enroll in PK 118 Contemporary Mathematics and, subsequently, in MA 131 College Algebra.

NOTE: *English 105, 106 and Mathematics 131 or their equivalences must be completed within the first five terms of enrollment at Park University, or enrollment in other courses may be restricted.*

ACADEMIC POLICIES AND REGULATIONS

EVALUATION OF PREVIOUS EDUCATION AND TRAINING

Students can request an evaluation by declaring the major in which they seek a degree and by submitting documentation of previously earned credit. For VA students all previous education and training must be evaluated by the school. All documents presented to Park University for evaluation become the property of Park University.

The student must do the following when requesting an evaluation:

- a. Complete an Application for Admission and Evaluation and submit it to the Park University representative with the required fee.
- b. Request that the following documentation be forwarded directly to the Park University representative:
 - Official transcripts from previous colleges and universities (including Community College of the Air Force).
 - Official test reports or transcripts from College Level Examination Program (CLEP), United States Armed Forces Institute (USAFI), Defense Activity for Non-Traditional Education Support (DANTES), and/or American College Testing/Proficiency Examination Program (ACT/PEP).
- c. For military personnel: A certified DD Form 295 (Application for the Evaluation of Educational Experiences During Military Service) or SMART transcript (Sailor-Marine/American Council on Education Registry Transcript) or AARTS transcript (Army/American Council on Education Registry Transcript Systems) or DD Form 214 (Certificate of Release or Discharge from Active duty).

Once the completed "Application for Admission and Evaluation" form and all documentation for evaluation have been received by the Park University representative, the evaluation materials will be forwarded to the Registrar's Office.

Credit Awards

- a. A maximum of 60 credit hours is awarded for a Registered Nurse's license.
- b. Credit for formal military **service schools** is awarded based on the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide). **The credit will be awarded where it is applicable to a student's degree program and in keeping with the basic educational philosophy of Park University.**
- c. Credit for **military service**: 4 credit hours are awarded to students who have successfully completed basic military training. Enlisted personnel may receive additional credit based on their military occupational specialty/skill level. Commissioned personnel may be awarded up to a maximum of 20 credit hours.
- d. Credit for Validated Learning Equivalency may be awarded for educational experiences based on documentation submitted by the student and with the recommendation of the appropriate Program Chair. A student may petition for a maximum of 24 credit hours. No more than 24 hours

will be awarded for validated learning experience. Park University students taking courses in the state of California may petition for a maximum of 15 credit hours in upper level (300/400) courses after completion of 60 credit hours toward the degree. **Petitions for Validated Learning Equivalency credit must be submitted within two terms of the student's having been evaluated, and a student can petition for credit only one time.**

Review of Validated Learning Equivalency Petitions will normally take six to eight weeks depending upon the number of courses in the petition. Petitions submitted between April 1 and September 1 may take considerably longer.

There is a \$25 application fee for this service, and if any credit is awarded, there is a \$25 per semester credit hour awarded charge. The per credit hour fees must be paid within 30 days of notification of credit award.

Park University will also accept validated learning from experience that is assessed and transcribed under the auspices of selected regionally accredited colleges or universities and also agrees to accept the credit assessment recommendations of specific interinstitutional assessment teams that follow the basic guidelines of the Council for Adult and Experiential Learning and when Park University requirements are met.

- e. The following credit is awarded for satisfactory completion of the CLEP General Examinations based on the recommendations of the American Council on Education (ACE):

	Minimum Accepted		Maximum Credit
	<i>As of July 1, 2001</i>	<i>Prior to July 1, 2001</i>	
English Composition	50	420*	3 credits
Social Science	50	420	6 credits
Natural Science	50	420	6 credits
Humanities	50	420	6 credits
Mathematics	50	420	6 credits

* *The minimum acceptable score if taken prior to October 1, 1978 is 457; if taken between October 1, 1978 and May 1, 1986 the minimum score is 557. A maximum of 27 credit hours from the General Examinations will be accepted toward a bachelor's degree. **No credit is awarded for separate sub-test scores.***

- f. Credit is awarded for satisfactory completion of the CLEP/DANTES/USAFI/Excelsior College Subject Examinations based on the recommendations of the American Council on Education (ACE). Credit can be applied to major core requirements.

A maximum of 30 credit hours from the Subject Examinations will be accepted toward a bachelor's degree.

A maximum of 57 credit hours from the General and Subject Examinations **combined** will be accepted toward a bachelor's degree.

A maximum of 30 credit hours from the General and Subject Examinations **combined** will be accepted toward an associate's degree.

- g. **Where duplication among college courses, credit for prior learning and tests exists, credit will be allowed for only one. Credits awarded from CLEP General Examinations and CLEP/USAFI/DANTES/Excelsior College Subject Examinations will not be substituted at a later date.**

DEGREE AUDIT

After the transfer credit has been evaluated, a degree audit is prepared which itemizes the student's degree completion requirements. The student must complete the degree requirements in effect at the time of the initial evaluation. The requirements are not affected if Park University changes the degree program in future catalogs. In each degree program there are "additional electives" required to complete the degree. However, the

number of hours shown on an individual student's degree audit may vary from that in the catalog depending on the individual record of each student.

The degree audit is an advisement tool and does not constitute an agreement or a contract. A final review is made prior to graduation to insure the completion of all degree requirements. The audit will be corrected if an error is found.

The initial audit will serve as a record of admission to Park University for purposes of financial aid and Veterans Administration eligibility.

ACADEMIC RECORDS

The Registrar's Office maintains for each enrolled student an academic record and a degree audit. All official academic transactions are recorded.

A degree audit reflecting all completed courses will be available on request. A student may request one **FREE** official transcript at the end of each term of enrollment. Any student may obtain extra copies of a transcript by filing an official request along with the per copy fee. **No transcripts will be issued unless at least one graded Park University course appears on the transcript.** No outstanding balance may show on the student's account. Students may obtain an unofficial copy of their transcript through the Online Park Enrollment Network (OPEN). A copy of the degree audit may also be obtained through OPEN.

REGISTRATION

1. Registration periods will begin approximately one month prior to the beginning of each term. Specific dates are publicized. Students cannot be given credit for a course for which they have not registered.
2. The forms required to accomplish enrollment are:
 - a. Student Data Sheet accurately completed and signed by the student or Online enrollment verification..
 - b. Completed and processed forms to award Veterans Administration educational benefits, Pell Grant, Stafford Student Loan, Supplemental Loans for Students (SLS), Military Tuition Assistance and tuition assistance from any other agency. Proper approval signatures must be obtained by the student.
 - c. Check, money order, American Express, Mastercard, Discover or Visa to pay for all fees and costs
3. **Students who are not funded by Military Tuition Assistance must pay for all tuition and fees at the time of registration.** VA Vocational Rehabilitation students are exempt from this policy. **If, for any reason, the assistance, benefits, or payment cannot be collected by the University, the student assumes the obligation to pay in full all outstanding tuition/fees.**

MISSED FINAL EXAMS

Only extraordinary circumstances warrant a student's being allowed to make up a missed final examination. It is the student's responsibility to contact the faculty member before the scheduled exam or by the end of the first working day after the day of the missed exam to request permission to take a makeup exam. In the process of determining whether a makeup exam should be allowed, the burden of proof is on the student. The faculty member has the right to request verification of any excuse offered by the student.

A student who is denied permission to take a makeup exam may appeal immediately to the Campus Administrator. The appeal must be made in writing by the end of the first working day after the day of the denial. The appeal will be forwarded immediately to the appropriate Vice President whose decision will be final.

STUDENT CONDUCT

Faculty members are expected to dismiss from their classrooms students whose behavior is detrimental to good order in the classroom. Such behavior includes, but is not limited to, the use of abusive or obscene

language, attending the class under influence of drugs or alcohol, etc. Students who are dismissed from class may be given failing grades, suspension, or expulsion from Park University. Students whose behavior, either verbal or written, is detrimental to the good order of Park University may be subject to disciplinary action ranging from suspension to expulsion from Park University. Students who exhibit abusive or obscene language or behavior toward administrative personnel or support staff are also subject to suspension or expulsion from Park University.

ALTERNATIVE METHODS OF INSTRUCTION

INDIVIDUALIZED INSTRUCTION

Individualized Instruction is a method by which a course offered in this catalog may be completed in a tutorial mode. A student is allowed a maximum of nine credit hours of Individualized Instruction during the Park University career if the conditions listed below are met:

To qualify for an Individualized Instruction course, a student must:

1. Be evaluated as a degree-seeking student at Park University;
2. Be in residence in a Park University program;
3. Be within nine (9) semester hours of an associate's degree.

OR

Be within 15 semester hours of a bachelor's degree.

Approval for an Individualized Instruction course also requires the following:

1. That a substitute course cannot be determined that would reduce degree requirements;
2. That the course was not available in the immediately prior term, and
3. That the course is not scheduled to be available in the next term.

If qualified, the student must request an Individualized Instruction Agreement through the Park University Administrator. The Agreement must include the faculty member's name, specific course requirements, meeting times (minimum of 11/2 hours per week), and evaluation requirements and must be submitted to the School for Extended Learning or MetroPark Offices four weeks prior to the beginning of the term. Final approval of the Individualized Instruction is made by the Vice President for Distance Learning or MetroPark Director, as appropriate, after a total review of the student's record.

INDEPENDENT STUDY

Independent Study is a method for completion of courses in this catalog that do not require special equipment, instruments, machines and are deemed suitable to be taught as an Independent Study. The course consists of a prescribed program of study with provision for interaction between a student and a Park University faculty member.

To qualify for an Independent Study course, the student must:

1. Have been evaluated as a degree-seeking student at Park University;
2. Have no access to classes in any Park University program;
3. Have completed no less than 9 of the 15 residency hours for an Associate's degree;

OR

Have completed no less than 24 of the 30 residency hours for a Bachelor of Science degree.

OR

Have completed no less than 18 of the 24 residency hours for a Bachelor of Arts degree.

If qualified, the student must request an Independent Study Agreement from the Registrar. A student is

allowed a maximum of six credit hours through Independent Study to complete the residency requirements. Each three hour course carries a maximum completion time of six months. Final approval of all Independent Study courses is made by the Registrar. All charges, regardless of funding, must be paid in full when the Independent Study is approved.

COURSES OFFERED ONLINE THROUGH THE INTERNET

Courses offered Online through the Internet are from the current Park University catalog and are taught in an accelerated eight-week format, five (5) terms per year. Students may register for Internet courses any term during their Park University career. The courses offered will supplement the traditional classroom or complete a degree Online. Up to six (6) credit hours per term (full load) may be taken on the Internet without getting approval for an overload. All Park University Online courses will count toward residency. Park University prides itself on the quality of its courses in all modes of instruction.

During the term, Online classroom contact with the instructor must be made on a weekly basis for attendance, assignments and class participation. The syllabus on the Internet indicates required homework and tests. A conference room is maintained for each course for students and instructor communication and a student may contact the instructor privately through email.

The student must have his or her own access to the Internet. Additional information about Online courses may be obtained from the Distance Learning section of the university's web site - www.park.edu.

SCHOOL OF ARTS AND SCIENCES

METROPARK PROGRAMS



THE METROPARK PROGRAMS

DOWNTOWN INDEPENDENCE PARKVILLE PORTFOLIO RICHARDS GEBAUR

CALENDAR DOWNTOWN, INDEPENDENCE, RICHARDS GEBAUR, PARKVILLE

2003-2004

Aug. 18 - Oct. 12, 2003
Oct. 20 - Dec 14, 2003
Dec. 13, 2003
Jan. 12 - Mar. 7, 2004
Mar. 15 - May 9, 2004
May 8, 2004
Jun. 7 - Aug. 1, 2004

Fall I
Fall II
December Commencement
Spring I
Spring II
May Commencement
Summer

2004-2005

Aug. 23 - Oct. 17, 2004
Oct. 25 - Dec. 19, 2004
Dec. 18, 2004
Jan. 10 - Mar. 6, 2005
Mar. 14 - May 8, 2005
May 7, 2005
June 6 - July 31, 2005

METROPARK (ACCELERATED DEGREE COMPLETION PROGRAM)

The School of Arts and Sciences MetroPark Programs offer the following:

Downtown/Independence/Parkville

Business Administration (BA)
Child and Family Studies (BA)
Communication Theory/Human Relations (BA)
Computer Based Information Systems (BS)
Criminal Justice Administration (AS/BA/BS)
Liberal Arts (BA)
Liberal Studies (BA)
Management (AS/BS)

Management/Accounting (AS/BS)
Management/Computer Information Systems (BS)
Management/Finance (BS)
Management/Human Resources (BS)
Management/Marketing (BS)
Bachelor of Public Administration (BPA)
Fire Services Management (BPA)
Social Psychology (AS/BS)

Richards Gebaur

Management (BS)
Management/Accounting (BS)
Management/Computer Information Systems (BS)

Portfolio

Business Administration (BS)
Criminal Justice Administration (BS)
Management/Computer Information Systems (BS)
Public Administration (BPA)
Fire Services Management (BPA)
Social Psychology (BS)

PORTFOLIO

The Portfolio Plan is an individualized degree completion program for mature, self-motivated adults who wish to earn a baccalaureate degree without giving up full-time employment. It is particularly applicable to those adults whose job or personal responsibilities preclude attending classes in the traditional manner. The program is designed to serve students in close proximity to Kansas City.

Portfolio applicants submit official college transcripts, a detailed resume, and documentation of any military training. Evaluation takes place and credit may be awarded for experiential learning as well as for prior college work. Students work with a faculty advisor to determine their educational goals. Coursework is completed by individual study tutorials and by formal classroom work.

PORTFOLIO TERMS OF ENROLLMENT

The Portfolio term of enrollment begins the 16th and continues until the last day of the calendar month **prior to** the term of enrollment. Students wishing to enter the program will begin during the first week of the month that follows their acceptance into the program..

PORTFOLIO TERMS DATES

Students admitted to the Portfolio program may begin their program of study at the beginning of any of the following term dates:

Month	Session	Term Begins	Term Ends
2003			
July	PO 01	July 1	August 28
August	PO 02	August 1	September 28
September	PO 03	September 1	October 28
October	PO 04	October 1	November 28
November	PO 05	November 1	December 28
December	PO 06	December 1	January 28
2004			
January	PO 07	January 1	February 28
February	PO 08	February 1	March 28
March	PO 09	March 1	April 28
April	PO 10	April 1	May 28
May	PO 11	May 1	June 28
June	PO 12	June 1	July 28

First eight days of each term is Enrollment Adjustment

PORTFOLIO SATISFACTORY ACADEMIC PROGRESS

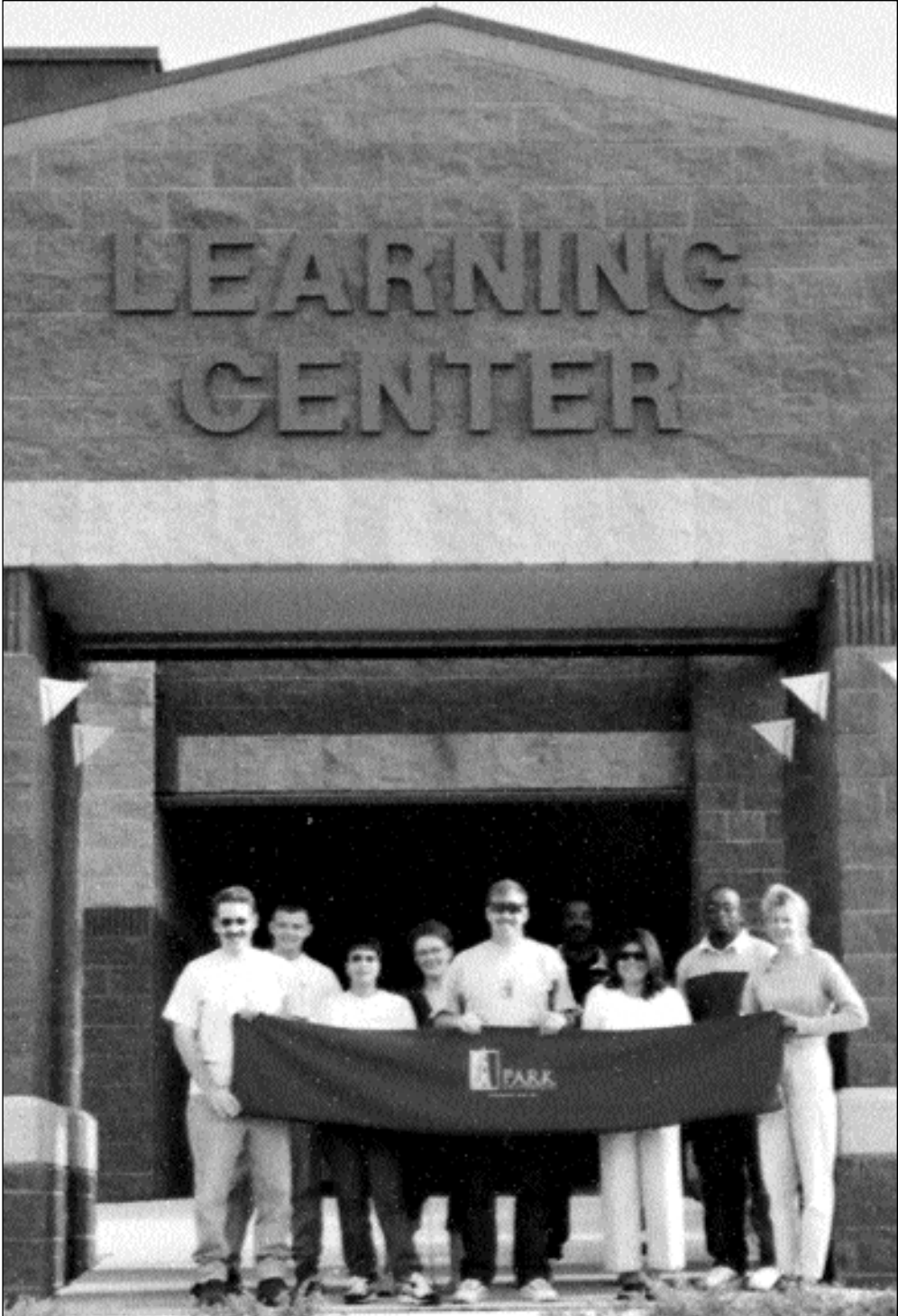
The Portfolio Program is a total program in which the student contracts to complete his/her degree with a stated number of credit hours. For satisfactory progress, the student must be continuously enrolled in course work, completing each course in a reasonable length of time (8 weeks) unless otherwise specified by the tutor or advisor.

PORTFOLIO WITHDRAWAL REFUND POLICY

If the student finds it necessary to withdraw from the program, the refund policy will be the same as stated elsewhere in the catalog for an 8-week term.

The effective date of withdrawal will be the date on which the student met with the instructor. The withdrawal form can be obtained from the Portfolio Administrative Office at 934 Wyandotte, Kansas City, MO 64105.

SCHOOL FOR EXTENDED LEARNING



School for
Extended Learning

[illegible]

SCHOOL FOR EXTENDED LEARNING

2003-2004 ACADEMIC CALENDAR

Wright-Patterson AFB, Dayton, OH

Fall I – Aug. 4 - Oct. 5, 2003

Spring I – Jan. 5 - March 7, 2004

Summer – May 24 - July 25, 2004

Fall II – Oct. 13 - Dec. 14, 2003

Spring II – March 15 - May 16, 2004

DSCC, Columbus, OH

Fall I – Aug. 4 - October 5, 2003

Spring I – Jan. 5 - March 7, 2004

Summer – May 31 - Aug 1, 2004

Fall II – Oct. 13 - Dec. 14, 2003

Spring II - March 22 - May 23, 2004

FE Warren AFB, Cheyenne, WY

Fall I – Aug. 4 - Oct. 5, 2003

Spring I – Jan. 12 - March 14, 2004

Summer – May 24 - July 25, 2004

Fall II – Oct. 13 - Dec. 14, 2003

Spring II – March 22 - May 23, 2004

Malmstrom AFB, Great Falls, MT

Fall I – Aug. 4 - Oct. 5, 2003

Spring I – Jan. 12 - March 14, 2004

Summer – May 31 - Aug. 1, 2004

Fall II – Oct. 13 - Dec. 14, 2003

Spring II – March 22 - May 23, 2004

Moody AFB, Valdosta, GA; Fort Bliss, El Paso, TX

Fall I – Aug. 4 - Sept. 28, 2003

Spring I – Jan. 5 - Feb. 29, 2004

Summer – May 24 - July 18, 2004

Fall II – Oct. 13 - Dec. 7, 2003

Spring II – March 15 - May 9, 2004

Luke AFB, Phoenix, AZ

Fall I – Aug. 4 - Sept. 28, 2003

Spring I – Jan. 12 - March 7, 2004

Summer – June 7 - Aug. 1, 2004

Fall II – Oct. 13 - Dec. 7, 2003

Spring II – March 15-May 9, 2004

Fort Myer, Arlington, VA; Quantico, Quantico, VA; Henderson Hall, Arlington, VA

Fall I – Aug. 11 - Oct. 12, 2003

Spring I – Jan. 12 - March 14, 2004

Summer – May 31 - Aug. 1, 2004

Fall II – Oct. 20 - Dec. 21, 2003

Spring II – March 22 - May 23, 2004

Minot AFB, Minot, ND

Fall I – Aug. 11 - Oct. 5, 2003

Spring I – Jan. 5 - Mar 7, 2004

Summer – May 31 - July 25, 2004

Fall II – Oct. 13 - Dec. 14, 2003

Spring II – March 15 - May 16, 2004

Blythe, Palo Verde CC, Blythe, CA

Fall I – Aug. 11 - Oct. 5, 2003

Spring I – Jan 12 - March 7, 2004

Summer – May 31 - July 25, 2004

Fall II – Oct. 20 - Dec. 14, 2003

Spring II – March 22 - May 16, 2004

Davis-Monthan AFB, Tucson, AZ

Fall I – Aug. 11 - Oct. 5, 2003

Spring I – Jan. 12 - March 7, 2004

Summer – May 31 - Aug. 1, 2004

Fall II – Oct. 20 - Dec. 14, 2003

Spring II – March 22 - May 16, 2004

MCAS Beaufort, Beaufort, SC

Fall I – Aug. 11 - Oct. 5, 2003

Spring I – Jan. 12 - March 7, 2004

Fall II – Oct. 20 - Dec. 14, 2003

Spring II – March 22 - May 16, 2004

Summer – Jun 7 - Aug 1, 2004

Holloman AFB, Alamogordo, NM; **Fairchild AFB**, Spokane, WA

Fall I – Aug. 11 - Oct. 5, 2003

Spring I – Jan. 5 - Feb. 29, 2004

Fall II – Oct. 13 - Dec. 7, 2003

Spring II – March 15 - May 9, 2004

Summer – May 17 - July 11, 2004

Little Rock AFB, Jacksonville, AR; **NAS Corpus Christi**, Corpus Christi, TX

Fall I – Aug. 11 - Oct. 5, 2003

Spring I – Jan. 12 - March 7, 2004

Fall II – Oct. 13 - Dec. 7, 2003

Spring II – March 15 - May 9, 2004

Summer – May 17 - July 11, 2004

Scott AFB, Belleville, IL; **MCAS Cherry Point**, Havelock, NC; **Mountain Home AFB**, Mountain Home, ID

Fall I – Aug. 11 - Oct 5, 2003

Spring I – Jan 12 - March 7, 2004

Fall II – Oct. 20 - Dec 14, 2003

Spring II – March 22 - May 16, 2004

Summer – May 31 - July 25, 2004

Fort Leonard Wood, Waynesville, MO

Fall I – Aug. 11 - Oct. 5, 2003

Spring I – Jan 19 - March 14, 2004

Fall II – Oct. 20 - Dec. 14, 2003

Spring II – March 29 - May 23, 2004

Summer – June 7 - Aug. 1, 2004

Whiteman AFB, Knob Noster, MO

Fall I – Aug. 18 - Oct. 12, 2003

Spring I – Jan. 5 - Feb 29, 2004

Fall II – Oct. 20 - Dec. 14, 2003

Spring II – March 15 - May 9, 2004

Summer – June 7 - Aug. 1, 2004

MCLB Barstow, Barstow, CA; **Fort Irwin**, Fort Irwin, CA

Fall I – Aug. 18 - Oct. 12, 2003

Spring I – Jan. 12 - March 7, 2004

Fall II – Oct. 20 - Dec. 14, 2003

Spring II – March 15 - May 9, 2004

Summer – May 31 - July 25, 2004

MCB Camp Pendleton, Oceanside, CA; **Laughlin AFB**, Del Rio, TX; **Hill**, Ogden, UT; **Austin Highland Village**, Austin, TX; **Randolph AFB**, Universal City, TX; **Lackland AFB**, San Antonio, TX; **Distance Learning**; **Millington**, Millington, TN; **Goodfellow AFB**, San Angelo TX

Fall I – Aug. 18 - Oct. 12, 2003

Spring I – Jan. 12 - March 7, 2004

Fall II – Oct. 20 - Dec. 14, 2003

Spring II – March 15 - May 9, 2004

Summer – June 7 - Aug. 1, 2004

Tinker AFB, Oklahoma City, OK

Fall I – Aug. 25 - Oct. 19, 2003

Spring I – Jan. 19 - March 14, 2004

Fall II – Oct. 20 - Dec. 21, 2003

Spring II – March 22 - May 16, 2004

Summer – June 7 - Aug. 1, 2004

Grand Forks AFB, Grand Forks, ND

Fall I – Aug. 18 - Oct. 12, 2003

Spring I – Jan. 12 - March 7, 2004

Fall II – Oct. 20 - Dec. 14, 2003

Spring II – March 22 - May 16, 2004

Summer – May 31 - July 25, 2004

SCHOOL FOR EXTENDED LEARNING

(ACCELERATED DEGREE COMPLETION PROGRAM)

The Park University School for Extended Learning is a pioneer in non-traditional studies through its focus on the creation of degree programs to fit the unique needs of individual students. The School for Extended Learning assists diverse segments of the population in achieving career and personal goals throughout their total educational experience. It is called "non-traditional" because it specializes in high quality and personalized educational service for service personnel and full-time employed adults. The key word is service. The entire staff and faculty of Park University act as facilitators of the student's educational experience. Because of this approach, the School for Extended Learning has set a standard in serving students seeking personal development or new pathways to degree completion through some innovative processes.

Park University began meeting the educational needs of service members in 1889; our commitment continued through the establishment in 1972 of the Military Resident Center System (MRCS). In 1989 the name was changed to the current, School for Extended Learning. The School for Extended Learning and Distance Learning programs are now located on military installations, community colleges, store fronts and on the Internet. The School for Extended Learning is one of the nation's largest programs serving approximately 14,500 students per year.

Because the program at each location is tailored to the needs of the local student population, only selected degrees and certain majors are offered at each location. The degrees and majors offered are agreed upon by the School for Extended Learning and the agency or authority being served. Notices are posted publicly at each location specifying the degrees and the majors being offered.

Degree completion programs offered around the world fulfill the educational need of service members from the Air Force, Army, Coast Guard, Marine Corps, Navy, National Guard, Reserves, Department of Defense Civilian Civil Service as well as civilians from every walk of life.

PRIORITY ENROLLMENT

Student enrollments in Air Force on-base education services sponsored programs will be given the following priority: 1) active duty military personnel, 2) civilian employees of Department of Defense agencies, and 3) family members of active duty military, military reserve and guard members, retired military personnel and community civilians may be admitted on a space available basis and to the extent of compatibility with local base security and essential mission commitments.

Student enrollments in Army on-post education services sponsored programs will be given the following priority: 1) active duty military, 2) family members of active duty military personnel, 3) Department of Defense civilians employed on post, 4) retired military personnel, 5) family members of retired military personnel, and 6) civilians.

Student enrollment in Marine Corps on-base education services sponsored programs will be given priority as follows: 1) active duty marines, 2) reserve components, 3) family members of active duty personnel, 4) DOD employees and their family members, and 5) civilians on a space available basis when programs are not otherwise conveniently available.

Student enrollment in Navy on-base education services sponsored programs will be given priority as follows: 1) active duty military personnel, 2) family members of active duty military personnel, 3) Department of Defense civilians employed on post, 4) military reserve and guard members, 5) retired military personnel, 6) family members of retired military personnel, and 7) civilians.

Park University awards four semester hours of lower level electives for completion of Basic Military Science and six semester hours of upper level electives for completion of Advanced Military Science. Textbooks and uniforms are furnished by the government.

HONORS

PI GAMMA MU

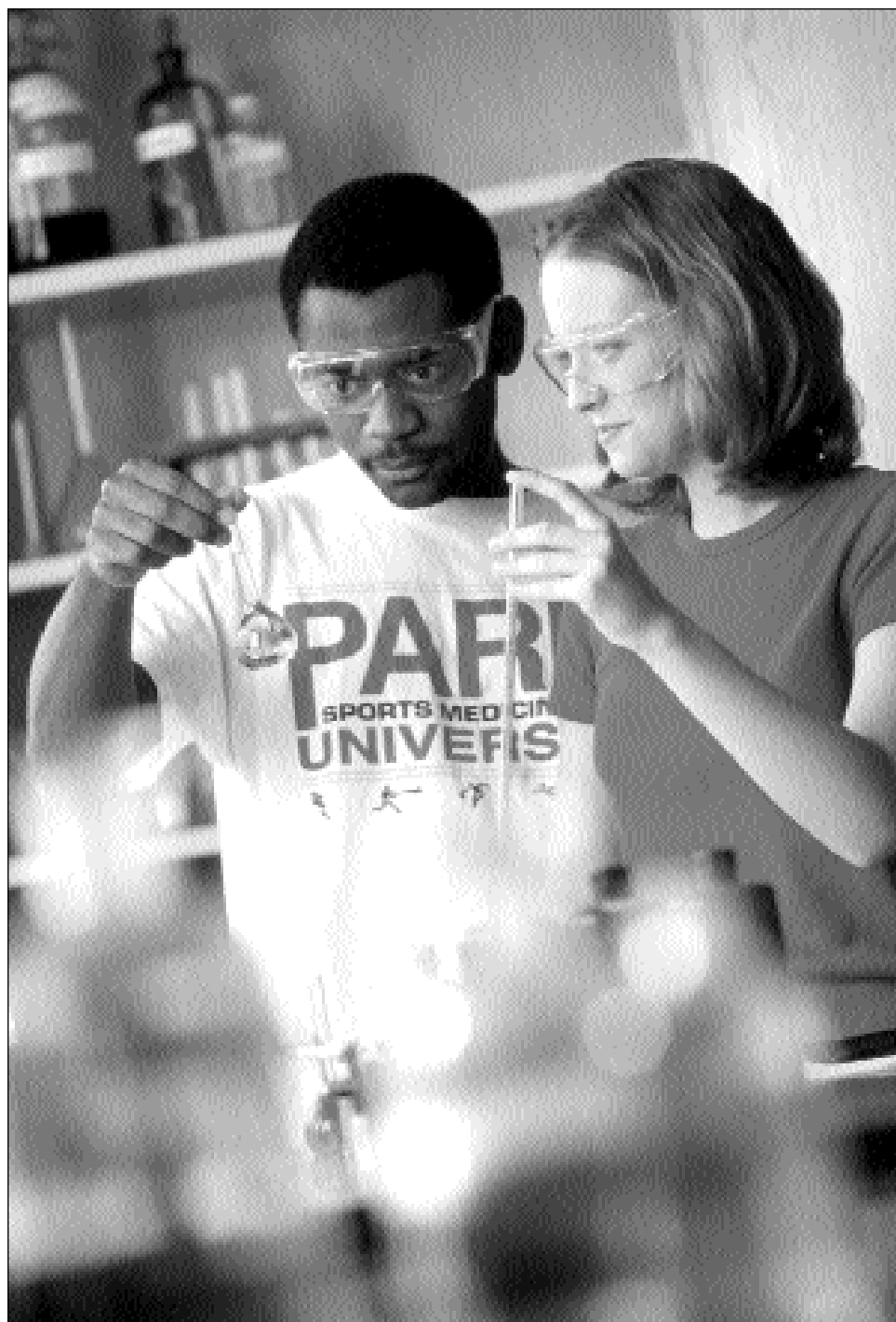
INTERNATIONAL HONOR SOCIETY IN SOCIAL SCIENCE

A chapter of PI GAMMA MU, was established at Park in 1959. The society has as its primary objectives to encourage the study of social science among graduate and undergraduate students and faculty members in colleges and universities throughout the world, and to recognize outstanding achievement through election to membership and the presentation of various awards for distinguished achievement. Any Park University student of good moral character who is a junior or senior can be considered for nomination. A qualified student shall have at least twenty semester hours of social science with a grade point average of 3.0 or better and an overall GPA of 3.7; academically ranked in the upper 35 percent of his/her class; junior or senior status; and no record of academic failure in the social sciences.

PINNACLE NATIONAL HONOR SOCIETY

A chapter of PINNACLE, a national honor society, was established at Park in 1991. PINNACLE is dedicated to recognizing and encouraging superior scholarship among adult and non-traditional college students. Good character, demonstrated leadership, and community involvement are essential supporting attributes for those selected for membership. Eligibility for invitation to membership is reserved for students with senior status (exceptional juniors may be admitted to membership) and a minimum grade point average of 3.0. The Resident Center Academic Advisory Council reviews and recommends extending invitations for membership to nominees.

COURSES OF INSTRUCTION



COURSES OF INSTRUCTION

The lettered prefix before each course number represents an abbreviation of the course's discipline. The first digit of the course number represents the level of the course. The following course numbering system is used:

100-199	Freshman
200-299	Sophomore
300-399	Junior
400-499	Senior

Freshmen and sophomore students may not enroll in courses more than one level above their academic classification without explicit permission from the Vice-President for Academic Affairs (e.g., Freshmen may not enroll in 300 level courses without permission; sophomores may not enroll in 400 level courses without permission).

Each course description is followed by a 3-number sequence providing the following information: first digit, number of lecture hours per week; second digit, number of laboratory hours per week; third digit, number of credit hours granted for the course. For example, a class described as 3:1:4 would have three lecture hours, one lab hour and four hours of total credit.

All courses are valued in semester hours.

MINOR PROGRAMS

Minor programs in the Bachelor of Arts major disciplines are available in the areas of Accounting, Art, Biology, Business Administration, Chemistry, Communication Arts, Computer Science, Computer-Based Information Systems, Criminal Justice Administration, Economics, English, Fine Arts, History, Legal Studies, Mathematics, Music, Religion, Peace Studies, Philosophy, Political Science, Psychology, Public Administration, Sociology, Spanish, and Theatre, and are outlined in this catalog. Consult with the appropriate discipline chair for procedure of declaration.

FINE AND PERFORMING ARTS

THIS MINOR OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The Disciplines of Art, Theatre and Music, within the Division of the Humanities and Performing Arts, offer a combined minor. This minor will provide an historical overview and an introduction to performance in the three areas, as well as an opportunity for additional upper level study in one or more areas.

Requirements for Minor — 21 hours, 2.0 GPA

Art (two courses)	6 cr.
Music (two courses)	6 cr.
Theatre (two courses)	6 cr.
Capstone Course*	3 cr.
TOTAL	21 cr.

Within each of the three disciplines, three credit hours (one course) will be a history course (Art History, Music Survey, etc.) and three credit hours (one course or the equivalent) will be in a performance-based course (Drawing, Applied Music, Theatre Practicum, etc.).

Of the 21 hours required for the minor, a minimum of six must be 300-400 level courses.

* The final capstone course (which should be one of the 300-400 level courses) will include an appropriate public performance or exhibit (a recital, play role, or participation in an art exhibit) as approved by the minor advisor.

GEOSCIENCE

THIS MINOR OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

This minor provides students interested in the earth sciences an opportunity to pursue their studies in an academically complete method. A variety of geoscience subjects are available and students may select courses in line with their specific academic and career goals.

Requirements for Minor — 19 hours, 2.0 GPA

GO 141	Introduction to Geology	4 cr.
GO 205	Meteorology	4 cr.

*Eleven hours from the following list of courses with at least **three hours** being upper level:* 11 cr.

GO 125	Natural Disasters (3 cr.)
GO 130	Astronomy (4 cr.)
GO 151	History of the Earth (4 cr.)
GO 200	Oceanography (4 cr.)
GO 215	Selected Topics in Geology (1-4 cr.)
GO 300	Introduction to Dinosaurs (3 cr.)
GO 315	Special Topics in Geology (1-4 cr.)
GO 330	Paleobiology (4 cr.)
GG 315	World Physical Geography (3 cr.)

TOTAL	19 cr.
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MUSIC

THIS MINOR OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Requirements for Minor — 21 hours, 2.0 GPA

Core Curriculum:

MU	200	Music Theory I	3 cr.
MU	206	Music Theory II	3 cr.
MU	260	Introduction to Music I	3 cr.
MU	415	Independent Studies in Music	3 cr.

ADDITIONAL COURSES:

Emphasis I - Performance

Applied Music	6 cr.
Ensemble	3 cr.

Emphasis II - Music History

6 cr.

Complete two of the following:

MU	352	Early Music History
MU	353	Baroque - Classical Music History
MU	354	Romantic and 20th Century Music History

Applied Music	2 cr.
Ensemble	1 cr.

TOTAL	21 cr.
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PEACE STUDIES

THIS MINOR OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Peace Studies encompasses the interdisciplinary study of war and the conditions for peace. The focus of the Peace Studies Program consists of three broadly defined areas: the causes and consequences of violence, norms, and institutions of peace. Each of these foci is viewed from an individual, group, and international perspective.

Peace Studies is an interdisciplinary minor of 21 credits. While no part of Park University's curriculum is exempt from providing thoughts about peace, focus, structure and context are needed. The Peace Studies courses provide this emphasis, with suggested electives providing complimentary material.

Requirements for Minor — 21 hours.

Twelve hours from the following list of Peace Studies core courses

PC	200	Introduction to Peace Studies	3 cr.
PC	300	Nations at War: People of Peace	3 cr.
PC	315	Global Peace Issues	3 cr.
PC	320	The Practice of Peacemaking	3 cr.
PC	321	Interpersonal Conflict Resolution	3 cr.
PC	385	The History of Peace	3 cr.

Nine hours of electives selected from the following:

9 cr.

BA 355, BI 301, CA 301, CA 402, EC 309, PH 302, RE 307,
RE 109, SO 212, SO 302, SO 311, SO 315, SO 402, SO 490

TOTAL

21 cr.

PHILOSOPHY AND RELIGION

THIS MINOR OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The principal objective of philosophy and religion courses is to assist students of all disciplines in their personal quest for meaning, to broaden their understanding of life and to sharpen their analytical powers.

Since they deal with values, meanings and problem solving, philosophy and religion courses also constitute valuable preparation for careers in public and social services and in the business world. Their value in career preparation may be enhanced by taking career-specific courses from other disciplines with them. Also, these courses may be used as a foundation for a graduate or professional degree.

The concentration in religion has been arranged to give students the opportunity to prepare themselves as effective lay church leaders at the same time they are preparing for careers in other fields.

Concentration in philosophy or religion may be achieved through the Liberal Studies major, the Personal major, or through the minor in philosophy or the minor in religion. (Note that there is no concentration in philosophy and religion although appropriate courses from the one discipline may be counted in a concentration in the other with departmental approval.) Courses are offered on a schedule which allows students to complete requirements for a concentration in either philosophy or religion in any continuous four semesters of residency.

Requirements for Minor — 18 hours, 2.0 GPA

A concentration of 18 hours in either philosophy or religion (see note above) as approved by the discipline. For the religion minor, RE 103, RE 223 or 224 and RE 109 World Religions or PH 321 Eastern Philosophy are strongly recommended. For the philosophy minor PH 217 Ancient and Medieval Philosophy and/or PH 223 Modern Philosophy, PH 316 Philosophy and Skepticism and an ethics course are strongly recommended.

Pre-Seminary Studies

A program of courses in preparation for seminary studies, designed to fit the needs of individual students, is available by consultation with the discipline coordinator.

THEATRE

THIS MINOR OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Park University's Theatre Department is dedicated to serving the artistic needs of its theatre-interested students, the Park University student body and the Parkville community. Course offerings provide students with the opportunities for both academic exploration and response and experimental training designed to augment professional career interests in theatre as well as in other fields of study. In addition to the academic curriculum, two mainstage presentations are offered each year. An experimental theatre space creates an additional arena for student-mounted projects. These departmental activities allow theatre-interested students (with or without prior experience) the opportunity to participate in the process of theatrical presentation from a wealth of different levels and perspectives of involvement.

The guiding philosophy of the Theatre Department is that study of the arts in general is a vital element of contemporary education. Study of and exposure to the dramatic arts in particular should provide not only an aesthetic experience to the participant, but should also serve as an essential resource for the student striving to attain a fully-rounded emotional, intellectual and creative insight into the universal truths of the human spirit.

Requirements for Minor — 21 hours, 2.0 GPA

TH	307	History and Literature of Theatre I	
		OR	3 cr.
TH	308	History and Literature of Theatre II	
TH	315	Technical Theatre Production	3 cr.
TH		Theatre Electives (to include not more than 6 hours total of practicum and/or internship credit)	15 cr.
		TOTAL	<hr/> 21 cr.

The minor is required to assume a major work responsibility (either acting, technical or supervisory) on one on-campus production per year, for which practicum credit may be received if approved. In order to qualify for the minor, a minimum of two production responsibilities during the student's theatre training will be required.

ASSOCIATE OF ARTS

LIBERAL ARTS

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

Twenty-seven (27) credits in the major field distributed as follows:

CS	140	Introduction to Computers	3 cr.
EN	201	Introduction to Literature	3 cr.
EN	317	Earlier American Literature	3 cr.
EN	318	Later American Literature	3 cr.
HI	205	Themes in American History, 1492-1865	3 cr.
HI	206	Themes in American History, 1865-1945	3 cr.
HU	211	Introduction to the Humanities	3 cr.
HU	212	Introduction to the Arts	3 cr.
PH	101	Introduction to Philosophical Thinking	3 cr.
TOTAL			27 cr.

ASSOCIATE OF SCIENCE

COMPUTER SCIENCE

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

Thirty-three (33) credits in the major field distributed as follows:

CS	140	Introduction to Computers	3 cr.
CS	151	Introduction to Programming	3 cr.
CS	208	Discrete Mathematics	3 cr.
CS	219	Programming Fundamentals	3 cr.
CS	220	Computer Architecture	3 cr.
CS	225	Programming Concepts	3 cr.
CS		Elective (any three credit CS course that is not in this list of required courses)	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MA	141	College Trigonometry (3)	
		OR	3 cr.
MA	150	Precalculus Mathematics (3)	
MA	210	Calculus and Analytic Geometry I	3 cr.
MA	211	Calculus and Analytic Geometry II	3 cr.
TOTAL			33 cr.

ASSOCIATE OF SCIENCE

CONSTRUCTION MANAGEMENT

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

Thirty-three (33) credits in the major field distributed as follows:

CO	111	Intro. to Engr. Const. Tech. Design and Materials	3 cr.
CO	121	Plans Analysis	3 cr.
CO	215	Construction Safety and Health	3 cr.
CO	225	Building Codes	3 cr.
CO	235	Construction Planning	3 cr.
CO	245	Construction Estimating	3 cr.
CO	360	Critical Path Analysis	3 cr.
CS	140	Introduction to Computers	3 cr.
EG	101	Introduction to Engineering Management	3 cr.
MG	260	Business Law I	3 cr.
MG	271	Principles of Supervision	3 cr.
TOTAL			33 cr.

ASSOCIATE OF SCIENCE

CRIMINAL JUSTICE ADMINISTRATION

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Twenty-seven (27) credits in the major field distributed as follows:

CJ	100	Introduction to Criminal Justice Administration	3 cr.
CJ	105	Criminal Law	3 cr.
CJ	200	Criminology	3 cr.
CJ	220	Criminal Justice and the Community	3 cr.
CJ	311	Criminal Investigation	3 cr.
CJ	400	Constitutional Law in Criminal Justice	3 cr.
CS	140	Introduction to Computers	3 cr.
EN		Any 200 level English elective	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
TOTAL			27 cr.

ASSOCIATE OF SCIENCE MANAGEMENT

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Thirty (30) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	260	Business Law I	3 cr.
MG	261	Business Law II	3 cr.
MG	365	Organizational Behavior	3 cr.
TOTAL			30 cr.

ASSOCIATE OF SCIENCE MANAGEMENT/ACCOUNTING

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Thirty-three (33) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
AC	309	Individual Income Tax	3 cr.
AC	315	Cost Accounting	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	260	Business Law I	3 cr.
MG	360	Financial Management	3 cr.
TOTAL			33 cr.

ASSOCIATE OF SCIENCE MANAGEMENT/AVIATION

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

Twenty-seven (27) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AV	103	Air Transportation	3 cr.
AV	104	General Aviation Management	3 cr.
AV	262	Aviation Marketing	3 cr.
AV	267	Aviation Law and Regulations	3 cr.
CS	140	Introduction to Computers	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	365	Organizational Behavior	3 cr.
TOTAL			27 cr.

ASSOCIATE OF SCIENCE MANAGEMENT/LOGISTICS

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

Thirty-Six (36) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
LG	324	Contract Management and Law	3 cr.
LG	415	Quality Control	3 cr.
LG	424	Purchasing and Vendor Management	3 cr.
LG	426	Logistic Management	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	260	Business Law I	3 cr.
TOTAL			36 cr.

ASSOCIATE OF SCIENCE

MEDICAL RECORDS MANAGEMENT

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

This program does not lead to certification by AHIMA

Thirty-three (33) credits in the major field distributed as follows:

BI	210	The Human Body	3 cr.
CS	140	Introduction to Computers	3 cr.
HC	250	Principles of the Health Care Process	3 cr.
HC	260	Legal Issues in Health Care Delivery	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MR	205	Medical Terminology I	3 cr.
MR	206	Medical Terminology II	3 cr.
MR	220	Coding	3 cr.
MR	242	Medical Records I	3 cr.
MR	243	Medical Records II	3 cr.
TOTAL			33 cr.

ASSOCIATE OF SCIENCE NURSING

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The Associate Degree Nursing of the Ellen Finley Earhart Program of Nursing is designed to provide upward mobility and career advancement for Licensed Practical Nurses. This program will prepare the LPN to take the Registered Nurse Licensure Exam (NCLEX-RN) and will serve as a foundation to pursue a baccalaureate degree in nursing. Practical nursing graduates must pass the NCLEX-PN to remain in nursing courses. Admission is limited to 35 students on the Parkville campus. Selection is based on nursing validation test scores and completed files.

All application forms, official transcripts and required references must be received by May 1.

The Nursing Program is also a member of the National League for Nursing Accrediting Commission, which serves as a repository for information about curriculum, tuition and fees for the nation's nursing profession. They may be contacted at the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York 10006; phone 212-363-5555 ext. 153; fax 212-812-0390; website www.nlnac.org.

SUGGESTED TWO-YEAR PLAN FOR NURSING

Level I — Programs of Practical Nursing

Park University credit is granted for general courses and areas of nursing taught in state-accredited schools of practical nursing.

General Courses

BI	120	Anatomy & Physiology	5 cr.
BI	122	Human Nutrition	3 cr.
BI	121	Human Growth & Development	3 cr.
			<hr/> 11 cr.

Areas of Nursing (after validation testing)

NU	101	Fundamentals of Nursing	6 cr.
NU	110	Maternal/Child Nursing	3 cr.
NU	140	Medical/Surgical Nursing	6 cr.
			<hr/> 15 cr.

Level II — Parkville Campus

Summer (August)		1st Semester		2nd Semester		Summer (May - June)	
NU 201	3	CH 105	5	EN 105	3	EN 106	3
		PS 101	3	BI 223	4	SO 141	3
		NU 210	3	NU 240	3		
		NU 220	3	NU 250	3		
		NU 230	4	NU 260	4		
<hr/> 3		<hr/> 18		<hr/> 17		<hr/> 6	

Elective NU 270 may be taken during 2nd semester.

(Major continued on next page.)

A flat rate fee is charged for the ADN (Level II) and includes (partial list):

Tuition for Nursing courses	School Pin
Manuals	Photographs
Name Pin	PN school credit
Clinical Nursing Fees (includes liability insurance)	

Contact the Nursing Program Office for a complete list of expenses.

REQUIREMENTS FOR MAJOR — 70 HOURS.
2.5 GPA — NURSING COURSES
2.0 GPA — NON-NURSING COURSES

Core Curriculum

Level I (by VLE and validation testing)			26 cr.
NU	201	Introduction to ADN	3 cr.
NU	210	Adult Health Nursing I	3 cr.
NU	220	Adult Health Nursing II	3 cr.
NU	230	Clinical Adult Health Nursing	4 cr.
NU	240	Maternal/Child Health Nursing	3 cr.
NU	250	Mental Health Nursing	3 cr.
NU	260	Clinical Maternal/Child/Mental Health Nursing	4 cr.
BI	223	Clinical Microbiology	4 cr.
CH	105	Introductory Chemistry	5 cr.
EN	105	Writing Strategies and Concepts	3 cr.
EN	106	Writing Purposes and Research	3 cr.
PS	101	Introduction to Psychology	3 cr.
SO	141	Introduction to Sociology	3 cr.
TOTAL			70 cr.

ASSOCIATE OF SCIENCE

OFFICE MANAGEMENT

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

Twenty-one (21) credits in the major field distributed as follows:

CS	140	Introduction to Computers	3 cr.
HR	353	Intro. to Human Resources Management	3 cr.
MG	101	Introduction to Management	3 cr.
MG	268	Office Administration	3 cr.
MG	271	Principles of Supervision	3 cr.
MG	273	Records Management	3 cr.
MG	365	Organizational Behavior	3 cr.
TOTAL			<hr/> 21 cr.

ASSOCIATE OF SCIENCE

SOCIAL PSYCHOLOGY

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Twenty-seven (27) credits in the major field distributed as follows:

CS	140	Introduction to Computers	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
PS	101	Introduction to Psychology	3 cr.
PS	221	Adolescent Psychology	3 cr.
PS	222	Adult Development and Aging	3 cr.
PS	301	Social Psychology	3 cr.
PS	315	Theories of Personality	3 cr.
SO	141	Introduction to Sociology	3 cr.
SO	302	The Study of the Family	3 cr.
TOTAL			<hr/> 27 cr.

BACHELOR OF ARTS

ACCOUNTING

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The accounting major is designed to prepare students for a professional career in public accounting, managerial accounting, tax accounting or governmental accounting. The curriculum stresses professional ethics. It is excellent preparation for graduate study in accounting, business administration or law.

Requirements for Major — 59 hours, 2.0 GPA

Business Core Curriculum:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
AC	230	Computer Based Accounting Systems	3 cr.
BA	260	Business Law I	3 cr.
BA	351	Principles of Marketing	3 cr.
BA	352	Principles of Management	3 cr.
BA	360	Financial Management	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II(Micro)	3 cr.
EC	315	Statistics for Social/Administrative Sciences	3 cr.

Professional Core:

BA	261	Business Law II	3 cr.
AC	309	Individual Income Tax	3 cr.
AC	309A	Income Tax Practicum	2 cr.
AC	312	Business Income Tax	3 cr.
AC	315	Cost Accounting	3 cr.
AC	320	Intermediate Accounting I	3 cr.
AC	325	Intermediate Accounting II	3 cr.
AC	420	Advanced Accounting I	3 cr.
AC	425	Advanced Accounting II	3 cr.
AC	430	Auditing	3 cr.
TOTAL			59 cr.

For descriptions of above listed BA and EC courses, see Business Administration and Economics.

Requirements for Minor — 24 hours, 2.0 GPA

EC 141, AC 201, AC 202, AC 230, AC 309, AC 315, AC 320, and BA 260

DEPARTMENT OF ART AND DESIGN

The Department of Art and Design offers three related majors, 1) Fine Art, 2) Graphic Design, and 3) Interior Design plus the opportunity to become certified to teach art (K-12) by completing additional requirements in the Department of Teacher Education. All three majors share a freshman core curriculum of four courses and a similar capstone course, the Senior Seminar. Students seeking double majors in art (for example, Graphic Design and Fine Arts) must fulfill two (2) sections of AR 497 Senior Seminar, as capstones for each major.

Within the context of Park University's strong liberal arts tradition, art and design students receive a solid education in the studio disciplines and in the history of art. Internships allow upper level students the opportunity to explore careers in many art and design fields. Our spacious main studio, the entire top floor of Alumni Hall, overlooks Parkville, the Missouri River, the Kansas City skyline and the scenic home campus, and provides year-round landscape subjects. Our Sixth Street Studio is a freestanding building that houses the ceramic and fiber studio. Two separate studio complexes in Park University's underground Mabee Learning Center house the Graphic Design Studio (with several state-of-the-art Macintosh workstations, digital cameras, scanners, printers and extensive software) and the Interior Design Studios (with several new AutoCAD workstations, drafting room and materials resource lab).

The Campanella Gallery, located in McAfee Memorial Library, offers an annual cycle of exhibits by professional artists in addition to providing graduating seniors with a professional quality exhibition space for their senior exhibits. Workshops and guest speakers, ready access to the exhibitions and programs of the Nelson-Atkins Museum in Kansas City and the Spencer Museum in nearby Lawrence, and the numerous commercial and educational galleries in the Greater Kansas City area add depth and variety to the classroom and the studio experience.

BACHELOR OF ARTS

FINE ART

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Students majoring in Fine Art can pursue in depth work in painting, drawing and ceramics. Fine Art majors frequently work toward K-12 art education certification in concert with their studio majors; others go on to graduate school or set up their own studios and begin actively producing their art work while finding employment in related fields.

Requirement for Major — 54 hours, 2.0 GPA

<i>Freshman Core</i>			12 cr.
AR	115	Introduction to the Visual Arts (3 cr.)	
AR	150	Drawing I (3 cr.)	
AR	202	Two-Dimensional Design & Color Theory (3 cr.)	
AR	203	Three-Dimensional Design (3 cr.)	
AR	215	Art History I	3 cr.
AR	216	Art History II	3 cr.
AR	241	Photography I	4 cr.
AR	251	Drawing II	3 cr.
AR	260	Painting I	3 cr.
AR	261	Painting II	3 cr.
AR	316	Modern Art	3 cr.
AR	320	Ceramics I	3 cr.
AR	350	Drawing III	3 cr.
<i>In order to achieve depth in the major, each Fine Art student must choose a studio discipline to emphasize by earning a minimum of 12 credit hours in it. Available studio disciplines are: drawing, painting, ceramics, photography and fiber.</i>			
AR	497B	AR Electives 300 & 400 level Senior Seminar	12 cr. 2 cr.
TOTAL			54 cr.

BACHELOR OF ARTS

GRAPHIC DESIGN

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Students majoring in Graphic Design produce most of their work in the digital environment of Park University's fully equipped Macintosh studio. Today, most artists earn a living by producing a wide range of visual materials for publication. Graphic design students learn visual communication, typography, layout, illustration and photography while building professional quality design portfolios. Instruction models conditions in the professional environment. Internship opportunities in graphic design firms and other professional settings provide real world experience and a transition to the world beyond the campus.

Requirement for Major — 54 hours, 2.0 GPA

<i>Freshman Core</i>			12 cr.
AR	115	Introduction to the Visual Arts (3 cr.)	
AR	150	Drawing I (3 cr.)	
AR	202	Two-Dimensional Design & Color Theory (3 cr.)	
AR	203	Three-Dimensional Design (3 cr.)	
AR	215	Art History I	3 cr.
AR	216	Art History II	3 cr.
AR	218	Design Tools for the Computer	3 cr.
AR	241	Photography I	4 cr.
AR	251	Drawing II	3 cr.
AR	260	Painting I	3 cr.
AR	318	Graphic Design I	3 cr.
AR	328	Graphic Design II	3 cr.
AR	418	Graphic Design III	3 cr.
AR	428	Graphic Design IV	3 cr.
<i>Nine semester hours chosen from the following:</i>			9 cr.
AR	313	Independent Study in Art or Design (1-6 cr.)	
AR	315	Special Topics in Art or Design (1-3 cr.)	
AR	341	Photography II (3 cr.)	
AR	395	Interior Illustration (3 cr.)	
AR	415	Internship in Art or Design (3-6 cr.)	
BA	380	Advertising (3 cr.)	
KCASE		Kansas City Area Student Exchange	
AR	497C	Senior Seminar	2 cr.
TOTAL			54 cr.

BACHELOR OF ARTS

INTERIOR DESIGN

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM.

Students majoring in Interior Design are prepared to begin practice as entry-level interior designers with skills in design, space planning, and programming for both residential and commercial interior spaces. Technical knowledge of materials, lighting, codes, and interior non-load bearing construction is combined with an understanding of basic design fundamentals, historical styles, the relationship between the individual and the environment, the functional and aesthetic needs of special populations, professional ethics, and the designer's responsibility for the safety of the public. Graduates find employment as interior design professionals in commercial and residential firms, architecture firms, facilities management, retail furniture stores, government agencies, and as product representatives for interior design product manufacturers.

Requirement for Major — 65 hours, 2.0 GPA

<i>Freshman Core</i>			12 cr.
AR	115	Introduction to the Visual Arts (3 cr.)	
AR	150	Drawing I (3 cr.)	
AR	202	Two-Dimensional Design & Color Theory (3 cr.)	
AR	203	Three-Dimensional Design (3 cr.)	
AR	290	Interior Design Materials and Resources	3 cr.
AR	291	Architectural Drafting for Interior Design	3 cr.
AR	293	Three-Dimensional Drawing for Interior Design	3 cr.
AR	294	Fundamentals of Interior Space Planning	3 cr.
AR	295	Residential Interior Design	3 cr.
AR	296	Textiles for Interior Design	3 cr.
AR	297	Computer Applications to Interior Design & Drafting	3 cr.
AR	298	History of the Interior Environment:	
		Antiquity-Mid-19th Century	3 cr.
AR	390	History of the Interior Environment:	
		Mid-19th Century-Present	3 cr.
AR	391	Interior Construction, Documents and Detailing	3 cr.
AR	392	Human Factors in Interior Design	3 cr.
AR	393	Lighting Fundamentals for Interior Design	3 cr.
AR	394	Furniture Construction and Design	3 cr.
AR	491	Interior Design Professional Practices	3 cr.
AR	492	Contract Interior Design: Offices	3 cr.
AR	493	Advanced Contract Interior Design: Public Spaces	3 cr.
AR	494	Senior Project for Advanced Contract Interior Design: Public Spaces	3 cr.
AR	497A	Senior Seminar	2 cr.
TOTAL			65 cr.

(Major continued on next page.)

Art Education Certification

Students wishing to become certified to teach art on the elementary or secondary level (K-12) may do so at Park University. Art Education students complete either a Fine Art or Graphic Design major (54 credit hours) and both the general and professional curriculum required by the Department of Education. The upper level art electives must include: AR 320 Ceramics I and AR 370 Fiber I, as well as other courses which may be required for state certification. Please consult both the Art and Education chairs regarding this option.

Requirements for the Minor — 18 hours

AR 150 Drawing I

and one of the following three lecture courses:

AR 115 Intro to Visual Arts,

AR 215 Art History I

OR

AR 216 Art History II

and 12 hours of art electives, of which six are upper level

Assessment - Portfolio

As part of Park University's Assessment Program, all art majors are required to individually document (either by means of color slide photography or digital photography) selected examples of their best work from each studio art class and examples of their writing from each art history class, to gradually accumulate a visual and verbal record of their growth as artists and designers. These slides, zip disks, papers, etc. must be submitted each semester during finals week to be maintained in the Art Office. The completed portfolio is part of the requirements for AR 497 Senior Seminar, the capstone course for all art majors.

Art Supplies

Art majors must plan, when preparing their yearly educational budgets, to spend at least \$200 per semester on art supplies. All studio art courses require varying amounts of personal equipment and supplies. Studio fees collected at registration for some art courses provide only a portion of the supplies needed. Supply lists for each class will be provided on the first day of classes. The only exceptions are AR100 Art for Non-Majors and ceramic courses. In these two areas the studio fees provide almost all needed materials. Students studying Photography, Graphic Design, or Interior Design should expect to spend well over \$200.

BACHELOR OF ARTS

ATHLETIC TRAINING/SPORTS MEDICINE

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The major in athletic training provides graduates with a variety of courses and practical work experiences related to the prevention, care, and rehabilitation of athletic injuries. Admission to this program occurs prior to the sophomore year. Transfer students who qualify to be at the sophomore level or higher will be required to apply to the athletic training program prior to enrollment in athletic training courses. Acceptance is based on a minimum overall grade point average, success in designated professional courses, recommendations, athletic training competencies, and a minimum completion of observational hours under the direct supervision of a Certified Athletic Trainer. Placement of students within the clinical and didactic portions will be based on past experiences and performances. Once accepted into the program students will be required to do a total of six clinical assignments over no less than four semesters but no more than a five-year period. Students will be responsible for clinical rotations each semester they are enrolled in the program. Upon completion of the athletic training major, students are eligible to apply for the National Athletic Training Association certification exam. The career outlook for athletic training specialists is excellent. Positions for Certified Athletic Trainers include public high schools, private secondary schools, colleges, and universities, professional sports teams, sports medicine clinics and fitness facilities. Professional and graduate schools complement the athletic training major by offering curricula in health-related areas such as physical or occupational therapy, biomechanics, exercise physiology, and health promotion. Park University is committed to those students who are interested in the athletic training program. Those students who have special needs and meet the criteria will be given special assistance (See Park University's Disability and Equal Opportunity Guidelines).

(Major continued on next page.)

Requirements for Major — 84-85 hours, 2.75 GPA

AT	144	Phase I Competencies in Athletic Training	1 cr.
AT	145	Phase II Competencies in Athletic Training	1 cr.
AT	231	First Aid and Emergency Procedures	2 cr.
AT	236	Kinesiology	3 cr.
AT	246	Phase III Competencies in Athletic Training	1 cr.
AT	247	Phase IV Competencies in Athletic Training	1 cr.
AT	250	Exercise Physiology	3 cr.
AT	261	Care & Prevention of Athletic Injuries	3 cr.
AT	348	Phase V Competencies in Athletic Training	2 cr.
AT	349	Phase VI Competencies in Athletic Training	2 cr.
AT	350	Pathology in Athletics	4 cr.
AT	355	Therapeutic Modalities in Athletic Training	4 cr.
AT	356	Administration of Athletic Training	3 cr.
AT	365	Advanced Athletic Training	4 cr.
AT	366	Therapeutic Exercise & Rehabilitation	4 cr.
AT	421	Special Topics in Athletic Training	3 cr.
AT	450	Phase VII Competencies in Athletic Training	2 cr.
AT	451	Phase VIII Competencies in Athletic Training	2 cr.
BI	114	Biology for Science Majors	4 cr.
BI	122	Human Nutrition	3 cr.
BI	211	Human Anatomy & Physiology I	4 cr.
BI	212	Human Anatomy & Physiology II	4 cr.
BI	214	Personal & Community Health	3 cr.
CH	105	Introductory Chemistry	5 cr.
OR			
CH	107	Introduction to Chemistry I and Lab	4 cr.
CH	351	Introduction to Pharmacology & Pharmacy	3 cr.
MA	120	Basic Concepts in Statistics	3 cr.
PS	101	Introduction to Psychology	3 cr.
PY	155	Concepts of Physics I	4 cr.
PY	156	Concepts of Physics II	4 cr.
TOTAL			84-85 cr.

BACHELOR OF ARTS/BACHELOR OF SCIENCE

BIOLOGY

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Bachelor of Arts

The major in biology provides the graduate with a variety of courses for a diversity of experience in natural science. This program includes general biology, botany, anatomy, physiology, genetics, microbiology and research techniques. The student pursuing a B.A. in Biology is strongly advised to seek an additional major to provide maximum employment flexibility. A combination of journalism and biology provides management opportunities in editing and science writing. Training in business and biology provides management opportunities in science-oriented companies, as well as pharmaceutical sales. With a major or minor in chemistry, additional opportunities may be found in employment with various county, state, and federal agencies in health services, environmental control, and the food and baccalaureate level of training in laboratory technician capacity.

Bachelor of Science

The major in biology provides the graduate with a variety of courses for a diversity of experience in natural science. This program includes general biology, botany, anatomy, physiology, genetics, microbiology and research techniques. With the basic core biology courses, required supporting chemistry, physics, and mathematics courses and elective biology courses, the biology graduate should be prepared for most university graduate school programs in biology, botany, or zoology or for entrance into medical, dental or veterinary schools. Additional opportunities may be found in employment with various county, state, and federal agencies in health services, environmental control, and the food and drug areas. The pharmaceutical and chemical industries additionally provide positions at the baccalaureate level of training in laboratory technician capacity.

(Major continued on next page.)

Requirements for BA Major — 50 hours, 2.0 GPA **Requirements for BS Major — 70 hours, 2.0 GPA**

			BA	BS
<i>Core Curriculum (Required of both majors)</i>				
BI	114	Biology for Science Majors	4 cr.	4 cr.
BI	225	Botany	4 cr.	4 cr.
BI	226	Zoology	4 cr.	4 cr.
BI	231	Introductory Molecular Cell Biology	3 cr.	3 cr.
BI	306	Biological Literature	3 cr.	3 cr.
BI	Electives (from approved list)		19 cr.	15 cr.
BI	300	Evolution (3 cr.)		
BI	304	Ethology (3 cr.)		
BI	320	Genetics (4 cr.)		
BI	330	Paleobiology (4 cr.)		
BI	337	Biochemistry (3 cr.)		
BI	337L	Biochemistry Lab (1 cr.)		
BI	340	Comparative Anatomy (4 cr.)		
BI	342	Embryology (4 cr.)		
BI	344	Animal Physiology (4 cr.)		
BI	350	Microbiology (4 cr.)		
BI	360	Cell Biology (4 cr.)		
BI	378	Ecology (4 cr.)		
BI	417	Developmental Biology (3 cr.)		
BI	422	Individual Research (1-3 cr.)		
BI	470	Internship in Biology (1-4 cr.)		
BI	490	Advanced Topics in Biology (1-4 cr.)		
CH	107	Introduction to Chemistry I	3 cr.	3 cr.
CH	107L	Introduction to Chemistry I Lab.	1 cr.	1 cr.
CH	108	Introduction to Chemistry II	3 cr.	3 cr.
CH	108L	Introduction to Chemistry II Lab.	1 cr.	1 cr.
MA	120	Basic Concepts of Statistics	3 cr.	3 cr.
NS	401	Natural Science Colloquium (1 cr.)	2 cr.	2 cr.
CH	317	Organic Chemistry I		3 cr.
CH	317L	Organic Chemistry I Lab		1 cr.
CH	318	Organic Chemistry II		3 cr.
CH	318L	Organic Chemistry II Lab		1 cr.
MA	210	Calculus & Analytic Geometry I		3 cr.
MA	211	Calculus & Analytic Geometry II		3 cr.
PY	205	Introduction to Physics I		5 cr.
PY	206	Introduction to Physics II		5 cr.
TOTAL			50 cr.	70 cr.

Senior Examinations, a series of written examinations, are to be taken during the seventh and eighth semesters as scheduled at the beginning of the fall term.

Requirements for the Minor — 18 hours, 2.0 GPA

12 of the 18 hours must be numbered above the 220 level.

BACHELOR OF ARTS

BUSINESS ADMINISTRATION

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM,
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Students taking the business administration major receive a broad education covering the major functional areas of business. This major will help a student prepare for a career in business or government leadership and provide him or her with knowledge and skills desired by all types of employers. It can also give one the background to organize and manage his or her own family business. Graduates in business administration typically find jobs in business such as production management, personnel management, marketing management, or financial management. Many serve their communities as marketing or management specialists in insurance, real estate, investments, banking, communications, manufacturing, retailing and wholesaling. A number of students with this major move into graduate study in law, management, or other business specialties.

Requirements for Major — 51-69 hours, 2.0 GPA

Core Curriculum:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
BA	260	Business Law I	3 cr.
BA	351	Principles of Marketing	3 cr.
BA	352	Principles of Management	3 cr.
BA	360	Financial Management	3 cr.
BA	400	Business Policy	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
EC	315	Statistics for Social & Admin. Sciences	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
			36 cr.

Specialty Area: (Choose one)

FINANCE:			15 cr.
BA	261	Business Law II (3 cr.)	
BA	417	Investment Analysis and Management (3 cr.)	
BA	425	Real Estate Principles and Management (3 cr.)	
EC	301	Intermediate Macroeconomics (3 cr.)	
EC	303	Money, Credit and Banking (3 cr.)	
HUMAN RESOURCES:			21 cr.
BA	353	Introduction to Human Resource Management (3 cr.)	
BA	365	Organizational Behavior (3 cr.)	
BA	421	Corporate Training and Development (3 cr.)	
BA	422	Organizational Development and Change (3 cr.)	
BA	434	Compensation Management (3 cr.)	
BA	491	Senior Seminar in Human Resources Development (3 cr.)	
EC	302	Labor Economics (3 cr.)	

(Major continued on next page.)

MARKETING:			18 cr.
BA	380	Advertising (3 cr.)	
BA	385	Consumer Behavior (3 cr.)	
BA	395	International Marketing (3 cr.)	
BA	411	Marketing Management (3 cr.)	
BA	455	Marketing Research & Information Systems (3 cr.)	
EC	300	Intermediate Microeconomics (3 cr.)	
MANAGEMENT:			15 cr.
BA	353	Introduction to Human Resource Management (3 cr.)	
BA	365	Organizational Behavior (3 cr.)	
BA	375	Production Operations Management (3 cr.)	
EC	300	Intermediate Microeconomics (3 cr.)	
EC	302	Labor Economics (3 cr.)	
* INTERNATIONAL BUSINESS:			33 cr.
BA	451	Seminar on International Business (3 cr.)	
BA	461	International Business Internship (6 cr.)	
EC	301	Intermediate Macroeconomics (3 cr.)	
EC	307	International Trade and Finance (3 cr.)	
		Electives (advisor approved) in Business, Economics or **Modern Languages (9 cr.)	
<i>Select 9 hours of electives from the following:</i>			
BA	395	International Marketing (3 cr.)	3 cr.
BI	301	Human Ecology (3 cr.)	
EC	402	Comparative Economic Systems (3 cr.)	
ED	265	Modern Geography (3 cr.)	
HI	314	American Civilization Since 1945 (3 cr.),	
PO	210	Comparative Political Systems (3 cr.)	
RE	109	World Religions (3 cr.)	
SO	215	Social Anthropology (3 cr.)	
TOTAL			51-69 cr.

* Not available through MetroPark Programs

** 6 of the 9 hours required in Modern Languages will be satisfied by completing the language graduation requirement.

(Minor continued on next page.)

Requirements for the Minor — 2.0 GPA

Bus. Admin/Finance: EC 141, AC 201, EC 303, BA 360, 18 cr.
BA 417, BA 425

Bus. Admin/Human Resources: BA 260, BA 352, BA 353, 21 cr.
BA 421, BA 422, BA 434, BA 491

Bus. Admin/Management: EC 141, AC 201, EC 302, 21 cr.
BA 351, BA 352, BA 353, BA 375

Bus. Admin/Marketing: EC 141, BA 260, BA 455, BA 351, 21 cr.
BA 380, BA 385, BA 411

BACHELOR OF ARTS

BUSINESS ECONOMICS

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

This degree program is designed to give students a comprehensive economics education with a major emphasis in business and a focus throughout on international subjects. This degree prepares students for staff and management positions in business, government and international organizations. Students who plan to attend Graduate School will find this major provides an excellent basis for advanced degrees in Economics, Business, and/or Law.

Requirements for Major — 51 hours, 2.0 GPA

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
BA	260	Business Law I	3 cr.
BA	351	Principles of Marketing	3 cr.
BA	352	Principles of Management	3 cr.
BA	360	Financial Management	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
EC	300	Intermediate Microeconomics	3 cr.
EC	301	Intermediate Macroeconomics	3 cr.
EC	309	Economic Development	3 cr.
EC	315	Statistics for Social and Administrative Sciences	3 cr.
EC	402	Comparative Economic Systems	3 cr.
EC	404	Managerial Economics	3 cr.
EC	407	International Trade and Finance	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
TOTAL			51 cr.

BACHELOR OF ARTS/BACHELOR OF SCIENCE

CHEMISTRY

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

In contemporary society, it is evident that the science of chemistry is no longer confined to the research laboratory, but is exerting a profound impact on social, political, and economic decisions at the local, national, and international levels. Chemistry is the recognized physical basis for the biological and psychological sciences and is important in every effort of our industrialized society. Students wishing to pursue a career in the chemical profession, medicine, dentistry, veterinary medicine, laboratory technology, or the environmental sciences are encouraged to consider the major program in chemistry with appropriate minors in other disciplines for their preparatory work.

Requirements for BA Major — 57 hours, 2.0 GPA

Requirements for BS Major — 70 hours, 2.0 GPA

			BA	BS
CH	107	Introduction to Chemistry I	3 cr.	3 cr.
CH	107L	Introduction to Chemistry I Lab	1 cr.	1 cr.
CH	108	Introduction to Chemistry II	3 cr.	3 cr.
CH	108L	Introduction to Chemistry II Lab	1 cr.	1 cr.
CH	310	Introduction to Inorganic Chemistry	4 cr.	4 cr.
CH	317	Organic Chemistry I	3 cr.	3 cr.
CH	317L	Organic Chemistry I Lab	1 cr.	1 cr.
CH	318	Organic Chemistry II	3 cr.	3 cr.
CH	318L	Organic Chemistry II Lab	1 cr.	1 cr.
CH	328	Analytical Chemistry	4 cr.	4 cr.
CH	329	Intro to Instrumental Analysis	4 cr.	4 cr.
CH	405	Fundamentals of Physical Chemistry	4 cr.	
CH	407	Physical Chemistry I		4 cr.
CH	408	Physical Chemistry II		4 cr.
<i>Electives selected from the following:</i>			7 cr.	10 cr.
CH	321	Introduction to Medicinal Chemistry (3 cr.)		
CH	337	Biochemistry (3 cr.)		
CH	337L	Biochemistry Lab (1 cr.)		
CH	400	Special Topics in Chemistry (1-3 cr.)		
CH	410	Advanced Inorganic Chemistry (3 cr.)		
CH	429	Advanced Analytical Chemistry (4 cr.)		
CH	432	Physical Organic Chemistry (4 cr.)		
CH	440	Organic Synthesis (5 cr.)		
CH	451	Internship in Chemistry (1-6 cr.)		
CH	490	Research in Chemistry (1-3 cr.)		
MA	210	Calculus and Analytic Geometry I	3 cr.	3 cr.
MA	211	Calculus and Analytic Geometry II	3 cr.	3 cr.
MA	212	Calculus and Analytic Geometry III		3 cr.
CS	151	Intro to Programming		
		OR		3 cr.
MA	302	Ordinary Differential Equations		

(Major continued on next page.)

NS	401	Natural Science Colloquium (1 cr.)	2 cr.	2 cr.
PY	205	Introduction to Physics I	5 cr.	5 cr.
PY	206	Introduction to Physics II	5 cr.	5 cr.
TOTAL			57 cr.	70 cr.

Written comprehensive examinations may be required.

Requirements for Minor — 26-28 hours, 2.0 GPA

CH 107, CH 107L, CH 108, CH 108L, CH 317, CH 317L, CH 318, CH 318L, and three upper level chemistry courses from the list of electives. Chemistry minors may also use CH 405 as an elective choice. The minor is recommended to all students majoring in biology or the pre-health studies.

Written comprehensive examinations may be required.

BACHELOR OF ARTS

CHILD AND FAMILY STUDIES

**THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)**

The Bachelor of Arts degree in Child and Family Studies is an interdisciplinary program designed to prepare graduates for positions of responsibility and leadership in the field of early care and education, including child care centers, private preschools, family child care, school-age care, and programs and agencies serving children and families. The degree program combines knowledge of child growth and development, planning and assessing learning experiences, guidance, and working effectively with families from diverse cultural/linguistic and socio-economic backgrounds.

Admission to Child and Family Studies Program

The following criteria must be met in order to gain full entry:

- No grade lower than a "C" in core requirements
- Sophomore standing
- Cumulative GPA of 2.75 or better (GPA is computed on all work, transfer and Park University)
- Successful completion of two of the three areas of GE requirements.
- Successful completion of ED 203, ED 220, ED 222, ED 307 or ED 308, MA 131 and CS 140.
- Letter of reference from a faculty member outside of the Park University Department of Education.
- Acceptable beginning portfolio based upon Missouri Department of Elementary and Secondary Education Early Childhood Competencies
- Writing Competency Test

(Major continued on next page.)

Requirements for Major — 79-80 hours, 2.75 GPA

ED	203	Educational Psychology	3 cr.
ED	220	Child Growth and Development	3 cr.
ED	222	Early Childhood Principles	3 cr.
ED	306	Family and Community Resources	3 cr.
ED	307	Observation, Assessment & Screening in ECE	3 cr.
ED	308	Language & Literacy Development in ECE	3 cr.
ED	311	Children's Literature for ECE & Elementary Teachers	3 cr.
ED	317	Family Involvement in Early Childhood Education	3 cr.
ED	321	Exceptional Children	3 cr.
ED	324	Early Childhood Program Management	3 cr.

Students must be admitted to the program prior to enrolling in ED 328 and ED 329.

ED	328	Early Childhood Teaching Strategies with Practicum	7 cr.
ED	329	Advanced Teaching Strategies with Practicum for Child and Family Studies	8 cr.
ED	330	Issues in Diversity	3 cr.
ED	342	Art, Music and Movement for Early Childhood and Elementary Teachers	3 cr.
CA	104	Interpersonal Communication	3 cr.
CA	330	Multicultural Communication	3 cr.
SO	302	The Study of the Family	3 cr.
TH	302	Creative Dramatics	3 cr.
		Modern Language	6 cr.
		Science with a Lab	4-5 cr.

Select one course from the following: **3 cr.**

PS	205	Child Psychology (3 cr.)
PS	221	Adolescent Psychology (3 cr.)
PS	222	Adult Development and Aging (3 cr.)

Select one course from the following: **3 cr.**

SO	208	Social Inequality (3 cr.)
SO	303	Urban Sociology (3 cr.)
SO	315	Minority Group Relations (3 cr.)

TOTAL	79-80 cr.
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BACHELOR OF ARTS

COMMUNICATION ARTS

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The Communication Arts Department offers five related concentrations: 1) journalism, 2) broadcasting, 3) communication theory and human relations, 4) photojournalism, and 5) public relations. These communication arts majors are designed to prepare the student for successful pursuit of occupational goals; and an individual graduating from this program will also be equipped to function well in the larger setting of society. Each major combines traditional course work with practical application in the field of choice. This has proved to be invaluable to professionally oriented students and may take the form of internships, private employment, or work assignments (or a combination of all three). In the print journalism and photojournalism majors, students work for academic credit on school publications: The Stylus, the century-old Park newspaper, and Narva, the yearbook. In the electronic media, students work at KGSP-FM, the Park University radio station, or in the production of programs for the Platte-Clay commercial cable service. Students who select the communication theory and human relations or the public relations majors often have specific occupational goals in mind, such as public relations, personnel management, human resources or related fields.

Requirements for Majors — min. 52 hours, 2.0 GPA

Core Curriculum:

CA 103	Public Speaking	3 cr.
CA 104	Interpersonal Communication I	3 cr.
CA 302	Communication Ethics and Law	3 cr.
CA 322	Theory & History of Mass Media	3 cr.

Speciality Area (Choose One):

Journalism, Broadcasting, Communication Theory and Human Relations, Public Relations	40-43 cr.
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TOTAL	52-55 cr.
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The student must complete an approved portfolio or a senior project (CA 491). Approval for the senior project option must be obtained from the student's advisor prior to enrolling in the course.

Journalism Concentration: 34 cr.

CA 201 (3), CA 241 (4), CA 311 (3), CA 315 --A, B (3) or CA 125 (3)
CA 315 -G (3), CA 316 (3), CA 317 (3), CA 341 (3), CA 450 (3)
English above 200 (6)

Photojournalism Concentration: 34 cr.

A hands-on approach to mastering the techniques of photographic communication strongly rooted in the fundamental principles of journalism. Practical experience leads to creation of a professional portfolio.

CA 201 (3), CA 241 (4), CA 311 (3), CA 315 D (3), CA 315 G (3),
CA 317 (3), CA 341 (3), CA 441 (3), CA 450 (3), Art Electives (6)

(Major continued on next page.)

Broadcasting Concentration:**34 cr.**

CA 115 (3), CA 241 (4), TH 105 (3), CA 201 (3), CA 316 (3),
CA 231 (3), CA 221 (3), CA 335 (3) or CA 325 (Three hours
required but student may take up to 9 hours for credit), and CA 490 B (3).

Students are strongly urged to choose one of these two companion minors:

Public Relations minor - CA 218 Public Relations, BA 380 Advertising,
and MK 351 Marketing.

Journalism minor - CA 317 Feature Writing, PO 200 or 201, PO 336 or EC 101

Students who do not choose Public Relations or Journalism minor add
six hours of English above 200 (6), not including EN 306.

Communication Theory & Human Relations Concentration:**36 cr.**

CA 201 (3), CA 218 (3), CA 301 (3), BA 351 (3), CA 380 (3),
CA 390 (3), CA 400 (3), CA 402 (3), CA 404 (3), CA 420 (3),
English above 200 (6)

Public Relations Concentration:**37 cr.**

CA 115 (3), CA 218 (3), CA 241 (4), CA 201 (3), CA 231 (3),
CA 301 (3), CA 317 (3), CA 311 (3), CA 318 (3), PO 200 or
PO 201 (3), BA 380 (3), CA 400 (3)

TOTAL**52-55 cr.****Requirements for Minors**

In journalism, photojournalism, broadcasting, public relations or
communication theory and human relations--21 hours, 2.0 GPA

CA 103, CA 104, CA 302, CA 322 and three courses selected by
faculty advisor from the appropriate concentration.

BACHELOR OF ARTS
COMMUNICATION ARTS:
COMMUNICATION THEORY & HUMAN RELATIONS
 THIS DEGREE OFFERED THROUGH METROPARK PROGRAMS
 (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Requirements for Major — 54 hours, 2.0 GPA

BA	351	Principles of Marketing	3 cr.
CA	103	Public Speaking	3 cr.
CA	104	Interpersonal Communication I	3 cr.
CA	201	Reporting I	3 cr.
CA	218	Public Relations	3 cr.
CA	301	Interpersonal Communication II	3 cr.
CA	302	Communication Ethics and Law	3 cr.
CA	322	Theory & History of Mass Media	3 cr.
CA	380	Advertising	3 cr.
CA	390	Marketing Planning	3 cr.
CA	400	Interviewing: Theory and Practice	3 cr.
CA	402	Organizational Communication	3 cr.
CA	404	Special Topics in Communication Arts	3 cr.
CA	420	Human Relations in Group Interaction	3 cr.
CA	491	Senior Project (3 cr.)	6 cr.
		English Electives above 200 level	6 cr.
		TOTAL	54 cr.

BACHELOR OF ARTS

COMPUTATIONAL SCIENCES

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

In a society committed to technological function, knowledge of computer science with strong support from mathematics provides the necessary background for individuals to enter and make successful progress through a wide variety of job settings and/or graduate studies. This major clearly lends itself to coupling with area concentrations in Chemistry, Biology, Physics, Business and Economics.

Requirements for Major — 60 hours, 2.0 GPA

COMPUTER SCIENCE COURSES:

CS	151	Introduction to Programming	3 cr.
CS/MA	208	Discrete Mathematics	3 cr.
CS	219	Programming Fundamentals	3 cr.
CS	220	Computer Architecture	3 cr.
CS	225	Programming Concepts	3 cr.
CS	351	Computer Operating Systems	3 cr.
CS	352	Data Structures	3 cr.
CS	415	Special Topics Computers: Numerical Analysis	3 cr.

MATHEMATICS COURSES:

MA	210	Calculus and Analytic Geometry I	3 cr.
MA	211	Calculus and Analytic Geometry II	3 cr.
MA	212	Calculus and Analytic Geometry III	3 cr.
MA	213	Calculus and Analytic Geometry IV	3 cr.
MA	305	Probability and Statistics	3 cr.
MA	311	Linear Algebra	3 cr.
MA	380	Mathematical Statistics	3 cr.

At least five (5) courses from the following: 15 cr.

CS	301	Assembly Language (3 cr.)
CS	305	Artificial Intelligence (3 cr.)
CS	360	Database Management (3 cr.)
CS	365	Computer Networking (3 cr.)
CS	380	Compilers (3 cr.)
CS	415	Special Topics in Computers: Analysis of Algorithms (3 cr.)
MA	302	Ordinary Differential Equations (3 cr.)
MA	312	Abstract Algebraic Structures (3 cr.)
MA	370	Number Theory (3 cr.)
MA	401	Analysis (3 cr.)
MA	406	Special Topics in Mathematics (1-3 cr.)

TOTAL	60 cr.
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BACHELOR OF ARTS

COMPUTER BASED INFORMATION SYSTEMS

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

There is no organization, whether it is large or small, that can survive without the support of its data processing department. The number of jobs available in business and government for computer-trained personnel continues to increase. This major specifically prepares the student in the area of data processing, business management, and accounting. The combination of computer and business courses prepares the students for careers in programming, system analysis, and management of computer systems.

Requirements for Major — 66 hours, 2.0 GPA

CS	140	Introduction to Computers	3 cr.
CS	151	Introduction to Programming	3 cr.
IS	205	Managing Information Systems	3 cr.
CS	208	Discrete Mathematics	3 cr.
IS	216	COBOL I	3 cr.
IS	217	COBOL II	3 cr.
CS	219	Programming Fundamentals	3 cr.
CS	225	Programming Concepts	3 cr.
CS	314	User Interface Design	3 cr.
IS	315	Computer Systems Analysis and Design I	3 cr.
IS	316	Computer Systems Analysis and Design II	3 cr.
CS	351	Computer Operating Systems	3 cr.
CS	360	Database Management	3 cr.
CS	365	Computer Networking	3 cr.
CS	Elective (any three-credit CS/IS course that is not in this list of required courses)		3 cr.
AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
BA	352	Principles of Management	3 cr.
BA	360	Financial Management	3 cr.
BA	375	Production and Operations Management	3 cr.
EC	315	Statistics for Social and Administrative Sciences	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
TOTAL			66 cr.

MINOR AVAILABLE ONLY TO HOME CAMPUS TRADITIONAL DAY PROGRAM

Requirements for Minor — 27 hours, 2.0 GPA

CS 140, CS 151, IS 205, CS 208, IS 216, IS 217, CS 219, IS 315,
and one of IS 316, CS 360, or CS 365

BACHELOR OF ARTS

COMPUTER SCIENCE

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

One of the essential tools of modern technology is the computer. The computer is used to support scientific research, in development of applications, and in the data processing environment. The Park University computer science major provides the necessary core curriculum and supporting courses to train individuals to enter a variety of computer industries. Individuals will also be well-qualified to enter graduate programs in computer-related areas.

Requirements for Major — 60 hours, 2.0 GPA

CS	140	Introduction to Computers	3 cr.
CS	151	Introduction to Programming	3 cr.
CS	208	Discrete Mathematics	3 cr.
CS	219	Programming Fundamentals	3 cr.
CS	220	Computer Architecture	3 cr.
CS	225	Programming Concepts	3 cr.
CS	305	Artificial Intelligence	3 cr.
CS	314	User Interface Design	3 cr.
CS	321	Web Programming	3 cr.
CS	351	Computer Operating Systems	3 cr.
CS	352	Data Structures	3 cr.
CS	360	Database Management	3 cr.
CS	365	Computer Networking	3 cr.
CS	380	Compilers	3 cr.
CS	Elective	(any three-credit CS/IS course that is not in this list of required courses)	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MA	141	College Trigonometry	
		OR	3 cr.
MA	150	Pre-Calculus Mathematics	
MA	210	Calculus and Analytic Geometry I	3 cr.
MA	211	Calculus and Analytic Geometry II	3 cr.
MA	212	Calculus & Analytic Geometry III	3 cr.
TOTAL			60 cr.

Requirements for Minor — 27 hours, 2.0 GPA

MA 141 or MA 150, CS 140, CS 151, CS 208, CS 219, CS 220, CS 225, CS 352, and any one of CS 305, CS 314, CS 321 or CS 380.

BACHELOR OF ARTS

CRIMINAL JUSTICE ADMINISTRATION

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

The major in criminal justice administration is designed to provide a comprehensive understanding of the complete criminal justice system within society in the United States. This comprehensive understanding will be based on theoretical, philosophical, and practical knowledge of criminal justice. This understanding will provide a broad background for over 40 basic career opportunities in the criminal justice system, both in the public sector and in the private sector at the local, county, state, and national levels. There are three areas of concentration, building upon the basic courses: Law Enforcement, Corrections, and Security.

Requirements for BA Major — 54 hours, 2.0 GPA

Core Curriculum

CJ	100	Intro to Criminal Justice Administration	3 cr.
CJ	105	Criminal Law	3 cr.
CJ	200	Criminology	3 cr.
CJ	221	Criminal Procedure	3 cr.
CJ	300	Agency Administration	3 cr.
CJ	311	Criminal Investigation	3 cr.
CJ	430	Research in Criminal Justice	3 cr.
CJ	440	Internship in Criminal Justice	3 cr.
CJ	450	Senior Seminar in Criminal Justice	3 cr.

Four of the following:

12 cr.

CJ	205	Juvenile Delinquency (3 cr.)
CJ	220	Criminal Justice and the Community (3 cr.)
CJ	231	Introduction to Law Enforcement (3 cr.)
CJ	232	Introduction to Corrections (3 cr.)
CJ	233	Introduction to Security (3 cr.)
CJ	250	Selected Topics in Criminal Justice (3 cr.)

Three of the following:

9 cr.

PO	332	Public Budget and Finance (3 cr.)
PO	334	Public Personnel Administration (3 cr.)
CJ	310	Leadership and Team-building (3 cr.)
CJ	400	Constitutional Law in Criminal Justice (3 cr.)
CJ	410	Financial Investigations (3 cr.)
CJ	420	Forensic Science (3 cr.)
CJ	425	Comparative Criminal Justice Systems (3 cr.)
CJ	490	Special Topics in Criminal Justice (3 cr.)

One of the following areas:

Area A. Law Enforcement - CJ 312 and CJ 313

Area B. Corrections - CJ 322 and CJ 323

Area C. Security - CJ 332 and CJ 333

TOTAL

54 cr.

(Minor continued on next page.)

Requirements for Minor — 18 hours, 2.0 GPA

18 hours which must include CJ 100, CJ 105, CJ 200, and 9 hours of CJ electives excluding CJ 440, and CJ 450.

BACHELOR OF ARTS ECONOMICS

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

This degree program is designed to give students in-depth education in one of the applied social sciences. Economics is the social science which investigates the conditions and laws affecting the production, distribution and consumption of wealth in an organized society. Students who major in economics use their degree in working for business, government and other institutions serving in various staff and management positions. Many students combine the economics major with another related major such as political science, computer science, business or communications which broadens the range of options available to them. Others plan to do graduate work in economics or other areas which qualifies them to serve as economists or other specialists in government, business or higher education.

Requirements for Major — 39 hours, 2.0 GPA

EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
EC	300	Intermediate Microeconomics	3 cr.
EC	301	Intermediate Macroeconomics	3 cr.
EC	315	Statistics for Social & Administrative Sciences	3 cr.
EC	404	Managerial Economics	3 cr.
EC	407	International Trade & Finance	3 cr.
EC	450	Senior Seminar in Economics	3 cr.
EC		Upper Division Electives	12 cr.
MA	120	Basic Concepts of Statistics	3 cr.
TOTAL			39 cr.

Senior Comprehensive Examination:

All economics majors must pass all parts of a four-part examination.

Requirements for Minor — 18 hours, 2.0 GPA

EC 141 and EC 142 plus 12 hours of upper division Economics electives

EDUCATION

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The Department of Education offers certification in early childhood, elementary, middle school and secondary education. Completion of the certification process enables a person to teach in pre-schools, elementary, middle schools, junior or senior high schools, either public or private. Philosophical, historical and modern methodological approaches to education are studied. A variety of in-school activities, culminating in student teaching, is an integral part of the program. Because many education courses require out of classroom and off campus visits to learning facilities, students must be prepared to provide their own transportation.

Teacher Certification

The Park University Education Program is approved by the Missouri Department of Elementary and Secondary Education. Upon completion of the program, passing the appropriate PRAXIS test, recommendation by Park University, and application by the student, a Missouri Teaching Certificate is issued by the State of Missouri. If students wish to be certified in any state other than Missouri, they must plan their course of study to reflect that state's requirements. Teaching Certification requires passing an FBI background check which includes fingerprinting.

The following endorsements are available:

Early Childhood Education--- A major in early childhood education is required with a cumulative GPA of 2.75 or better.

Elementary Education---A major in elementary education is required with a cumulative GPA of 2.75 or better.

Secondary Education---A major in a subject matter area recognized by the State of Missouri and the completion of the professional requirements in Secondary Education with a cumulative GPA of 2.75 or better is required. Information regarding secondary teaching areas is available from the Department of Education.

K-12---A major in art or Spanish and the completion of the appropriate education courses with a cumulative GPA of 2.75 or better is required. Additional information regarding this certification is available from the Department of Education.

Middle School---A major in a subject matter area recognized by the State of Missouri and the completion of the professional requirements in Middle School with a cumulative GPA of 2.75 or better is required. Information regarding middle school teaching areas is available from the Department of Education.

AVAILABILITY OF COURSES

All of the education programs are designed as traditional day programs, offered on the home campus. However, we recognize that many working students desire to pursue education coursework, therefore we offer some courses in an accelerated or evening format. All courses are not available evenings because many require observation and participation in schools which are only available during the day. Students interested in seeking certification should be aware that at some point they must be available to take day courses. Note that many courses have prerequisites. Be familiar with the catalog.

ADMISSION TO THE DEPARTMENT OF EDUCATION

Students may apply for entry to the Education Program at any point in their work, but is usually done upon earning 60 hours. Entry is open to all qualified students. Application to the program is made after evaluation by the Department of Education.

The following criteria must be met in order to gain full entry:

- Sophomore standing
- A cumulative GPA of 2.75 or better (GPA is computed on all work, transfer and Park University)
- An ACT score or an SAT score
- Minimum score on College BASE test
- Writing Competency Test
- Letter of reference from a faculty member outside of the Department of Education.
- Acceptable beginning portfolio based on Missouri Standards

Admission to the Department of Education is required before enrolling in any course numbered above ED 350. The appropriate Strategies and Practicum course must be taken before being enrolled in Directed Teaching with Seminar. A "B" in the Strategies and Practicum course and passing the appropriate PRAXIS are required before student may enroll in Student Teaching.

Before certification all students must pass the appropriate PRAXIS test with the required score for the State of Missouri.

STUDENT TEACHING

Usually student teaching will be done during the regular school year September through May. The department may consider special situations with exceptional circumstances, but all decisions are at the discretion of the department based on availability of supervising faculty, appropriate sites, sufficient hours and a certified cooperating teacher. Practicum and Directed Teaching requires passing an FBI background check which includes fingerprinting.

COURSES OVER TEN YEARS OLD

Education courses taken more than ten years prior to acceptance into the Department of Education will not be counted toward certification without prior arrangement with the Education Faculty, which must be done the first semester enrolled at Park University. The student may petition the department to renew and credit a course, but the department has discretion in determining how the course will be updated for renewal. A syllabus and preferably portfolio of work from the course under consideration would permit the department to assess the deficiencies and assign additional work to update the course. Without appropriate supporting documentation (i.e. syllabus, text) the department may require a student to audit the course and do a supporting project. If deficiencies appear to be too great the department may require the student to retake the course.

2001-02 PRAXIS pass rate 90%.

BACHELOR OF ARTS

EARLY CHILDHOOD EDUCATION

(BIRTH THROUGH GRADE 3)

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Requirements for the Major — 2.75 GPA

NO GRADE LOWER THAN A "C" IN EDUCATION CORE

Professional Curriculum

ED 105	Career Inquiry in Education	2 cr.
ED 203	Educational Psychology	3 cr.
ED 210	The School as a Social System	3 cr.
ED 220	Child Growth and Development for Early Childhood and Elementary Teachers	3 cr.
ED 222	Early Childhood Principles	3 cr.
ED 306	Family & Community Resources	3 cr.
ED 307	Observation, Assessment, and Screening in ECE	3 cr.
ED 308	Language and Literacy Development in ECE	3 cr.
ED 311	Children's Literature for Early Childhood and Elementary Teachers	3 cr.
ED 313	Technology for Teachers	3 cr.
ED 317	Family Involvement in ECE	3 cr.
ED 321	Exceptional Children	3 cr.
ED 322A	Classroom Management	3 cr.
ED 324	Early Childhood Program Management	3 cr.
ED 325	Modern Grammar	3 cr.
ED 328	Early Childhood Teaching Strategies & Practicum	7 cr.
ED 330	Issues in Diversity	3 cr.
ED 342	Art, Music and Movement for Early Childhood and Elementary Teachers	3 cr.
ED 361	Ethics and Professionalism in the Classroom	1 cr.
ED 378	Science for Early Childhood & Elementary Teachers	2 cr.
ED 379	Math. for Early Childhood & Elementary Teachers	3 cr.
ED 381	Literacy for Early Childhood & Elementary Teachers	6 cr.
ED 413	ECE Directed Teaching with Seminar	14 cr.
TOTAL		83 cr.

GENERAL CURRICULUM - EARLY CHILDHOOD

Humanities

Music or Art (MU 260 or AR 205 recommended)	3 cr.
<i>One course from the following:</i>	3 cr.
Modern Language	
Western and Non-Western Cultures	
Philosophy	
Literature	
Classical Studies	
Theatre (not including CA 104)	
	<hr/> 6 cr.

Communication Skills

English Composition (EN 105 required)	3 cr.
English Composition (EN 106 required)	3 cr.
Oral Communication (CA 104, or CA 103 or TH 105 recommended)	3 cr.
	<hr/> 9 cr.

Social Studies

U. S. History (HI 205 or HI 206 recommended)	3 cr.
Political Science (Am. Gov-PO 100 recommended)	3 cr.
<i>One course from the following</i>	3 cr.
Geography (ED 265 or GG 315 recommended)	
Sociology (SO 141 recommended)	
Economics (EC 101 recommended)	
Psychology (PS 101 recommended)	
Anthropology	
	<hr/> 9 cr.

Natural Science

Biology (BI 111 recommended)	4 cr.
Physical or Earth Science	4 cr.
Both science courses must have a lab.	
	<hr/> 8 cr.

Mathematics

Math (MA 131 or MA 110 recommended)	3 cr.
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BACHELOR OF ARTS

ELEMENTARY EDUCATION

(GRADES 1 THROUGH 6)

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Requirements for the Major — 2.75 GPA

NO GRADE LOWER THAN A "C" IN EDUCATION CORE OR CERTIFICATION AREA

Professional Curriculum

ED	105	Career Inquiry in Education	2 cr.
ED	203	Educational Psychology	3 cr.
ED	205	Child Psychology	3 cr.
ED	210	School as a Social System	3 cr.
ED	311	Children's Literature for Early Childhood and Elementary Teachers	3 cr.
ED	313	Technology in Education	
ED	321	Exceptional Children	3 cr.
ED	322A	Classroom Management	3 cr.
ED	325	Modern Grammar	3 cr.
ED	330	Issues in Diversity	3 cr.
ED	342	Art, Music and Movement for Early Childhood and Elementary Teachers	3 cr.
ED	359A	Elementary Teaching Strategies with Practicum	7 cr.
ED	361	Ethics and Professionalism in the Classroom	1 cr.
ED	367	Assessment in Education	3 cr.
ED	378	Science for Early Childhood & Elementary Teachers	2 cr.
ED	379	Mathematics for Early Childhood and Elementary Teachers	3 cr.
ED	381	Literacy for Early Childhood and Elementary Teachers	6 cr.
ED	409	Elementary Directed Teaching with Seminar	12 cr.
ED	419	Diagnosis & Remediation of Reading Difficulties	6 cr.
TOTAL			72 cr.

AREA OF CONCENTRATION

The student must have a total of at least 21 semester hours in an area of concentration (courses taken as part of the General Curriculum may be counted as part of the area of concentration). This concentration will be approved by the student's advisor. Areas available are:

Social Studies

Science and Mathematics

English

Fine Art

Science

Mathematics

Art

GENERAL CURRICULUM - ELEMENTARY

Humanities

Music or Art (MU 260 or AR 205 recommended)	3 cr.
<i>One course from the following:</i>	3 cr.
Modern Language	
Western and Non-Western Cultures	
Philosophy	
Literature	
Classical Studies	
Theatre (not including CA 104)	
	<hr/> 6 cr.

Communication Skills

English Composition (EN 105 required)	3 cr.
English Composition (EN 106 required)	3 cr.
Oral Communication (CA 104, or CA 103 or TH 105 recommended)	3 cr.
	<hr/> 9 cr.

Social Studies

U. S. History (HI 205 or HI 206 recommended)	3 cr.
Political Science (Am. Gov-PO 100 recommended)	3 cr.
Geography (ED 265 or GG 315 recommended)	3 cr.
Economics (EC 101 recommended)	3 cr.
Sociology (SO 141 recommended)	3 cr.
	<hr/> 15 cr.

Natural Science

Biology (BI 111 recommended)	4 cr.
Physical or Earth Science	4 cr.
Both science courses must have a lab.	
	<hr/> 8 cr.

Health

Biology (BI 214 recommended)	3 cr.
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Mathematics

Math (MA 131 recommended)	3 cr.
Math (MA 110 or MA 120 recommended)	3 cr.
	<hr/> 6 cr.

MIDDLE SCHOOL EDUCATION (GRADES 5 THROUGH 9)

CERTIFICATION PROGRAM OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Students seeking middle school certification must select from one of the following majors:

English (either Language and Literature or Writing)

Mathematics

Science (Natural Science major)

Social Studies (History **OR** Political Science major only).

Post-baccalaureate students seeking certification only must have a bachelor's degree in one of the above areas, with an analogous major to Park University's majors above. Suitability of such degrees will be determined by the Department of Teacher Education. Students must see an education advisor within one semester of declaring an intent to seek middle school certification.

Courses Required for Certification Recommendation

2.75 GPA AND NO GRADE LOWER THAN A "C" IN EDUCATION CORE OR MAJOR FIELD

Professional Curriculum

ED	105	Career Inquiry in Education	2 cr.
ED	203	Educational Psychology	3 cr.
ED	221	Adolescent Psychology	3 cr.
ED	210	The School as a Social System	3 cr.
ED	313	Technology in Education	3 cr.
ED	321	Exceptional Children	3 cr.
ED	322B	Classroom Management	3 cr.
ED	330	Issues in Diversity	3 cr.
ED	359B	Middle School Strategies with Practicum	7 cr.
ED	361	Ethics and Professionalism in the Classroom	1 cr.
ED	367	Assessment in Education	3 cr.
ED	382	Literacy for Middle School Teachers	6 cr.
ED	397	Methodology in Teaching Content Area in Middle & Secondary Classrooms	2 cr.
ED	412	Middle School Directed Teaching with Seminar	12 cr.
TOTAL			54 cr.

GENERAL CURRICULUM - MIDDLE SCHOOL

Humanities (One course from two of the following)

Music (MU 260 recommended; applied music excluded)	
Art (AR 205 recommended)	
Modern Language	
Western and Non-Western Cultures	6 cr.
Philosophy	
Literature	
Classical Studies	
Theatre and Drama	

Communication Skills

English Composition (EN 105 required)	3 cr.
English Composition (EN 106 required)	3 cr.
Oral Communication	3 cr.
(CA 104 or CA 103 or TH 105 recommended)	
	<hr/> 9 cr.

Social Studies

American History (HI 205 recommended)	3 cr.
Political Science 3 cr.	
(U.S. or State, PO 100 recommended)	
	<hr/> 6 cr.

One course from the following:

Geography	3 cr.
Economics	
Sociology	
Anthropology	
Psychology	

Natural Science

Physical Science or Earth Science	4 cr.
Biological Science (BI 111 recommended)	4 cr.
Both courses must have a lab component.	
	<hr/> 8 cr.

Mathematics

MA 131 (required)	3 cr.
MA 110 or MA 120 (recommended)	3 cr.
	<hr/> 6 cr.

SECONDARY EDUCATION (GRADES 9 THROUGH 12)

CERTIFICATION PROGRAM OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Students seeking secondary certification should declare this intent at the time of major declaration and contact the Education advisor in addition to the major advisor in order to assure proper completion of state requirements.

Courses Required for Certification Recommendation

2.75 GPA AND NO GRADE LOWER THAN A "C" IN EDUCATION CORE OR MAJOR FIELD

Professional Curriculum

ED	105	Career Inquiry in Education	2 cr.
ED	203	Educational Psychology	3 cr.
ED	221	Adolescent Psychology	3 cr.
ED	210	The School as a Social System	3 cr.
ED	313	Technology in Education	3 cr.
ED	321	Exceptional Children	3 cr.
ED	322B	Classroom Management	3 cr.
ED	330	Issues in Diversity	3 cr.
ED	359C	Secondary Teaching Strategies with Practicum	7 cr.
ED	361	Ethics and Professionalism in the Classroom	1 cr.
ED	367	Assessment in Education	3 cr.
ED	380	Literacy in the Secondary Classroom	4 cr.
ED	397	Methodology in Teaching Content Area in Middle & Secondary Classrooms	2 cr.
ED	411	Secondary Directed Teaching with Seminar	12 cr.
TOTAL			52 cr.

ACADEMIC MAJOR

The student must complete an academic major that is part of the secondary school curriculum. Additional courses may be required for state certification. The following areas of certification are available:

Art (K-12)
Unified Science (9-12) (Natural Science: Biology **OR** Chemistry)
English (9-12)
*Journalism (9-12)
Mathematics (9-12)
Spanish (K-12)
Social Studies (9-12) (Political Science **OR** History major)

* We strongly recommend certification in an additional field

GENERAL CURRICULUM - SECONDARY

Humanities (One course from two of the following)

Music (MU 260 recommended; applied music excluded)	
Art (AR 205 recommended)	
Modern Language	
Western and Non-Western Cultures	6 cr.
Literature	
Classical Studies	
Theatre and Drama	

Communication Skills

English Composition (EN 105 required)	3 cr.
English Composition (EN 106 required)	3 cr.
Oral Communication	3 cr.
(CA 104 or CA 103 or TH 105 recommended)	
	<hr/> 9 cr.

Social Studies

American History (HI 205 or HI 206 recommended)	3 cr.
Political Science	3 cr.
(U.S. or State, PO 100 or PO 200 recommended)	
	<hr/> 6 cr.

<i>One course from the following:</i>	3 cr.
Geography	
Economics	
Sociology	
Anthropology	
Psychology	

Natural Science

Physical Science or Earth Science	3 cr.
Biological Science (BI 111 recommended)	4 cr.
One course must have a lab component.	
	<hr/> 7 cr.

Mathematics

Math (MA 131 recommended)	3 cr.
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BACHELOR OF ARTS

ENGLISH

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

English majors may concentrate on either of two programs: language and literature or writing. Both programs encourage students to explore many facets of human nature and culture through the study of literature and to develop understanding and skillful use of language. Both concentrations help students acquire the knowledge, analytical skills, and writing abilities needed by such professionals as writers, editors, teachers, business managers, and lawyers.

Requirements for Major — 54 hours, 2.0 GPA

Core Curriculum

EN	201	Introduction to Literature	3 cr.
EN	231	Introduction to Language	3 cr.
EN	306C	Professional Writing in the Disciplines	3 cr.
		Advanced Expository & Research Writing	
EN	315	Earlier English Literature	3 cr.
EN	316	Later English Literature	3 cr.
EN	317	Earlier American Literature	3 cr.
EN	318	Later American Literature	3 cr.
EN	319	Modern Literature	3 cr.
EN	325	Modern Grammar	3 cr.
EN	351	Foundations of Literature	3 cr.
EN	380	Literary Theory and Criticism	3 cr.
EN	440	Shakespeare	3 cr.
EN	490	Capstone Seminar	3 cr.

Specialty Area: Choose One

Language and Literature Concentration 15 cr.

EN 203 (3) or EN 232 (3), and EN 233 (3), EN 234 (3),
EN 304 (3), EN 450 (3)

Writing Concentration 15 cr.

EN 311 (3), Two of the following: CA 201 (3), EN 232 (3),
EN 233 (3), EN 234 (3), or EN 355 (3) six hours from the
following: CA 315 (3), EN 401 (6) or ED 409/411/412
(12 hr courses of which 6 hours may be applied to this requirement.)

TOTAL

54 cr.

(Major continued on next page.)

Senior Examinations

All majors must pass a three-hour written comprehensive examination in the English language and literature, covering three of the following fields: Medieval English Literature, Renaissance English Literature, Neoclassical English Literature, Romantic and Victorian English Literature, American Literature to 1865, American Literature after 1865, Modern English and American Literature, Women's Literature, American Minority Literature, English Language and Rhetoric. Reading list will be supplied. The examination should be taken during the second semester of the junior year.

A one-hour oral examination follows the written examination; it is conducted by three members of the English Discipline and one other faculty member.

The student must pass both examinations. Students who fail either or both parts must retake the examinations in the next semester.

Requirements for Minor — 18 hours, 2.0 GPA

EN 201, and 15 credit hours of other core curriculum courses.

BACHELOR OF ARTS HISTORY

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The study of history encompasses the important events and intellectual achievements of the past. The present condition of our species is illuminated by an understanding of the sweep of human experience. History at Park University includes study of the artistic expression of individuals and societies as well as humanity's political and economic achievements.

Requirements for Major — 30 hours, C or better

The major in history at Park University prepares students for careers in teaching, journalism, government, law and the rapidly growing area of historical reconstruction. A major consists of a program of 30 credit hours developed by the student with the consent of the department chair. It always includes HI 405 or HI 410.

The courses credited for a history major include many taught in other disciplines. They include courses in the history of art, of literature, of music and theatre, of philosophy, political science and religion.

Requirements for Minor — 18 hours, C or better

Most of the history courses listed in this catalog are offered alternate years.

BACHELOR OF ARTS

LIBERAL ARTS

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

An understanding of the basic elements of modern civilization is important to making informed decisions. The program in liberal arts provides a variety of experiences in the various aspects of a liberal arts education. Courses are provided to cover topics in the Humanities, Social Sciences, Natural and Physical Sciences and Mathematics, with each area contributing to a fundamental understanding of our world today.

Fifty-one (51) credits in the major field distributed as follows:

CA	104	Interpersonal Communications	3 cr.
CA	218	Public Relations	3 cr.
CS	140	Introduction to Computers	3 cr.
EN	201	Introduction to Literature	3 cr.
EN	311	Creative Writing	3 cr.
EN	317	Earlier American Literature	3 cr.
EN	318	Later American Literature	3 cr.
EN	319	Modern Literature	3 cr.
HI	202	Europe, 1914 - 1950s	3 cr.
HI	205	Themes in American History, 1492-1865	3 cr.
HI	206	Themes in American History, 1865-1945	3 cr.
HU	211	Introduction to the Humanities	3 cr.
HU	212	Introduction to the Arts	3 cr.
PH	101	Introduction to Philosophical Thinking	3 cr.
PH	221	Ethics and Society	3 cr.
PH	307	Analytical Thinking	3 cr.
PH	311	History of Ideas	3 cr.
TOTAL			51 cr.

BACHELOR OF ARTS

LIBERAL STUDIES

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)
METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

The liberal studies major allows the student a major composed of various disciplines within the division of Humanities and Performing Arts rather than one discipline only. It therefore emphasizes breadth, while requiring a concentration of 15 credits in a single discipline. It is intended that, by broadening the student's cultural perspective, heightening the student's analytical powers, and providing models for understanding experience, the liberal studies major will make a valuable contribution to whatever vocation the student elects. It may be taken along with vocational courses, or as a second major, or as preparation for a graduate or professional degree.

Requirements for Major — 51 hours, 2.0 GPA

Core Curriculum:

15 cr.

LS	211	Introduction to the Humanities (3 cr.)
LS	212	Introduction to the Arts (3 cr.)
LS	301	Contemporary Issues (3 cr.)
LS	400	Senior Project (3 cr.) (3 cr.)

Any two of the following:

6 cr.

EN	319	Modern Literature (3 cr.)
EN	351	Foundations of Literature (3 cr.)
EN	450	Romanticism in Literature (3 cr.)
HI	320	Ancient Greeks and the Classical Tradition (3 cr.)
HI	321	19th Century Romantics & the Romantic Tradition (3 cr.)
HI	322	Modernism in the 20th Century (3 cr.) or
PH	316	Philosophy and Skepticism (3 cr.)
PO	216	International Relations (3 cr.)

Concentration in one of these disciplines:

15 cr.

History, Philosophy, Religion, English, Communication Arts,
Art, Music, or Theatre. (Concentrations in Art, Music, and Theatre
are not offered through Weekend/Evening College).

Upper-level electives chosen from among the following disciplines, but not in the discipline of the concentration:

9 cr.

History, Philosophy, Religion, English, Communication Arts,
Art or Theatre.

Modern Language

6 cr.

(Parkville campus traditional students will meet this requirements by
satisfying the modern language graduation requirement.
Weekend/Evening College students will satisfy this requirement by
taking 6 credit hours of modern or classical language courses, not
necessarily in one language):

TOTAL

51 cr.

(Major continued on next page.)

Senior Oral Examinations:

All majors must pass a two-hour oral examination covering two of the above concentrations (including the student's official area of concentration and one other to be selected by the student). The examination should be taken a full semester prior to graduation for Parkville campus traditional students or a full term prior to graduation for MetroPark students. This allows for a retake of the examination during the student's last semester/term in case of failure. The examination board will be composed of five members including the Liberal Studies department chair/program coordinator, the Weekend/Evening College administrator, one faculty member from each of the concentrations to be examined, and one other person selected by the candidate.

Stipulations:

1. The senior project normally is in the discipline of concentration, but may be interdisciplinary. It is proposed by the student and completed through Independent Study.
2. Courses counted toward the 51-hour major requirement may not be used to fulfill the Liberal Learnings (LL) requirement.
3. Students already fluent in a second language may seek a waiver of the Liberal Studies modern language requirement through the chair of the Modern Language program.

BACHELOR OF ARTS

MATHEMATICS

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Mathematics is both a body of knowledge concerning a class of symbols and the relation between them as a system of thought and communication, as well as application of that system to other areas of human experience. As a system of thought, it derives from philosophy and provides a language which has particular beauty and clarity. Applied to other areas of human experience, mathematics has provided great power and precision to a wide range of endeavors, and thereby has supplied an essential contribution to the rise of modern civilization. The study of mathematics prepares students for graduate studies in mathematics, related sciences, economics and business administration. Other options include beginning actuarial work, teaching at the secondary level and beginning work in the area of data processing.

Third and fourth year MA courses will be determined in consultation with the student's advisor.

Requirements for Major — Min. 34 hours, 2.0 GPA

MA	210	Calculus and Analytic Geometry I	3 cr.
MA	211	Calculus and Analytic Geometry II	3 cr.
MA	212	Calculus and Analytic Geometry III	3 cr.
MA	213	Calculus and Analytic Geometry IV	3 cr.
MA	301	Mathematical Thought	3 cr.
MA	305	Probability	3 cr.
MA	311	Linear Algebra	3 cr.
MA	450	Seminar in Mathematics	3 cr.
<i>At least four courses from the following:</i>			12 cr.
MA	302	Ordinary Differential Equations (3 cr.)	
MA	312	Abstract Algebraic Structures (3 cr.)	
MA	350	Mathematics in Civilization (3 cr.)	
MA	360	Modern Geometries (3 cr.)	
MA	370	Number Theory (3 cr.)	
MA	380	Mathematical Statistics (3 cr.)	
MA	401	Analysis (3 cr.)	
MA	402	Topology (3 cr.)	
MA	406	Special Topics (1-3 cr.)	
TOTAL			34-36 cr.

Written or oral examinations may be required for the major.

Two semesters of French or German are recommended.

(Major continued on next page.)

Recommended major courses for the Secondary Teacher:

The core requirements and MA 312, MA 360, MA 370, MA 406 (Enrichment Topics)

Recommended major courses for actuarial or other technical preparation:

The core requirements and MA 370, MA 380, MA 401, MA 406 (Selected Problems)

Recommended major courses to be coupled with majors in chemistry, biology, physics or other science:

The core requirements and MA 302, MA 312, MA 380, MA 406 (Selected Problems)

Recommended major courses to be combined with a major in Computer Science:

The core requirements and MA 302, MA 312, MA 380, MA 406 (Numerical Analysis)

(Students doing a double major in mathematics and computer science should seriously consider the major in computational sciences.)

Recommended major courses for the student preparing for graduate study in mathematics:

The core requirements and MA 312, MA 380, MA 401, MA 402 or MA 406 (Selected Problems)

Requirements for Minor — 19-21 hours, 2.0 GPA

MA 210, MA 211, MA 212, and four additional courses numbered at the 205 level or above. Written or oral examinations may be required for the minor.

Curricular Concentration for the elementary teacher: Any 21 hours selected from the MA-prefixed courses will suffice. Recommended: MA 110, MA 120, MA 131, MA 210, MA 311, MA 370, MA 406 (*Enrichment Topics*).

BACHELOR OF ARTS NATURAL SCIENCE

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The purpose of the Natural Science major is to give the student a broad background in the natural sciences, while still allowing the coverage of one field in some depth, both for subject matter and problem solving methods. Completion of the core requirements and the "secondary certification additions" will prepare those who are planning to teach in the secondary schools. Completion of the core requirements plus the professional science concentration will prepare students to enter most graduate programs in interdisciplinary biology. Those with other career or postgraduate goals should confer with an advisor about additional course work.

Requirements for Major — 57 hours, 2.0 GPA

Core Curriculum:

BI	114	General Biology	4 cr.
BI	225	Botany	4 cr.
BI	306	Biological Literature	
		OR	3 cr.
CH	306	Chemical Bibliography	
CH	107	Introduction to Chemistry I	3 cr.
CH	107L	Introduction to Chemistry I Laboratory	1 cr.
CH	108	Introduction to Chemistry II	3 cr.
CH	108L	Introduction to Chemistry II Laboratory	1 cr.
* MA	210	Calculus & Analytic Geometry I	3 cr.
* MA	211	Calculus & Analytic Geometry II	3 cr.
NS	401	Natural Science Colloquium (1 cr.)	2 cr.
* PY	205	Introduction to Physics I	5 cr.
* PY	206	Introduction to Physics II	5 cr.

Concentration:	<i>Complete 20 hours from one of the following four areas:</i>	20 cr.
Biology:	BI 226, BI 231, BI 300, BI 301, BI 304, BI 320, BI 330, BI 337, BI 340, BI 342, BI 344, BI 350, BI 360, BI 378, BI 422, and BI 490	
Chemistry:	CH 310, CH 317/317L, CH 318/318L, CH 321, CH 328, CH 329, CH 337/337L, CH 400, CH 407, CH 408, CH 410, CH 429, and CH 490	
Geoscience:	GO 125, GO 130, GO 141, GO 151, GO 200, GO 205, GO 215, GO 315, GO 330, and GG 315	
Professional Science:	NS 315 or BI 422 or CH 490 (3), CH 317/317L (4), CH 318/318L (4), approved BI or CH upper division electives (9)	
	TOTAL	57 cr.

(Major continued on next page.)

Students seeking middle school or secondary science teaching certification must complete the following courses in addition to the major:

NS	141	Introduction to Geology	4 cr.
NS	218	Foundations of Science (3 cr.)	
OR			
NS	241	Cultural & Historical Aspects (3 cr.) of the Scientific Endeavor	
OR			
NS	304	Science, Technology, and Society (3 cr.)	3 cr.
OR			
HN	202	Science in the World Today (3 cr.)	
GO/PY	130	Astronomy	4 cr.
GO	205	Meteorology	4 cr.
BI	226	Zoology	4 cr.
BI	378	Ecology	4 cr.
			<hr/>
			23 cr.

* Students seeking middle school science teaching certification should substitute PY 155 and PY 156 for PY 205/PY 206 and MA 141 and a CS elective for MA 210/MA 211 in the major.

BACHELOR OF ARTS

POLITICAL SCIENCE

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The Bachelor Degree in Political Science provides students with information and abilities to become participative citizens and cope with the problems of modern politics. The degree also seeks to prepare well-rounded students for careers in the public sector and to prepare those who seek admission to graduate school.

Specific requirements have been kept to a minimum, with an emphasis on breadth rather than specialization. Analytic skills, especially critical thinking, are stressed in all courses. The Senior Project provides an opportunity for students to develop research skills while the Internship exposes the students to opportunities for practical applications of what they have learned.

Requirements for Major — 33-42 hours, 2.0 GPA

EC	315	Statistics for Social & Administrative Sciences	3 cr.
PO	100	American Politics and Citizenship	3 cr.
PO	200	American National Government	
		OR	3 cr.
PO	201	State and Local Government	
PO	210	Comparative Political Systems	
		OR	3 cr.
PO	216	International Relations	
PO	220	History of Political Philosophy	
		OR	3 cr.
PO	221	Political Ideologies	
<i>Two of the following:</i>			6 cr.
PO	310	Parties and Elections (3 cr.)	
PO	320	American Foreign Policy (3 cr.)	
PO	330	Public Administration (3 cr.)	
PO	340	Public Policy (3 cr.)	
PO	350	Special Topics in Politics (3 cr.)	
PO	399	Scope and Methods of Political Science	3 cr.
PO	400	Senior Project in Political Science	3 cr.
PO	405	Senior Thesis	3 cr.
PO	450	Internship	3-12 cr.
TOTAL			33-42 cr.

Senior Examinations:

Students must pass both of the following:

- a) A four to six hour written comprehensive examination in Political Science.
- b) A one to one and a half hour oral comprehensive examination in Political Science.

Requirements for Minor — 18 hours, 2.0 GPA

PO 100, PO 200 or PO 201, PO 210 or PO 216, PO 220 or PO 221 and
two of the following: PO 310, PO 320, PO 330, PO 340, and PO 350.

Senior Examination: Students must pass a one to one and a half hour written comprehensive examination in Political Science.

BACHELOR OF ARTS

PUBLIC ADMINISTRATION

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The Bachelor Degree in Public Administration is meant to provide students with the abilities and skills to enter government service directly from their undergraduate work; or to prepare the student for success in Masters of Public Administration programs or other advanced degree programs.

All areas of the field of Public Administration are presented to give breadth of knowledge for use in entry-level positions, but also so students can choose an area for concentration if they enter graduate school. The internship provides practical application of what they have learned.

Requirements for Major — 39 hours, 2.5 GPA

PO	200	American National Government	3 cr.
PO	201	State and Local Government	3 cr.
PO	330	Public Administration	3 cr.
PO	332	Public Budget and Finance	3 cr.
PO	333	Public Management and Leadership	3 cr.
PO	334	Public Personnel Administration	3 cr.
PO	340	Public Policy	3 cr.
PO	450	Internship	3-12 cr.
EC	315	Statistics for Social & Administrative Sciences	3 cr.
HS	101	Introduction to Human Services	3 cr.

Three of the following:

PO	331	Public Organizations (3 cr.)	9 cr.
PO	335	Administrative Politics (3 cr.)	
PO	336	The Media and Public Administration (3 cr.)	
PO	337	Administrative Law (3 cr.)	
PO	430	Research in Public Administration (3 cr.)	
AC	201	Principles of Accounting I (3 cr.)	
CJ	350	Criminal Justice Management & Planning (3 cr.)	
HS	322	Systems of Social Welfare (3 cr.)	

TOTAL

39-48 cr.

Senior Examination:

Students must pass both of the following:

- A four to six hour written comprehensive examination in Public Administration
- A one to one and a half hour oral comprehensive examination in Public Administration

Requirements for Minor — 21 hours, 2.5 GPA

PO 200, PO 330, PO 331, PO 332, PO 333 and two of the following:
PO 334, PO 335, AC 201, CJ 350 and HS 322

Senior Examination:

Seniors must pass a one to one and a half hour written comprehensive examination in Public Administration.

BACHELOR OF ARTS LEGAL STUDIES

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The Bachelor Degree in Legal Studies is meant to prepare students to be successful in law school or in graduate schools leading to para-legal degrees.

The program emphasizes critical thinking, logical reasoning, analysis of contemporary legal and social issues, reading and writing. The internship allows students to see the practical application of their studies.

Requirements for Major — 57 hours, 2.5 GPA

PO	100	American Politics and Citizenship	3 cr.
PO	200	American National Government	3 cr.
PO	220	History of Political Philosophy	3 cr.
PO	302	Legal Analysis	3 cr.
PO	303	Legal History	3 cr.
PO	304	Constitutional Law	3 cr.
PO	440	Senior Project in Legal Studies	3 cr.
PO	450	Internship	3-12 cr.
AC	201	Principles of Accounting	3 cr.
BA	260	Business Law I	3 cr.
BA	261	Business Law II	
		OR	3 cr.
CA	302	Communication Ethics and Law	
CJ	105	Criminal Law	3 cr.
CJ	400	Constitutional Law in Criminal Justice	3 cr.
EC	141	Principles of Economics I (Macro)	
		OR	3 cr.
EC	142	Principles of Economics II (Micro)	
EN	319	Modern Literature	3 cr.
EN		English elective above 300	3 cr.
PH	211	Logic	3 cr.
PH	302	Ethical Issues in Public Policy	
		OR	3 cr.
PH	308	Business Ethics	
PH	316	Philosophy and Skepticism	3 cr.
		TOTAL	57-66 cr.

Senior Examination:

Students must pass both of the following:

- a) A four to six hour written comprehensive examination in Law and Political Science.
- b) A one to one and a half hour oral comprehensive examination in Law and Political Science.

Requirements for Minor — 21 hours, 2.5 GPA

PO 100, PO 200, PO 302, PO 304, EC 141 or EC 142, PH 316 and PH 211.

Senior Examination:

Students must pass a one to one and a half hour written comprehensive examination in Law and Political Science.

PRE-LAW STUDIES

OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

The Association of American Law Schools prescribes no specific curriculum or degree concentration for pre-law studies, but it emphasizes the need for creative and critical thinking, understanding human institutions and values, and clear comprehension of and concise expression in the use of language.

Park University offers students several frameworks within which they may develop the skills necessary to prepare for and succeed in law school. One is the exciting and innovative Legal Studies Program, a challenging interdisciplinary curriculum which emphasizes critical thinking, logical reasoning, analysis of contemporary legal and social issues, reading and writing. Legal Studies is offered as a concentration in political science. A detailed description of this program appears in the catalog listing for political science.

Our academic requirements and general education courses also focus on the need to acquire and cultivate skills in the above areas. Pre-law students at Park University may therefore prepare for law school by pursuing any major and minor program of study, but courses in writing, literature, mathematics, computers, logic, history, and the social sciences - especially political science -are strongly recommended.

Students identifying pre-law as their area of professional interest will be assigned to a secondary advisor responsible for pre-law education.

BACHELOR OF ARTS

PSYCHOLOGY

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Psychology is both a science and an applied profession. Psychology is a broad discipline that deals with behavior and mental processes. Career opportunities include work in counseling, personnel, business, industry, research & development, advertising, college teaching, medical settings, basic research, criminal justice and government. For those students interested in becoming licensed psychologists or professional researchers, the major is designed to prepare them for possible graduate training.

Requirements for Major — 39 hours, 2.0 GPA

PS	101	Introduction to Psychology	3 cr.
PS	306	Experimental Psychology	3 cr.
PS	315	Theories of Personality	3 cr.
PS	404	History and Systems of Psychology	3 cr.
PS	407	Field Placement in Psychology	3 cr.
PS	408	Cognitive Psychology	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.

At least six of the following: 18 cr.

PS	205	Child Psychology (3 cr.)
PS	221	Adolescent Psychology (3 cr.)
PS	222	Adult Development and Aging (3 cr.)
PS	301	Social Psychology (3 cr.)
PS	302	Tests and Measurements (3 cr.)
PS	304	Ethology (3 cr.)
PS	305	Behavioral Research Methods (3 cr.)
PS	308	Psycholinguistics & Language Development (3 cr.)
PS	309	Human Sexuality (3 cr.)
PS	361	Cross-Cultural Psychology (3 cr.)
PS	374	Organizational Psychology (3 cr.)
PS	388	Learning and Motivation (3 cr.)
PS	390	Selected Topics in Psychology (1-3 cr.)
PS	401	Abnormal Psychology (3 cr.)
PS	402	Systems of Psychotherapy (3 cr.)
PS	403	Special Problems in Psychology (3 cr.)
PS	405	Independent Study in Psychology (3 cr.)
PS	407	Field Placement (additional credits beyond core requirement) (3 cr.)
BI	120	Anatomy and Physiology (5 cr.)

TOTAL 39 cr.

Senior Examination:

Students must pass a written comprehensive in Psychology in order to graduate.

Requirements for Minor

18 hours which must include PS 101, PS 306, PS 315 and PS 404

BACHELOR OF ARTS

SPANISH

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY CAMPUS

The Spanish Major is designed to assist students in the acquisition of this language, as a tool of communication to be utilized in the local, national, and global communities. Along with the study of the Spanish language, the study of the Hispanic and indigenous cultures is an intricate part of the program. The emphasis of this program is on cultural studies and the development of skills for communication in the present day world. The study of literature will serve as a vehicle to a better understanding of the language and culture.

Teacher Certification

Students seeking Teacher Certification must fulfill the requirements of the Missouri Department of Elementary and Secondary Education, in addition to the completion of the major. Course work in Education may be completed at Park University. Please consult with an Education advisor regarding this option.

Requirements for Major — 33 hours, 2.0 GPA

A minimum of 33 semester hours at the 200-level, or above, as follows. All courses listed are required. 300-level courses are taught in Spanish.

SP	201	Intermediate Spanish I	3 cr.
SP	202	Intermediate Spanish II	3 cr.
EN	231	Introduction to Language	3 cr.
SP	294	Intermediate Spanish Conversation	3 cr.
SP	295	Intermediate Spanish Composition	3 cr.
SP	301	Advanced Spanish Conversation	3 cr.
SP	302	Advanced Spanish Grammar & Composition	3 cr.
SP	311	Culture and Civilization of Spain	3 cr.
SP	312	Culture and Civilization of America	3 cr.
SP	394	Intro. to the Literature of Spain	3 cr.
SP	395	Intro. to the Literature of America	3 cr.
SP	310	Independent Readings in Spanish, may be utilized in lieu of Spanish 394 or Spanish 395, but not both. A minimum of, and no more than 3 hours of credit may be earned by this substitution. Native speakers may take an additional 3 hours of credit through Spanish 310, in order to substitute Spanish 201.	
TOTAL			<hr/> 33 cr.

(Minor continued on next page.)

Requirements for Minor — 18 hours, 2.0 GPA

Any combination of courses, starting with SP 101 or higher.

Students with a good high school background in Spanish are encouraged to start their studies at the 200-level. In this case, students may take 300-level courses in order to complete the minor. Credit for Elementary Spanish I and II may be granted by examination, i.e. AP or "end-of-course examination." Credit for Level I and Level II Spanish may be granted by a satisfactory score on the CLEP examination. A standard placement test may be utilized for students who are uncertain about the appropriate starting point for their studies.

The Spanish Minor is designed to assist students in gaining proficiency in oral and written communication in this world language, along with a solid understanding of Hispanic cultures. Students majoring in Business Administration with an International Business emphasis, in Communication Arts, and in English with a Language and Literature Concentration, among others, should consider the completion of this minor.

BACHELOR OF ARTS SOCIOLOGY

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM

Sociology is the study of patterns of social interaction and relationships among individuals, the study of social problems and processes such as conflict, deviance and inequality, also institutions such as family and religion, and the research methods used to observe and report social phenomena.

Requirements for Major — 33 hours, 2.0 GPA

Core Curriculum

SO	141	Introduction to Sociology	3 cr.
SO	305	Behavioral Research Methods	3 cr.
SO	335	Social Theory	3 cr.
SO	405	Senior Project in Sociology	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
		Sociology Electives	18 cr.
		TOTAL	33 cr.

Requirements for Minor — 18 hours, 2.0 GPA

SO 141 and SO 305 required plus 12 hours of electives

BACHELOR OF PUBLIC ADMINISTRATION

THIS DEGREE OFFERED THROUGH METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

The intent of this program is to meet the educational needs of persons interested in the field of Public Administration whether at the municipal, state or federal level. In addition, this program provides a necessary background at the undergraduate level for those students intending to pursue graduate studies in the disciplines of management, public administration, or business administration or entry-level positions.

Thirty-nine (39) credits distributed as follows in major field:

CS	140	Introduction to Computers	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
PO	200	American National Government	3 cr.
PO	201	State and Local Government	3 cr.
PO	330	Public Administration	3 cr.
PO	331	Public Organizations	3 cr.
PO	332	Budget and Finance	3 cr.
PO	333	Public Management and Leadership	3 cr.
PO	334	Public Personnel Administration	3 cr.
PO	403	Senior Project in Public Administration	3 cr.

Three of the following:

PO	335	Administrative Politics	9 cr.
PO	336	Media and Public Administration	
PO	337	Administrative Law	
PO	350	Special Topics in Politics	
PO	430	Research in Public Administration	
AC	201	Principles of Accounting I	
CJ	350	Criminal Justice Management and Planning	

TOTAL

39 cr.

BACHELOR OF PUBLIC ADMINISTRATION/ FIRE SERVICES MANAGEMENT

THIS DEGREE OFFERED THROUGH METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

The Fire Services Management program, with its emphasis on Public Administration, offers the student a degree which can lead to career mobility within the public safety area or into new fields. The Fire Services Management program provides the student with an understanding of the management and administration of public organizations with an emphasis on fire services organizations.

An Associate of Applied Science, Associate of Arts, or Associate of Science degree in Fire Service Technology or equivalent is prerequisite.

CS	140	Introduction to Computers	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
PO	200	American National Government	3 cr.
PO	201	State and Local Government	3 cr.
PO	330	Public Administration	3 cr.
PO	332	Public Budget and Finance	3 cr.
PO	333	Public Management and Leadership	3 cr.
PO	334	Public Personnel Administration	3 cr.
PO	428	Senior Seminar Fire Services Management	3 cr.
<i>Three of the following:</i>			9 cr.
PO	331	Public Organizations	
PO	335	Administrative Politics	
PO	336	Media and Public Administration	
PO	337	Administrative Law	
PO	430	Research in Public Administration	
AC	201	Principles of Accounting I	
CJ	350	Criminal Justice Management and Planning	
TOTAL			36 cr.

BACHELOR OF SOCIAL WORK

THIS DEGREE OFFERED THROUGH PARKVILLE CAMPUS TRADITIONAL DAY PROGRAM AND
METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

The social work degree program prepares students for beginning professional social work practice in a wide variety of social service settings. As generalist social work practitioners, graduates will be prepared to work with a diversity of client populations, particularly those who are vulnerable or economically deprived. The program includes both classroom work and a two semester (450 hour) internship.

Requirements for Major — 42 hours, 2.50 GPA

Core Curriculum

SO	315	Minority Group Relations	3 cr.
SW	205	Introduction to Social Work	3 cr.
SW	325	Human Diversity & Social Justice	3 cr.
SW	330	Social Welfare Policy and Programs	3 cr.
SW	335	Social Work Research	3 cr.
SW	305	Human Behavior in the Social Environment I	3 cr.
SW	405	Human Behavior in the Social Environment II	3 cr.
SW	310	Social Work Practice Individuals & Families	3 cr.
SW	320	Social Work Practice II Groups	3 cr.
SW	410	Social Work Practice III Org. & Communities	3 cr.
SW	420	Field Instruction I	5 cr.
SW	421	Field Instruction Seminar I	1 cr.
SW	430	Field Instruction II	5 cr.
SW	431	Field Instruction Seminar II	<u>1 cr.</u>
		TOTAL	42 cr.

ADMISSION TO THE SOCIAL WORK MAJOR

Criteria for admission to the Social Work major include:

1. Completion of 45 credit hours of college coursework.
2. A cumulative GPA of 2.50 or higher. GPA is computed on all college credit, transfer and Park University.)
3. Two letters of reference, one of which must be a college faculty member; the second letter may be from a faculty member or another person known in a professional capacity.
4. Successful completion of Park University's Writing Competency Test.
5. Completion of the following courses: EN 105 and EN 106 or equivalent English composition courses, SO 141 Introduction to Sociology, and PS 101 Introduction to Psychology.
6. Completion of the Introduction to Social Work course with a grade of C or better.
7. Completion of an essay, written in a supervised setting, which relates to the student's interest in the social work profession. (Normally this essay is done as a classroom activity near the end of the Introduction to Social Work course.)

(Major continued on next page.)

In accordance with CSWE accreditation standards the Social Work Program does not grant course credit for life experience or previous work experience.

Conditional Admission to the Social Work Major (referred to as Pre-Major Status). Students who have successfully completed Criteria 1 through 3 may be conditionally admitted to the Social Work major and begin taking those social work courses not restricted to social work majors. Full admission to the major is contingent upon completion of Criteria 1 through 7.

Note: Park University is in the process of seeking accreditation from the Council on Social Work Education to offer the Bachelor of Social Work degree. Availability of this degree in the Fall of 2003 is contingent upon approval by CSWE; modifications of degree requirements and admissions standards presented here may also be required by CSWE. The first step in the accreditation process, the Feasibility Study, was approved by CSWE in June, 2002, and approval of the program for Candidacy Status is pending. Typically, new social work degree programs offer courses for two years in Candidacy Status before receiving full accreditation; students who complete their degree requirements during the Candidacy period are covered retroactively by the accreditation when it is awarded. It should be noted however that accreditation at the end of the Candidacy period is not guaranteed by CSWE in advance.

BACHELOR OF SCIENCE

COMPUTER BASED INFORMATION SYSTEMS

THIS DEGREE OFFERED THROUGH METROPARK PROGRAMS
(DOWNTOWN, INDEPENDENCE AND PARKVILLE)

There is no organization, whether it is large or small, that can survive without the support of its data processing department. The number of jobs available in business and government for computer-trained personnel continues to increase. This major specifically prepares the student in the area of data processing, business management, and accounting. The combination of computer and business courses prepares the students for careers in programming, system analysis, and management of computer systems.

Sixty-six (66) credits in the major field distributed as follows:

CS	140	Introduction to Computers	3 cr.
CS	151	Introduction to Programming	3 cr.
IS	205	Managing Information Systems	3 cr.
CS	208	Discrete Mathematics	3 cr.
IS	216	COBOL I	3 cr.
IS	217	COBOL II	3 cr.
CS	219	Programming Fundamentals	3 cr.
CS	225	Programming Concepts	3 cr.
CS	314	User Interface Design	3 cr.
IS	315	Computer Systems Analysis and Design I	3 cr.
IS	316	Computer Systems Analysis and Design II	3 cr.
CS	351	Computer Operating Systems	3 cr.
CS	360	Database Management	3 cr.
CS	365	Computer Networking	3 cr.
CS	Elective	(any three-credit CS/IS course that is not in this list of required courses)	3 cr.
AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
BA	352	Principles of Management	3 cr.
BA	360	Financial Management	3 cr.
BA	375	Production and Operations Management	3 cr.
EC	315	Statistics for Social and Administrative Sciences	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
TOTAL			66 cr.

BACHELOR OF SCIENCE

COMPUTER SCIENCE

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

One of the essential tools of modern technology is the computer. The computer is used to support scientific research, development of applications, and the data processing environment. The Computer Science Program provides the necessary core curriculum and supporting courses to train individuals to enter a variety of computer industries. Individuals will also be well qualified to enter graduate programs in computer related areas.

Sixty (60) credits in the major field distributed as follows:

CS	140	Introduction to Computers	3 cr.
CS	151	Introduction to Programming	3 cr.
CS	208	Discrete Mathematics	3 cr.
CS	219	Programming Fundamentals	3 cr.
CS	220	Computer Architecture	3 cr.
CS	225	Programming Concepts	3 cr.
CS	305	Artificial Intelligence	3 cr.
CS	314	User Interface Design	3 cr.
CS	321	Web Programming	3 cr.
CS	351	Computer Operating Systems	3 cr.
CS	352	Data Structures	3 cr.
CS	360	Database Management	3 cr.
CS	365	Computer Networking	3 cr.
CS	380	Compilers	3 cr.
CS	Elective	(any three credit CS/IS course that is not in this list of required courses)	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MA	141	College Trigonometry	
		OR	3 cr.
MA	150	Precalculus Mathematics	
MA	210	Calculus and Analytic Geometry I	3 cr.
MA	211	Calculus and Analytic Geometry II	3 cr.
MA	212	Calculus and Analytic Geometry III	3 cr.
		TOTAL	60 cr.

BACHELOR OF SCIENCE

CRIMINAL JUSTICE ADMINISTRATION

**THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES),
ONLINE, AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)**

The basic aim of the Criminal Justice Administration Bachelor of Science program is to develop a comprehensive understanding of the total criminal justice system within the larger society by providing a firm base in the theoretical, philosophical, and practical knowledge of criminal justice. The program aspires to provide a broad focus at the early stages of the student's professional development by increasing his/her ability to deal effectively in the criminal justice system mission in society. Well over 35 basic career opportunities in the criminal justice system (law enforcement, corrections, probation, parole, the courts, prosecution, and defense) at the community, municipal, county, state, regional, and federal levels await the Criminal Justice Administration program graduate.

Core Curriculum:

CJ	100	Introduction to Criminal Justice Administration	3 cr.
CJ	105	Criminal Law	3 cr.
CJ	200	Criminology	3 cr.
CJ	300	Agency Administration	3 cr.
CJ	350	Criminal Justice Management and Planning	3 cr.
CJ	400	Constitutional Law in Criminal Justice	3 cr.
CJ	440	Internship in Criminal Justice*	3 cr.
CJ	450	Senior Seminar in Criminal Justice*	3 cr.
CS	140	Introduction to Computers	3 cr.
FL		Modern Language (one language) (6 cr.)	
		OR	6 cr.
CS	151	Introduction to Programming (3 cr.)	
		AND	
CS	219	Programming Fundamentals (3 cr.)	
MA	120	Basic Concepts of Statistics	3 cr.

* CJ 451 Senior Writing Project may be substituted for CJ 440 or CJ 450.

One of the following areas: 15 cr.

Area A: Law Enforcement - CJ 311, CJ 312, and CJ 313
Plus 6 semester hours upper division work in one of the following areas: political science, sociology, or psychology

Area B: Corrections - CJ 232, CJ 322, and CJ 323
Plus 6 semester hours upper division work in one of the following areas: political science, sociology, or psychology

Area C: Security - CJ 233, CJ 332, and CJ 333
Plus 6 semester hours upper division work in one of the following areas: political science, sociology, or psychology

TOTAL 15 cr.

BACHELOR OF SCIENCE MANAGEMENT

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES),
ONLINE, AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Students taking the Management core receive a broad education covering the major functional areas of management. This degree will help a student prepare for a career in business or governmental leadership and provide him/her with knowledge and skills desired by all types of employers. It can also give one the background to organize and manage his or her own or family business. Graduates in Management typically find jobs in business such as production management, personnel management, marketing management, or financial management. The intent of this program is also to meet the educational needs of students who intend to enroll for graduate work in business administration. This program is designed to provide the student with the necessary background to satisfy the demands of alternatives while at the same time developing a breadth of knowledge in the liberal arts tradition.

Fifty-four (54) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
EC	301	Intermediate Macroeconomics	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	260	Business Law I	3 cr.
MG	261	Business Law II	3 cr.
MG	360	Financial Management	3 cr.
MG	363	Financial Institutions and Markets	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	375	Production and Operations Management	3 cr.
MG	400	Business Policy	3 cr.
MG	401	Senior Seminar in Management	3 cr.
MG	420	Labor Relations	3 cr.
MK	351	Principles of Marketing	3 cr.
TOTAL			54 cr.

BACHELOR OF SCIENCE

MANAGEMENT / ACCOUNTING

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE, PARKVILLE, AND RICHARDS GEBUR)

The management/accounting major is designed to prepare students for a professional career in public accounting, managerial accounting, tax accounting or governmental accounting. The curriculum stresses professional ethics. It is excellent preparation for graduate study in accounting, business administration or law.

Sixty-six (66) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
AC	309	Individual Income Tax	3 cr.
AC	312	Business Income Tax	3 cr.
AC	315	Cost Accounting	3 cr.
AC	320	Intermediate Accounting I	3 cr.
AC	325	Intermediate Accounting II	3 cr.
AC	420	Advanced Accounting I	3 cr.
AC	425	Advanced Accounting II	3 cr.
AC	430	Auditing	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	260	Business Law I	3 cr.
MG	261	Business Law II	3 cr.
MG	360	Financial Management	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	375	Production and Operations Management	3 cr.
MG	401	Senior Seminar in Management	3 cr.
MK	351	Principles of Marketing	3 cr.
TOTAL			<hr/> 66 cr.

BACHELOR OF SCIENCE MANAGEMENT / AVIATION

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

This degree program will prepare graduates for aviation-related managerial and supervisory positions in industry and government. In government, positions with the Federal Aviation Agency, U. S. Department of Transportation, State, County and City aviation authorities and regulatory agencies, require a knowledge of aviation industry practices, problems, law, economics, safety, and managerial principles. In industry, graduates will seek managerial and administrative careers with airlines, air cargo carriers, airport management, fixed-based operations, aviation supply and maintenance firms, and in aviation sales and marketing. A bachelor's degree is considered by many airlines as an added requirement for pilot positions, and this aviation-related degree program will fulfill that prerequisite.

Fifty-one (51) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
AV	103	Air Transportation	3 cr.
AV	104	General Aviation Management	3 cr.
AV	262	Aviation Marketing	3 cr.
AV	267	Aviation Law and Regulations	3 cr.
AV	370	Airline Management	3 cr.
AV	402	Special Topics in Aviation Management	3 cr.
AV	403	Airport Management	3 cr.
AV	426	Aviation Safety	3 cr.
AV	428	Senior Project in Aviation Management	3 cr.
CS	140	Introduction to Computers	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	420	Labor Relations	3 cr.
PO	330	Public Administration	3 cr.
TOTAL			51 cr.

BACHELOR OF SCIENCE

MANAGEMENT/COMPUTER INFORMATION SYSTEMS

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES),
ONLINE, AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Today, to be a successful manager one needs to understand how computers can be used to support the organization as a whole as well as for the individual worker. This major specifically prepares the student in computer usage while enhancing knowledge and tools of business management and organizational theory. It is both a theoretical and practical program which can prepare the student for careers in computer management, system applications and other computer related positions in business, government, and industry.

Sixty-three (63) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CS	140	Introduction to Computers	3 cr.
CS	151	Introduction to Programming	3 cr.
CS	Electives (any two three-credit CS/IS courses that are not in this list of required courses)		6 cr.
CS	219	Programming Fundamentals	3 cr.
CS	360	Database Management	3 cr.
CS	365	Computer Networking	3 cr.
IS	205	Managing Information Systems	3 cr.
IS	315	Computer Systems Analysis & Design I	3 cr.
IS	316	Computer Systems Analysis & Design II	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	360	Financial Management	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	375	Production and Operations Management	3 cr.
MG	401	Senior Seminar in Management	3 cr.
BA/MG	Elective (any 400-level three-credit hour course that is not in this list of required courses)		3 cr.
MK	351	Principles of Marketing	3 cr.
TOTAL			63 cr.

BACHELOR OF SCIENCE

MANAGEMENT/ENGINEERING ADMINISTRATION

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

The Bachelor of Science degree in Engineering management has an "applied" orientation whereby the student is prepared to put to practical use the knowledge gained from the program. Courses in the program are designed to develop technical, administrative, and leadership skills required to manage construction personnel and activities. Skills developed in the program may be applied to management of a private construction company as an owner, in preparing for a senior management career in a large construction firm, or in managing construction personnel and projects within a military environment.

Seventy-five (75) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CO	111	Intro. to Eng. Const.Tech/Design/and Materials	3 cr.
CO	121	Plans Analysis	3 cr.
CO	215	Construction Safety and Health	3 cr.
CO	225	Building Codes	3 cr.
CO	235	Construction Planning	3 cr.
CO	245	Construction Estimating	3 cr.
CO	360	Critical Path Analysis	3 cr.
CS	140	Introduction to Computers	3 cr.
CS	151	Introduction to Programming	
		OR	3 cr.
CS	213	FORTRAN	
EC	142	Principles of Economics II (Micro)	3 cr.
EG	101	Introduction to Engineering Management	3 cr.
EG	360	Environmental Impact of Engineering	3 cr.
EG	390	Eng. Admin. Decision-Making Models	3 cr.
EG	470	Engineering Administration Economics	3 cr.
EG	491	Senior Seminar in Engineering Administration	3 cr.
HR	353	Introduction to Human Resources Management	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MA	210	Calculus and Analytic Geometry I	3 cr.
MA	211	Calculus and Analytic Geometry II	3 cr.
MG	260	Business Law I	3 cr.
MG	360	Financial Management	3 cr.
MG	375	Production and Operations Management	3 cr.
MG	420	Labor Relations	3 cr.
		TOTAL	75 cr.

BACHELOR OF SCIENCE MANAGEMENT / FINANCE

**THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)
AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)**

This program is designed to impart an understanding of the various areas and principles of finance and provide the student with a body of specialized knowledge and analytical methods. The intent of the program is to meet the educational needs of students who wish to pursue careers in private or public organizations or graduate studies in finance or business administration. In addition, the finance curriculum should be of interest to students in accounting who wish to enhance their academic background.

Fifty-seven (57) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
EC	301	Intermediate Macroeconomics	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	260	Business Law I	3 cr.
MG	261	Business Law II	3 cr.
MG	360	Financial Management	3 cr.
MG	363	Financial Institutions and Markets	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	375	Production and Operations Management	3 cr.
MG	410	Problems in Corporate Finance	3 cr.
MG	415	Financial Analysis and Planning	3 cr.
MG	417	Investment Analysis and Management	3 cr.
MK	351	Principles of Marketing	3 cr.

One course from the following: 3 cr.

EC	405	Public Finance (3cr.)
MG	201	Personal Financial Management (3 cr.)
MG	325	Risk and Insurance (3 cr.)
MG	425	Real Estate Principles and Management (3 cr.)
MG	430	Public Financial Management (3 cr.)
MG	431	International Finance (3 cr.)

TOTAL	57 cr.
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BACHELOR OF SCIENCE MANAGEMENT / HEALTH CARE

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

The intent of this program is to meet the educational needs of students who intend to pursue active careers in health care fields or enroll for graduate work in health administration. This program is designed to provide the student with the necessary background to satisfy the demands of either alternative while at the same time developing a breadth of knowledge in the liberal arts tradition.

Fifty-seven (57) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
HC	260	Legal Issues in Health Care Delivery	3 cr.
HC	351	Organ. & Admin. of Health Care Programs	3 cr.
HC	451	Health Care and the Political Process	3 cr.
HC	465	Basic Issues in Community Based Hlth. Care Delivery	3 cr.
HC	491	Senior Seminar in Health Care Management	3 cr.
HR	353	Introduction to Human Resources Management	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	360	Financial Management	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	420	Labor Relations	3 cr.
MK	351	Principles of Marketing	3 cr.

The student is required to take two of the following courses:

HC	461	The Hospital and The Community (3 cr.)	6 cr.
HC	463	Third Party Reimbursement & Risk Mgmt. (3 cr.)	
HC	466	Planning & Organizing Community Health Services (3 cr.)	
PS	301	Social Psychology (3 cr.)	

TOTAL

57 cr.

BACHELOR OF SCIENCE

MANAGEMENT / HUMAN RESOURCES

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES),
ONLINE, AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

This program focuses on the study of organizations and the use of personnel as a primary institutional resource. Emphasis is placed on a behavioral science/management approach in which the understanding of individual behavior and group processes is combined with the techniques of the management of personnel within an organization. This interdisciplinary approach draws from the fields of Management, Social Psychology, and Organizational Behavior to create skills in interpersonal and intergroup relations.

Fifty-one (51) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CA	104	Interpersonal Communications	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
HR	353	Intro. to Human Resource Development	3 cr.
HR	422	Organizational Development & Change	3 cr.
HR	434	Compensation Management	3 cr.
HR	491	Sen. Seminar in Human Resources Development	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	401	Senior Seminar in Management	3 cr.
MG	420	Labor Relations	3 cr.
PS	206	Introduction to Guidance and Counseling	3 cr.
PS	301	Social Psychology	3 cr.
PS	302	Tests and Measurements	3 cr.
TOTAL			<hr/> 51 cr.

BACHELOR OF SCIENCE MANAGEMENT / LOGISTICS

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES)

The Bachelor of Science Management/Logistics is a program designed to meet the educational and professional needs of students who wish to pursue careers in operations and/or industrial management with emphasis on logistics processes, systems, and functions. The program focuses on the study of theories, concepts, practices, and techniques in both general management and the management of logistics systems. In addition, the program is designed to provide the student with the necessary preparation for graduate work in business administration and to assist with further advanced study and experience in preparing for the professional certification examinations sponsored by the American Production and Inventory Control Society and the National Association of Purchasing Management.

Sixty-nine (69) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
AC	315	Cost Accounting	3 cr.
CA	103	Public Speaking	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
EN	306A	Professional Writing in the Disciplines: Scientific and Technical Writing	
		OR	3 cr.
EN	306B	Professional Writing in the Disciplines: Business Communications	
LG	201	Systems Engineering and Analysis	3 cr.
LG	302	Logistics Engineering	3 cr.
LG	312	Transportation and Distribution Systems	3 cr.
LG	324	Contract Management and Law	3 cr.
LG	415	Quality Control	3 cr.
LG	424	Purchasing and Vendor Management	3 cr.
LG	426	Logistic Management	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	260	Business Law I	3 cr.
MG	360	Financial Management	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	375	Production and Operations Management	3 cr.
MG	400	Business Policy	3 cr.
MK	351	Principles of Marketing	3 cr.
		TOTAL	69 cr.

BACHELOR OF SCIENCE

MANAGEMENT / MARKETING

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES),
ONLINE, AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

This program is designed to give the student an in-depth understanding of the various marketing disciplines. The marketing major will provide the student with the skills and knowledge necessary to find jobs in advertising, personal selling, marketing management, international marketing, retailing, marketing research and transportation among other careers. The curriculum is designed to cover trends in business and industry while considering professional ethics and social responsibility. A number of students with this major move into graduate study in management, marketing or other business specialties.

Fifty-four (54) credits in the major field distributed as follows:

AC	201	Principles of Accounting I	3 cr.
AC	202	Principles of Accounting II	3 cr.
CS	140	Introduction to Computers	3 cr.
EC	141	Principles of Economics I (Macro)	3 cr.
EC	142	Principles of Economics II (Micro)	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	101	Introduction to Management	3 cr.
MG	260	Business Law I	3 cr.
MG	261	Business Law II	3 cr.
MG	360	Financial Management	3 cr.
MG	365	Organizational Behavior	3 cr.
MK	351	Principles of Marketing	3 cr.
MK	385	Consumer Behavior	3 cr.
MK	395	International Marketing	3 cr.
MK	401	Sales Management	3 cr.
MK	411	Marketing Management	3 cr.
MK	455	Promotional Policies and Strategies	3 cr.
MK	491	Seminar in Marketing	3 cr.
TOTAL			54 cr.

BACHELOR OF SCIENCE

SOCIAL PSYCHOLOGY

THIS DEGREE OFFERED THROUGH SCHOOL FOR EXTENDED LEARNING PROGRAMS (SELECTED CAMPUSES),
ONLINE, AND METROPARK PROGRAMS (DOWNTOWN, INDEPENDENCE AND PARKVILLE)

Drawing from the disciplines of counseling psychology, this interdisciplinary major provides broad training in content and methodology on which a student can base the acquisition of applied skills. The degree examines the structure and function of counseling and psychology and the human activity within the context from the point of view of the individual disciplines. The required courses will include the prerequisites from advanced courses in counseling psychology.

Fifty-one (51) credits in the major field distributed as follows:

CS	140	Introduction to Computers	3 cr.
MA	120	Basic Concepts of Statistics	3 cr.
MG	365	Organizational Behavior	3 cr.
MG	440	Complex Organizations	3 cr.
PS	101	Introduction to Psychology	3 cr.
PS	206	Introduction to Guidance and Counseling*	3 cr.
PS	221	Adolescent Psychology	3 cr.
PS	222	Adult Development and Aging	3 cr.
PS	301	Social Psychology	3 cr.
PS	302	Tests and Measurements	3 cr.
PS	315	Theories of Personality	3 cr.
PS	401	Abnormal Psychology	3 cr.
PS	402	Systems of Psychotherapy*	3 cr.
SO	141	Introduction to Sociology	3 cr.
SO	302	The Study of the Family	3 cr.
SO	305	Behavioral Research Methods	3 cr.
SO	315	Minority Group Relations	3 cr.
TOTAL			<hr/> 51 cr.

* Not currently offered as an Online course.

COURSE DESCRIPTIONS



COURSE DESCRIPTIONS

Suggested prerequisites are recommended to enhance the probability of success in specific courses.

Courses listed are not offered at every center.

NS = Natural and Life Sciences
H = Humanities and Performing Arts
SS = Social and Administrative Sciences

AC - ACCOUNTING (SS)

AC 201 Principles of Accounting I

Introduction to financial accounting, including the concepts, procedures and terminology of modern accounting. Generally accepted accounting principles will be discussed and applied to various business concerns. 3:0:3

AC 202 Principles of Accounting II

Continuation of AC 201 with an emphasis on managerial uses of cost information for planning and controlling a business. Prerequisite: AC 201 or equivalent. 3:0:3

AC 230 Computer-Based Accounting Systems

An introduction to integrated accounting systems with emphasis on hands-on applications based on simulated accounting practice. Prerequisites: AC 201 and CS 140. 3:0:3

AC 309 Individual Income Tax

A study of the current Federal Income Tax law with emphasis on its application to individuals as part of a cooperative effort with the Internal Revenue Service. Prerequisites: AC 201 and CS 140. 3:0:3

AC 309A Income Tax Practicum

Under supervision, students prepare federal, state and city income tax returns as part of the Volunteer Income Tax Assistance (VITA) program. Students must be either currently enrolled or have previously completed AC 309 or equivalent and CS 140. This course may be repeated for one hour additional credit each time repeated. Prerequisite: consent of instructor. 2:30:2

AC 312 Business Income Tax

A study of the current federal income tax law. Emphasis is on tax research and the problems faced by partnerships and corporations. Prerequisites: AC 309, AC 320 and CS 140 or equivalents. 3:0:3

AC 315 Cost Accounting

A study of the basic principles of cost accounting applied to manufacturing, merchandising, and service businesses. Emphasis is on various accepted cost methods such as a job order, process, and standard cost system. Prerequisites: AC 202 and CS 140. 3:0:3

AC 320 Intermediate Accounting I

A study of the theoretical and technical basis of current accounting practice. Course includes basic theory, analysis of financial statements and accounting changes. Emphasis is on compliance with generally accepted accounting principles applied to business problems. Prerequisites: AC 202 and CS 140 or equivalents. 3:0:3

- AC 325 Intermediate Accounting II**
Continuation of AC 320. Course includes current assets and liabilities, plants, property and equipment; long-term liabilities; and shareholder's equity. Prerequisites: CS 140, AC 320, or equivalents. 3:0:3
- AC 335 Fund Accounting**
A study of the financial accounting and reporting in not-for-profit service organizations such as governments, hospitals, colleges, and human service organizations. Prerequisites: AC 202 and CS 140 or equivalents. 3:0:3
- AC 420 Advanced Accounting I**
Continuation of AC 325. Selected topics in advanced financial accounting with emphasis on current accounting problems and pronouncements of the Financial Accounting Standards Board. Prerequisites: AC 325 and CS 140 or equivalents. 3:0:3
- AC 425 Advanced Accounting II**
Continuation of AC 420. Course includes consolidated financial statements, and fund accounting. Prerequisites: AC 420 and CS 140 or equivalents. 3:0:3
- AC 430 Auditing**
A study of auditing theory and procedures, the development and use of internal controls, and the ethical and professional standards of an independent professional accountant. Prerequisites: AC 325 and CS 140 or equivalents. 3:0:3
- AC 440 Special Topics in Accounting**
An in-depth examination of specific areas in the field of accounting. Topics include, but are not limited to: governmental accounting, current problems, theory of income determination, budgetary control, information systems, and independent research. Variable credit: 1-3 hours.
- AC 451 Accounting Internship**
Open to accounting majors and minors who have demonstrated excellence in accounting and want to explore practical applications of the academic body of knowledge in the professional environment. Prerequisite: consent of the department. Variable credit: 1-12 hours.

AN - ANTHROPOLOGY (SS)

- AN 100 General Anthropology (MGE)**
This course is an introduction to the principles and processes of physical and cultural anthropology. Course topics include areas of human evolution, prehistoric archeology, population genetics, development of cultural and social systems, ethnology, and linguistics. Concepts examined include research and ideas from the various schools of anthropological thought. 3:0:3.
- AN 207 Field Study in Archaeology (NS)**
Combines theoretical studies in archaeology with extensive field work. Lectures delivered on site provide a conceptual framework which makes meaningful the actual dig experience. Course requirements include a minimum of thirty-two hours excavation, identification and classification of material; ten hours lecture; and extensive reading from a variety of sources. 3:0:3

AR - ART (H)

AR 100 Art for Non-Majors (GE)

An introduction to a variety of two-dimensional and three-dimensional art media for the non-major. Students complete a number of studio projects. Emphasis is on personal visual expression within the limitations and craftsmanship imposed by each medium. Demonstrations and field trips are included. 1:5:3

AR 115 Introduction to the Visual Arts (MGE)

A basic art appreciation course which introduces the formal language of painting, sculpture and architecture, relating them to the philosophical premises and historical events that they reflect. This course provides a framework of reference for appreciation of art as well as a basis for further study. While slide-lecture is the usual format, demonstrations, field trips and gallery tours augment classroom instruction. 3:0:3

AR 150 Drawing I (GE)

An introduction to drawing as the artist's first and most basic skill, as a way of seeing and solving problems, and as a means of personal expression that anyone can learn. The techniques of drawing in line and value (overall shading) in a variety of media (graphite, charcoal and ink) are covered. Subject matter includes still-life, landscape, portraiture and linear perspective. 1:5:3

AR 202 Two-Dimensional Design and Color Theory

Basic principles of two-dimensional design which underlie all art and design are systematically explored in a series of studio assignments in a variety of media, which can include computer-generated images. Basic color theory will occupy one-third of the semester. 1:5:3

AR 203 Three-Dimensional Design

The basic principles of three-dimensional design which underlie all sculpture and such diverse fields as package, furniture, and interior design are systematically explored in a series of studio assignments in a variety of media. Additive, subtractive, constructive and simple casting techniques are taught. 1:5:3

AR 215 Art History I (MGE)

A chronological survey of the history of art from the prehistoric and ancient eras through the medieval. Instruction is not limited to the western tradition but includes sections on Asia, India, Africa, and the Americas. Art is studied within historical and cultural contexts. Gallery tours augment slide-lecture instruction. 3:0:3

AR 216 Art History II (MGE)

A chronological survey of the history of art from the Renaissance through the twentieth century. Instruction is not limited to the western tradition but includes sections on Asia, Oceania, India, Africa and the Americas. Gallery tours augment slide-lecture instruction. 3:0:3

AR 218 Design Tools for the Computer

This course teaches current primary design programs in a Macintosh design environment as a foundation for the upper level graphic design classes. Prerequisite or co-requisite: AR 202. 1:5:3

AR 241 Photography I (CA 241)

An introduction to the basic techniques of black and white photography. Cameras, lenses, films, lighting, composition, etc., are discussed. Students must provide an acceptable camera and expendable supplies. Darkroom work is required and a darkroom fee is charged. Prerequisite: permission of instructor. 2:6:4

- AR 251 Drawing II**
An introduction to drawing the human figure in action and repose. Gesture, anatomy and the figure in an environment are studied in a range of drawing media. Prerequisite: AR 250. 1:5:3
- AR 260 Painting I**
An introduction to painting emphasizing direct observation of nature in opaque media such as acrylic, oil, gouache or pastel. Draftsmanship and strong color, form, value and compositional relationships are stressed as well as the craftsmanship of painting. Prerequisite: AR 250. 1:5:3
- AR 261 Painting II**
A continuation of AR 260. Students may elect to study transparent painting media such as watercolor. (All levels of painting are taught concurrently.) Prerequisite: AR 260. 1:5:3
- AR 290 Interior Design Materials and Resources**
An introduction to the architectural and decorative materials - flooring, carpets, rugs, wall coverings, paints and finishes, textiles, lighting, wood, accessories, hardware, etc. - used by interior designers in residential and contract design. The student will be introduced to various material resources, manufacturers, and suppliers through field trips, guest speakers, manufacturer's catalogs, and research. 3:0:3
- AR 291 Architectural Drafting for Interior Design**
An introduction to the fundamentals of architectural drafting as related to interior design. Emphasizes the application and use of drafting instruments in architectural lettering, line quality, architectural symbols, dimensioning, orthographics, isometrics, and obliques. Understanding of measured plans, sections, elevations, and vocabulary is developed. 1:5:3
- AR 293 Three-Dimensional Drawing for Interior Design**
Freehand and mechanical drawings of measured interior spaces are developed using paraline and perspective drawing and drafting systems. Emphasis on one-point and two-point perspective drawing which is further delineated using a variety of black/white rendering techniques. Prerequisites: AR 250 and AR 291, or permission of instructor. 1:5:3
- AR 294 Fundamentals of Interior Space Planning**
The principles utilizing space and arrangements of physical properties in a given interior will be developed around conceptual designs and psychological attitudes of an environment. Prerequisite: AR 291. 1:5:3
- AR 295 Residential Interior Design**
The student will acquire programming knowledge and apply principles of space planning and selection of materials, furnishings and finishes for residential design. Prerequisites: AR 290 and AR 294. 1:5:3
- AR 296 Textiles for Interior Design**
Students will learn to identify fiber content, yarn construction, weave and textile finishes. The usage, quality aspect and comparisons of textiles for various end products will be studied and will lead to the development of a reference notebook to aid in the selection of textile products. 3:0:3
- AR 297 Computer Applications to Interior Design and Drafting**
An introduction to computer aided drafting (CAD) as used in the interior design field with emphasis on two-dimensional drafting applications such as floor plans, furniture plans, and elevations. AutoCAD software will be used. Prerequisite: AR 291, or permission of instructor. 2:4:3

- AR 298 History of the Interior Environment: Antiquity thru Mid-19th Century**
Students study the history of Western culture with an emphasis on architecture, furniture, and the decorative arts. Study begins with antiquity and progresses through the mid-1800's. Recognition of major architectural and furniture styles are stressed, as well as developments in interior design. Prerequisites: AR 205 or (AR 215 and AR 216). 3:0:3
- AR 313 Independent Study in Art or Design**
Designed for students who have taken all courses in a particular area but wish to continue in it, or who wish to explore in an area for which there is no appropriate course offered. Admission to Independent Study is by permission of the Chair of the Department with evidence of the student's ability to work independently at an appropriate level. Students seeking admission to Independent Study must submit an approved proposal. Student and teacher write a contract stating goals, amount of work and critique times, etc. Variable credit: 1-6 hours.
- AR 315 Special Topics in Art or Design**
A specialized workshop or seminar focused on a particular subject, issue or medium (such as Website Design or Digital Photography or Mural Painting). May be repeated for credit when topics change. 1-3 credits.
- AR 316 Modern Art (LL)**
The study of modern painting, sculpture and architecture from the late nineteenth century to the present. Gallery tours are combined with slide-lecture instruction. 3:0:3
- AR 317 World Art (MLL)**
An introduction to the art of a selected number of cultures from Africa, Oceania and the Americas which will be studied within their historical and cultural contexts, and which will include examples of contemporary art. Gallery tours, studio exercises and guest lectures will augment slide-lecture instruction. 3:0:3
- AR 318 Graphic Design I**
An introduction to typography, layout, vocabulary, technique, the process of critique and change, deadlines and visual problem solving in a Macintosh design environment by means of a series of classroom studio projects. Prerequisite: AR 101 and AR 218. 1:5:3
- AR 320 Ceramics I**
An introduction to clay processes emphasizing handbuilding techniques, glazing and firing. 1:5:3
- AR 321 Ceramics II**
A continuation of AR 320 that includes wheel throwing and other more advanced building techniques. Basic glaze calculation and explanations of firing techniques are covered. Prerequisite: AR 320. 1:5:3
- AR 328 Graphic Design II**
This course provides further development in the use of graphic software as applied to more challenging graphic problems in a Macintosh environment. The process of developing design discipline will be emphasized. Usually taught concurrently with AR 318. Prerequisite: AR 318. 1:5:3
- AR 341 Photography II**
(CA 341) This course explores the language of photography with particular attention to the photographic essay and the photographic illustration. Both black and white and color photography are included. A variety of techniques in photographic print making are explored with an emphasis on self-expression and craft. A lab fee may be required. 3:0:3

- AR 350 Drawing III**
Continuation of AR 251. An intermediate level drawing course stressing increasing mastery of media, technique, composition and personal expression. (All levels of drawing beyond AR 250 are taught concurrently. Prerequisite: AR 251. 1:5:3)
- AR 351 Drawing IV**
A continuation of AR 350. Prerequisite: AR 350. 1:5:3.
- AR 360 Painting III**
A continuation of AR 261. Student chooses media in consultation with instructor. Increased autonomy in choice of subject matter and emphasis on personal visual expression. (All levels of painting are taught concurrently.) Prerequisite: AR 261. 1:5:3
- AR 361 Painting IV**
A continuation of AR 360. Prerequisite: AR 360. 1:5:3
- AR 370 Fiber I**
An introduction to the fiber arts that will include a selection from the following topics: spinning, weaving methods (both on and off loom techniques), dyeing methods (with an emphasis on color pattern and design as applied to textiles), basketry and papermaking. 1:5:3
- AR 371 Fiber II**
An advanced fiber workshop in which the student chooses the media, technique and number of projects in consultation with the instructor. Taught concurrently with Fiber I. Prerequisite: AR 370. 1:5:3
- AR 390 History of the Interior Environment: -19th Century to Present**
Study begins in the mid-1800's and progresses through the 20th century into the present. A selection of topics from this time period will include developments such as Art Nouveau, Art Deco, Frank Lloyd Wright, and other 20th century influences. Recognition of major architectural and furniture styles are stressed, as well as the latest 21st century developments in interior design. Prerequisite: AR 298. 3:0:3
- AR 391 Interior Construction, Documents, and Detailing**
An advanced architectural drafting class that will include a selection from the following topics: interior construction, details of construction assemblies, millwork details, installation methods, installation drawings, demolition plans, partition plans, furniture plans, finish plans, reflected ceiling plans, telephone and power plans, elevations, sections, legends, schedules, notations, title blocks, and cover sheets. A set of working drawings for a residential or commercial project will be developed. Prerequisites: AR 290 and AR 294. 3:3:3
- AR 392 Human Factors in Interior Design**
A study of the relationship between the built environment and people. A selection of topics includes human factors issues that relate to the design of residential and contract interior spaces such as proxemics, anthropometrics, ergonomics, American with Disabilities Act Accessibility Guidelines, and Universal Design. The special needs of the elderly, children, and the physically challenged are discussed. Prerequisite: AR 294 or permission of instructor. 3:0:3
- AR 393 Lighting Fundamentals for Interior Design**
The student will develop light sources, calculations, luminaries, electrical control, layout and specifications as applied to design theory. Prerequisites: AR 290 and AR 294 or permission of instructor. 3:0:3

- AR 394 Furniture Construction and Design**
To promote awareness of furniture design that will include a selection from the following topics: available materials, basic furniture construction, freestanding furniture, built-in furniture, fabrication techniques, manufacturing, specifications, and various stages in furniture production from the concept stage, the application of anthropometrics, the detailing and shop drawings, to the prototype model stage. Students create original furniture designs using two-dimensional and three-dimensional drawing and drafting skills and small-scale sketch model making. Prerequisite: AR 102 and prerequisites or co-requisites AR 293, AR 391 and AR 392 or permission of instructor. 1:5:3
- AR 395 Interior Illustration**
Representational drawings of interior spaces suitable for client presentations are developed. Emphasis on color rendering techniques applied to one-point and two-point perspective drawings using a variety of media such as markers, colored pencils, watercolors, and pastels. Rendering techniques for the elements of interior space such as finishes, fabrics, drapery, furniture, and accessories are explored. Prerequisites: AR 101 and AR 293 or permission of instructor. 1:5:3
- AR 398 Advanced Computer Applications to Interior Design and Drafting**
This course continues the development of computer aided drafting (CAD) skills as used in the interior design field at an advanced level. Emphasis on advanced commands and three-dimensional perspective, isometric, and oblique drawing using AutoCAD software. Prerequisite: AR 297 or permission of instructor. 2:4:3
- AR 415 Internship In Art or Design**
Off-campus placement in a professional environment such as a graphic design studio, art gallery, or art organization, to gain insight into a particular art or design career and work experience in the field. Many different internships are possible. Variable credit from 3 to 6 hours (i.e., a minimum of 6 to 12 hours per week). Permission of the Department Chair and a 3.0 average in the major required. Intended for seniors.
- AR 418 Graphic Design III**
The focus of this advanced course will be the production of portfolio quality design pieces (the "credentials" of a professional designer) and contact with professional design organizations within the metropolitan area. Additional portfolio pieces based on a knowledge of three-dimensional modeling and animation computer software will be developed. Usually taught concurrently with AR 428. Prerequisite: AR 328. 1:5:3
- AR 420 Ceramics III**
A continuation of AR 321 in which students work to develop their own techniques and with an emphasis on glaze formulation to enhance that work. Prerequisite: AR 321. 1:5:3
- AR 421 Ceramics IV**
A continuation of AR 420 in which the student develops a sustained project idea. Students take responsibility for their own firings. Prerequisite: AR 420. 1:5:3
- AR 428 Graphic Design IV**
The emphasis of this final course in the graphic design sequence is the completion of the professional quality computer based graphic design portfolio and further contact with professional design organizations. Real world concepts of portfolio presentation, career networking, emerging technologies and job interviewing are presented. Prerequisite: AR 418. 1:5:3
- AR 450 Drawing V**
Continuation of AR 351. Prerequisite: AR 351. 1:5:3

AR 451**Drawing VI**

Continuation of AR 450. Prerequisite: AR 450. 1:5:3

AR 460**Painting V**

Continuation of AR 361. Prerequisite: AR 361. 1:5:3

AR 461**Painting VI**

Continuation of AR 460. Prerequisite: AR 460. 1:5:3

AR 491**Interior Design Professional Practices**

The student will be exposed to the business operations of an interior design office from its formation through all ramifications of its dealings with clients, trades people, and suppliers. A selection of topics includes: professional ethics, legal aspects, designer-client-contractor relations, designer responsibility, forms, fees, commissions, preparing estimates, contracts, billing, and business procedures necessary for professionalism in interior design. Prerequisite: Junior standing in interior design. 3:0:3

AR 492**Contract Interior Design: Office**

The principles and fundamentals of space planning will be utilized in meeting the needs of a specific client program for a large corporate office project within the constraints of a pre-designed architectural space. Emphasis on the specification and layout of contract and systems furniture coordinated with contract materials, finishes, and lighting to explore complete design solutions to the corporate office environment. Prerequisites or corequisites: AR 391, AR 392 and AR 393 or permission of instructor. 1:5:3

AR 493**Advanced Contract Interior Design: Public Spaces**

A study of retail, institutional, and hospitality areas of interior design. Emphasis on an architectural approach to appropriate research, programming, problem solving, conceptualization, and evaluation of public spaces. A written problem statement and comprehensive program, including FF&E, is developed for a large-scale public space project in AR 494. Prerequisite: AR 492, co-requisite: AR 494. 3:0:3

AR 494**Senior Project for Advanced Contract Interior Design: Public Spaces**

The student will execute a complete design project for a large-scale public space programmed in AR 493 (Advanced Contract Interior Design: Public Spaces). Incorporates skills and knowledge acquired in past classes. Factors to be included are: creative design exploration, space planning, furniture and finish selections, architectural materials and design details, lighting, and considerations for HVAC and environmental design. A professional-quality design presentation will be prepared. Prerequisite or co-requisite: AR 493. 1:5:3

AR 497**Senior Seminar**

The capstone course of the department focuses on the completion of the portfolio that documents the students development throughout his or her time at Park (a copy to be retained in the Art Office) and preparation for the transition to professional practice in art, education or design. This can include research on careers, graduate schools, galleries, resume preparation, etc. Fine Art and Art Education students are required to plan, publicize and install an exhibit of their work in the Campanella Gallery. The exhibition is optional for Graphic Design and Interior Design majors. 1:2:2

Section A: Interior Design

Section B: Fine Arts

Section C: Graphic Design

AT - ATHLETIC TRAINING/SPORTS MEDICINE (NS)

AT 144 Phase I Competencies in Athletic Training

This entry-level course introduces the students to various competencies in athletic training. This course is designed as a laboratory for students with emphasis on policies, procedures, terminology, acute injury care, and contact hours. 1:0:1

AT 145 Phase II Competencies in Athletic Training

This course is designed to emphasize the use of cardiovascular and isotonic exercise equipment, emergency procedures, general first aid for acute injury care, and contact hours. Prerequisite: AT 144: 1:0:1

AT 231 First Aid and Emergency Procedures

Practice and theory of first aid and cardiopulmonary resuscitation and skills as prescribed by the American Red Cross. Emphasis on accident prevention, first aid, emergency care and transportation of the sick and injured. An American Red Cross standard First Aid and CPR Certificate will be awarded to those who qualify. This course does not fulfill the physical activity requirement. 1:2:2

AT 236 Kinesiology

A study of the foundations of human movement related to activity, posture, and biomechanics. Prerequisites: BI 212 and PY 155. 3:0:3

AT 246 Phase III Competencies in Athletic Training

This course is designed to emphasize taping, wrapping, and prophylactic support devices for return to sports activity. In addition, it introduces the student to beginning levels of injury evaluation techniques and beginning rehabilitation skills in sports, and contact hours. Prerequisite: Admission into PUATP

AT 247 Phase IV Competencies in Athletic Training

This course is emphasizing the management of common joint and impingement injuries, understanding progressive resistive exercises, basic wound care, infectious disease control, and contact hours. Prerequisite: AT 246. 1:0:1

AT 250 Exercise Physiology

A study of the physiological adjustments that occur within the body during exercise. Emphasis is placed on the circulatory, respiratory, and metabolic systems, nutrition, and training systems. Prerequisites: BI 114 and BI 211 or equivalents. 3:0:3

AT 261 Care and Prevention of Athletic Injuries

This course is to provide the athletic training student with the fundamental foundations needed to effectively recognize the cause of injuries, help prevent injuries from occurring, and effectively manage injuries once they have occurred through the sports medicine team. Students will gain knowledge on tissue healing, infectious diseases, and common illness and diseases in the athletic population. Students will be able to demonstrate on how to recognize it and manage various illnesses and injuries to all systems of the human body. Prerequisites: BI 211 and AT 231. 3:0:3.

AT 348 Phase V Competencies in Athletic Training

This course is designed to provide knowledge with the body's response to injury recognition and management skills of musculoskeletal injuries, the use of modalities, rehabilitation techniques and clinical assignment. Prerequisite: AT 247. 2:0:2

- AT 349 Phase VI Competencies in Athletic Training**
This course is designed to provide pre and post surgical rehabilitation protocols, neuromuscular proprioceptive techniques. In addition this course will provide information on soft tissue and joint mobilization techniques, and clinical assignment. Prerequisite: AT 348. 2:0:2.
- AT 350 Pathology in Athletics**
This course is designed to provide the student with working knowledge of the pathophysiology and management of common diseases and medical conditions. Recognition, treatment, medical referral and recommendations for exercise are explored. Management and considerations in treatment of common disabilities among physically active individuals are investigated. A laboratory dedicated to clinical techniques and applications will accompany the class. Prerequisite: AT 365. 4:0:4
- AT 355 Therapeutic Modalities in Athletic Training**
This course introduces the theory and application of therapeutic modalities such as hydrotherapy, electrotherapy, thermotherapy, cryotherapy and manual techniques for the prevention and care of athletic injuries. Prerequisite: AT 261. 4:0:4
- AT 356 Administration of Athletic Training**
This course discusses the policies, procedures, issues and supervision involved with the administration of athletic training. Emphasis is placed on facility organization and design, supervision, legal liability, budgeting, record keeping, equipment maintenance, counseling and public relations. Prerequisite: AT 261. 3:0:3
- AT 365 Advanced Athletic Training**
This course discusses special problems in the management of the competitive athlete and athletic trainer programs at every level. Emphasis is placed upon techniques of injury evaluation, mechanisms of sport injury and medical management. Prerequisite: AT 261. 4:0:4
- AT 366 Therapeutic Exercise and Rehabilitation**
Theory and application of exercise, rehabilitation techniques and therapeutic equipment for the prevention and care of athletic injuries. Prerequisite: AT 365. 4:0:4
- AT 421 Special Topics in Athletic Training**
An in-depth examination of specific areas and current issues in the field of athletic training. Students will engage in professional research and presentation. Prerequisite: AT 365. 3:0:3
- AT 450 Phase VII Competencies in Athletic Training**
This course is designed to provide advanced assessment skills and rehabilitation techniques of specific sport injuries. In addition, this course will provide the student with the opportunity to complete the necessary clinical assignment. Prerequisite: AT 349. 2:0:2
- AT 451 Phase VIII Competencies in Athletic Training**
This course will provide the student with information on common illnesses and dermatological conditions. In addition, the student will review advanced assessment skills for posture, spine, and neuro pathology. The student will be required to prepare and participate in a mock certification exam and complete the final clinical assignment. Prerequisite: AT 450. 2:0:2

AV- AVIATION (SS)

- AV 103 Air Transportation**
A study of the air transport system development up to the present. Emphasis is on the characteristics of each part of the system such as the effects of regulation, competition, and environmental control. 3:0:3

- AV 104 General Aviation Management**
A practical view of the management of aviation enterprises. Covers basic management concepts, the importance of profit and the impact of the many regulations on the aviation industry. Review of the decision making process and a look into the future of general aviation business. 3:0:3
- AV 262 Aviation Marketing**
The function of marketing in airline and general aviation operations, market research, demand analysis, advertising and promotion, sales, traffic, and theory of price determination. 3:0:3
- AV 267 Aviation Law and Regulations**
The development of aviation law as a distinctive body of statutes, treaties, regulations and case law. Topics include federal and state jurisdictional problems, criminal law, aviation accident litigation, environmental law and international law of air and space. 3:0:3
- AV 370 Airline Management**
Study of management development of various domestic, local and international air carriers. Designed to cover the complex area of operational techniques and problems confronting airlines today. 3:0:3
- AV 402 Special Topics in Aviation Management**
In-depth examination of contemporary issues in the field of aviation management. Topics include, but are not limited to: passenger trends, deregulation criteria for transport aircraft, airport security, air cargo operation problems, environmental impact and conservation problems. May be repeated for credit with change in topic. 3:0:3
- AV 403 Airport Management**
The major functions of airport management operations, zoning, adequacy, financing, revenues and expenses, design, and safety. A study of the airport master plan; federal, state, and local agencies; and the socioeconomic effect on the community. 3:0:3
- AV 426 Aviation Safety**
Designed to develop an awareness of the broad areas involved in the pursuit of safety in the air. The basic principles of aviation accident prevention in government, airlines, corporate, and other aspects of aviation. Includes the technological aspects of flight as well as the human aspects. 3:0:3
- AV 428 Senior Project in Aviation Management**
A special project undertaken by the student with the approval and guidance of the Program Coordinator. Topics include but are not limited to: airport management, air cargo operations, fixed base operations, airline marketing, and corporate flight operations. It is strongly recommended that all major core courses be completed prior to enrolling in this course. 3:0:3

BI- BIOLOGY (NS)

- BI 106 Introduction to Biology (GE)**
A first course in biology stressing the functions of science, heredity, evolution and ecology with emphasis on man's role in the ecological system. (Does not apply to biology majors.) 3:0:3

- BI 109 **Biology of Man****
An introductory course in biology concentrating on the cell, introductory genetics and human physiology. Appropriate laboratory exercises may be undertaken. (Not applicable to a biology major.) 4:0:4
- BI 111 **Environmental Biology (GE)****
An introduction to biological science with emphasis on heredity, evolution, and ecology. Man's role in his ecosystem is discussed. 3:3:4
- BI 112 **Principles of Biology I****
An introduction to genetics, biochemistry, microbiology, and cell biology. 3:0:3
- BI 113 **Principles of Biology II****
An introduction to biology of animals with emphasis on development, morphology, physiology, and behavior. Prerequisite: BI 112. 3:0:3
- BI 114 **General Biology****
Selected principles of biology including molecular and cellular biology, homeostatic mechanisms, and systematics are discussed. Prerequisite: BI 111 or permission of the instructor. 3:3:4
- BI 120 **Anatomy and Physiology****
An introduction to the major structures of the human body and a discussion of their function. Emphasis is placed on identification of body parts, organization of systems and homeostatic mechanisms. A laboratory is included. 4:2:5
- BI 122 **Human Nutrition****
A discussion of the basic requirements of nutrition necessary for good health. Agencies which regulate foods are discussed. Dietary needs of special groups and ages are addressed. 3:0:3
- BI 123 **Human Anatomy and Physiology Lab****
Laboratory investigations of structure and function of the human body from the cellular through system levels of organization. Prerequisite: permission of instructor. (Not open to students who have credit in BI 120. This course does not count toward a biology major.) 0:2:1
- BI 210 **The Human Body****
Structure and function of the principal systems of the human body. Topics include: muscular, nervous, skeletal, circulatory, digestive, endocrine, and urinogenital systems. 3:0:3
- BI 211 **Human Anatomy and Physiology I****
A study of the structure and function of the human body at the cellular through system level of organization. Laboratory emphasis is on the gross structure of muscular, nervous and skeletal system. 3:3:4
- BI 212 **Human Anatomy and Physiology II****
A continuation of BI 211. Emphasis is placed on the circulatory, digestive, endocrine and urinogenital systems. Prerequisite: BI 211 or equivalent. 3:3:4
- BI 214 **Personal and Community Health (MGE)****
Educational in nature with emphasis on personal hygiene, community health and health education, this course covers diverse topics such as: wellness, mental health, stress, nutrition, weight management, communicable disease, noncommunicable disease, reproductive health, parenting, substance abuse, aging and ecology. Socioeconomic and sociocultural factors that impact the wellness of specific cultural groups will also be discussed. This course does not count toward a biology major. 3:0:3

- BI 222 The Biology of Cells and Tissues**
An introduction to the structure and function of cells and tissues including genetics, molecular biology, histology and physiology. Laboratory work is included. (This course does not apply to a biology major). Prerequisites: CH 107 and BI 109. 4:0:4
- BI 223 Clinical Microbiology**
A study of microorganisms that commonly affect man, including their morphology, physiology, taxonomy and ecology. Epidemiology of representative diseases and other applied aspects are discussed. Emphasis in the lab is on techniques: staining, culturing and standard identification methods. Prerequisite: CH 105 or permission of instructor. 3:3:4
- BI 225 Botany**
A study of the plant kingdom with an emphasis on the structure and physiology of the flowering plants. Prerequisite: BI 114 or permission of the instructor. 3:3:4
- BI 226 Zoology**
This course is a broad introduction to Kingdom Animalia. The anatomy, physiology, systematics, evolution and ecology of animals will be discussed. Laboratory will include dissection, microscopic and macroscopic examination of organisms representative of the major animal phyla. Prerequisite: BI 114 or permission of the instructor. 3:3:4
- BI 231 Introductory Molecular Cell Biology**
An introductory course in cell structure and function at the molecular level. Topics include: cell structure; the flow and transduction of mass, energy, and genetic information; genetic engineering; and regulation of cell growth. Prerequisites: BI 114, CH 108 and CH 108L. 3:0:3
- BI 245 Human Physiology**
A study of living processes as they occur in cells, tissues and systems of the human organism. Appropriate laboratory work is included. (This course is not normally applicable to the biology major). 4:0:4
- BI 300 Evolution (LL)**
A study of the historical development of the concept of natural selection and modern concepts of evolution. Prerequisite: junior or senior standing. One course in biology at the college level is highly desirable. 3:0:3
- BI 301 Human Ecology (LL)**
The relationship of man to his physical and biological world. Topics include population, food supply, energy, industry, pollution, and natural resources as well as the cultural patterns of humans and their effects on the environment. Prerequisite: junior or senior standing. (Normally not applicable for biology majors.) 3:0:3
- BI 304
(PS 304) Ethology**
A study of the behavior patterns of animals. Ethological methods, neural and evolutionary mechanisms are stressed. Topics include sensory perception, motor programs, orientation, communication, sexual selection, and animal societies. A research paper or project is required. Prerequisites: BI 111 or PS 101 and consent of instructor. 3:0:3
- BI 306 Biological Literature**
A one-semester study of the biological thought and the methods of biological communication. Emphasis is placed on the acquisition and use of biological literature. Writing and evaluation of scientific papers is stressed. This course is to be taken during the junior year. This course will satisfy the EN 306 requirement for Biology and Athletic Training majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3

- BI 318 Introduction to Genetics**
A study of the principles of heredity and variation in both plants and animals including man. Modern theories of gene action are stressed. Suggested prerequisite: BI 106 or equivalent. 3:0:3
- BI 320 Genetics**
A study of the principles of heredity and variation in both plants and animals including man. Modern theories of gene action are stressed. Laboratory work is included. Prerequisites: BI 231, CH 317 and CH 317L. 3:3:4
- BI 330 (GO 330) Paleobiology**
The study of the earth's past life, which will be examined in two parts: 1] an introduction to invertebrate and vertebrate paleontology that will focus on classification, relationships, and evolutionary history and 2] the uses of paleontological data in evolution, systematics, paleoecology and extinctions. 3:2:4
- BI 337 (CH 337) Biochemistry**
Biochemical systems and the relation of chemical structure to biochemical function are discussed. Prerequisites: CH 318 and CH 318L. 3:0:3
- BI 337L (CH 337L) Biochemistry Laboratory**
(Corequisite: BI 337. 0:3:1)
- BI 340 Comparative Anatomy**
A study of the phylogeny and gross structure of the organ systems of the vertebrates. Major systems of the shark and cat are dissected and correlations are made with other groups of vertebrates. Prerequisite: BI 226. 3:3:4
- BI 342 Embryology**
The principles of vertebrate embryonic development are discussed. Consideration is given to the origins of the modern theories of development. The embryology of the frog, chick, and pig is included in the laboratory. Prerequisite: BI 226. 3:3:4
- BI 344 Animal Physiology**
A study of living processes as they occur in cells, tissues, and systems in vertebrates and invertebrates. Laboratory work is correlated with classroom discussions. Prerequisites: BI 226 and CH 108, or permission of the instructor. 3:3:4
- BI 350 Microbiology**
A study of the biology of the major groups of microorganisms. Research skills are stressed in the laboratory. Prerequisites: BI 231 and CH 317 and CH 317L. 3:3:4
- BI 351 (CH 351) Introduction to Pharmacology and Pharmacy**
A non-laboratory course intended for athletic training majors. Emphasis is placed on the types and classification of drugs, their modes of action at the cellular, systemic, and organismal level, their contraindications and possible long term effects. Prerequisites: BI 120 and CH 108 and CH 108L or CH 105. 3:0:3
- BI 360 Cell Biology**
A study of the ultrastructure of the cell and its organelles. Laboratory includes studies in molecular biology and tissue culture. Prerequisites: BI 231, CH 317 and CH 317L. 3:3:4
- BI 378 Ecology**
A study of the interrelationships between organisms and their environment. Laboratory is included. Prerequisites: BI 114 and CH 107. 3:3:4

- BI 417 Developmental Biology**
A study of the molecular and cell biology of pattern formation in developing embryos. Systems surveyed include: *Drosophila*, sea urchin, frog, salamander, chicken and human. Prerequisites: BI 231, CH 317 and CH 317L. 3:0:3
- BI 422 Individual Research and Independent Investigation**
A small original biological investigation and a written report of the findings, prepared in proper form. Prerequisite: permission of instructor. Variable credit: 1-3 hours.
- BI 470 Internship in Biology**
Practical work experience in biology in an industrial, academic or other setting. Internship must be approved by the instructor prior to starting work. Variable credit: 1-4 hours.
- BI 490 Advanced Topics in Biology**
Selected topics in biology. Topics left to the discretion of the instructor and the students. Plant taxonomy, histology, cellular physiology, advanced field ecology, entomology, etc. are possible topics. Laboratory work may be required. May be repeated for credit if topics differ. Prerequisite: permission of instructor. Variable credit: 1-4 hours.

BA- BUSINESS ADMINISTRATION (SS)

- BA 110 Introduction to Business (MGE)**
(MG 110) Provides for business and non-business students an overview of business in our modern American society. Examines the development of our business system, social responsibility of business, and the functions of management, marketing, personnel, production, accounting, finance, investments, insurance, and business law. Career opportunities in business are explored. 3:0:3
- BA 201 Personal Financial Management (GE)**
(MG 201) A study of individual and family financial management concepts and techniques which assist persons to become informed consumers and efficient managers of personal resources. 3:0:3
- BA 260 Business Law I**
(MG 260) Introduction to the law: contracts, agency, employment, and negotiable instruments; comparison of social responsibility and legal aspects of selected issues. 3:0:3
- BA 261 Business Law II**
(MG 261) A continuation of the study of contracts, agency, employment, and negotiable instruments; comparison of social responsibility and legal aspects of selected issues. Prerequisite: BA 260. 3:0:3
- BA 315 International Business Perspectives (LL)**
This course examines international business, especially the multinational corporation, from several perspectives: historical, business, political, cultural, economic and environmental. Attention is given to the impact and effect of the MNC upon traditional societies and nationalistic governments. Its future also is considered in the rapidly changing economies of Europe and the Third World. 3:0:3
- BA 351 Principles of Marketing**
(MK 351) Examines factors relevant to the marketing mix (product, promotion, distribution, and price) and to marketing management. 3:0:3

- BA 352 (MG 352) Principles of Management (MLL)**
Examines the functions, activities and principles of leadership in business and other institutions. Philosophy, history, current practice and issues in leading, planning, organizing, and controlling organizations such as communication, motivation and interpersonal relations. Lecture, discussion and cases are used. 3:0:3
- BA 353 (HR 353) Introduction to Human Resource Management**
Theory, methodology and application of human resource planning and development techniques; staffing analysis and planning; career management; management succession and development; performance improvement. Prerequisite: BA 352 or HC 351. 3:0:3
- BA 354 (MG 354) Small Business Management (MLL)**
A detailed study of the relationship and functions of accounting management financial management, and marketing in the successful initiation and operation of a small business. 3:0:3
- BA 355 International Business Management**
Analysis of the development and functioning of the international and multinational firm, emphasizing and explaining the differences from purely domestic enterprises. Topics include among others: global strategic planning, international production, supply, personnel, and contract negotiations, and firm-host government management relationships. Prerequisite: BA 352. 3:0:3
- BA 360 (MG 360) Financial Management**
The role of financial management through the development of a frame-work appropriate for financial decision making. Emphasis on obtaining and effectively utilizing the funds necessary for the operation of an enterprise. Elements of financial planning, capital budgeting, and consideration of alternative sources of funds. Prerequisites: AC 201 and AC 202. 3:0:3
- BA 365 (MG 365) Organizational Behavior**
Examines theoretical and practical perspectives and experiences in the areas of motivation and human relations; individual behavior, small group behavior, intergroup behavior; organizational effectiveness, and organizational development. Lecture, discussion and cases are used. 3:0:3
- BA 375 (MG 375) Production Operations Management**
Study of the design, planning and operations and control of manufacturing processes, material management, inventory, quality control systems, work measurement and production standards. Prerequisites: MA 120, BA/MG 360, BA/MG 352 or equivalents. 3:0:3
- BA 380 (CA 380) Advertising**
Designed to give the student an understanding of the creation, design, and production of material for advertising campaigns in all media. Suggested prerequisite: BA/MK 351 or equivalent. 3:0:3
- BA 385 (MK 385) Consumer Behavior**
An integrated approach to the study of various behavioral concepts and theories useful for understanding consumer behavior and its relevance to the development of effective marketing strategies. 3:0:3
- BA 395 (MK 395) International Marketing**
An in-depth study of the methods of establishing and servicing foreign markets with emphasis on pricing, promotion, and distribution channels given the complex effects of international, cultural, legal and business practice environments. Exporting, importing and tariff barriers are also covered. Prerequisite: BA 351. 3:0:3

- BA 400
(MG 400)** **Business Policy**
A series of business cases and materials dealing with a variety of problems confronting general management selected to illustrate the major areas of managerial concern: environmental opportunities and constraints, formulation of business policy, organization for business activity and marshalling of resources for achieving objectives of the firm. Prerequisites: EN 306B and completion of business/management core or permission of instructor. 3:0:3
- BA 401
(MG 401)** **Senior Seminar in Business**
Consideration of managerial problems and/or policies. Topics include: the role of values and assumptions in administrative situations, especially their influence on administrators choices among possible ends and means; the skills, attributes and personal qualities that enhance effectiveness of responsible individuals as they work with others in organizations; and the determinants of organization and executive action. Prerequisites: BA/MG 352 and EN 306B or equivalent. It is strongly recommended that all major core courses be completed prior to enrolling in this course. 3:0:3
- BA 411
(MK 411)** **Marketing Management**
Study of the theoretical foundations, the methods and the environment of marketing management. Topics include: consumer behavior, product policy, channel management, pricing and promotion. Prerequisite: BA/ MK 351. 3:0:3
- BA 417
(MG 417)** **Investment Analysis and Management**
A study of investment alternatives, selection criteria, and portfolio management. Emphasis is placed on economic, financial, and market factors which affect the values of alternative investments, while studying risk management associated with investment management. Prerequisite: BA 360 or permission of the instructor. 3:0:3
- BA 421
(HR 421)** **Corporate Training and Development**
A study of education, training and development in corporations. Vestibule training, on-the-job training, computer based training, executive education and the role of outside vendors will be discussed. Prerequisite: BA/HR 353. 3:0:3
- BA 422
(HR 422)** **Organizational Development and Change**
This course will provide the student with an understanding of the basic theories and techniques of organizational development. We will focus on practical information regarding the design, management and control of organizational development programs in business, public sector and social services organizations. 3:0:3
- BA 425
(MG 425)** **Real Estate Principles and Management**
A study of real property, its legal title, transfer, ownership, finance, and management. Prerequisite: BA 360 or permission of the instructor. 3:0:3
- BA 431
(MG 431)** **International Finance**
An in-depth study of the financing of international transactions and multinational business operations with emphasis on sources of funds, financial services, analysis of currency problems and exchange controls, and the functioning of foreign money and capital markets. Prerequisites: BA 360 and EC 306. 3:0:3
- BA 434
(HR 434)** **Compensation Management**
A study of compensation theories, policies, systems and practices with emphasis on the design of effective compensation programs. The course views compensation basically from the employer's point of view. 3:0:3

- BA 451 Seminar on International Business**
A study of strategic planning and international business policy using extensive reading and cases in the international business field which includes insights into the historical, cultural, and political foundations that created problems and opportunities and the solutions and courses of action taken in response. The course content is flexible and analyzes specific problem areas that are current at the time the course is offered. Each student will submit a capstone research paper reflecting the standards, substance and quality of a professional international business publication. Prerequisites: EN 306B and completion or concurrent enrollment in all other international business core courses. 3:0:3
- BA 455 Marketing Research and Information Systems**
Examines the application of research methods to the problems of marketing. Consideration is given to research procedures, sources of data and management's use of information for decision making. Prerequisites: EC 315 and BA 351. 3:0:3
- BA 460 Business Internship**
Open to seniors who have demonstrated outstanding academic work in business who want to explore the practical applications of business theory in a professional work environment. Enrollment with the consent of the department. Prerequisite: Completion of core courses in business and economics. Variable credit: 3-12 hours.
- BA 461 International Business Internship**
A field placement in an international firm or in the international department of a multinational firm in a professional career position usually filled by a college graduate. Open only to seniors in international business who have completed most of their major requirements. A minimum of 40 hours a week during summer term or 20 hours a week during a regular semester. 6 credit hours.
- BA 465 Independent Study in Business**
Individual research dealing with secondary sources on an approved topic in business. Prerequisite: major in business administration, economics or accounting. Variable credit: 1-4 hours.
- BA 490 Special Topics in Business Administration**
A course based on subjects outside the current offerings. Prerequisite: permission of the instructor. Variable credit: 1-3 hours.
- BA 491 (HR 491) Senior Seminar in Human Resources Development**
This course is intended to integrate concepts and techniques from the Human Resources curriculum into a framework of applied programs. This course is designed for the advanced student and will give the student an opportunity to investigate and synthesize various concepts of Human Resources management and to relate them to "real world" situations. Prerequisite: EN 306B. 3:0:3

CH- CHEMISTRY (NS)

- CH 101 Chemistry in the World (MGE)**
This course is designed to acquaint nonscience majors with the impact of chemistry on their world. The course provides a general introduction to both inorganic and organic chemistry and stresses applications of chemistry in the commercial, industrial and technological components of society. 3:2:4

- CH 102 Contemporary Chemistry**
CH 102 will introduce the non-science major student to the impact that the science of chemistry has on their world. The course provides a general introduction to the principles of the science of chemistry and stresses applications of chemistry in the commercial, industrial, and technological components of society. 3:0:3 (Taught in accelerated programs only)
- CH 105 Introductory Chemistry (MGE)**
A survey of general chemistry, organic chemistry and biochemistry. Basic principles as applied to health science will be covered. The lab will be a practical application of the principles covered in lecture. 4:3:5
- CH 107 Introduction to Chemistry I (MGE)**
An introduction to chemistry by developing fundamental tools such as problem solving methods and the concept of the mole. Major topics covered include stoichiometry, atomic and molecular structure and states of matter. Prerequisite: high school algebra or equivalent. Corequisite: CH 107L (except in accelerated programs). 3:1:3
- CH 107L Introduction to Chemistry Laboratory I**
Students are introduced to basic laboratory techniques. Experiments will reinforce materials covered in the lecture component of this course. Corequisite: CH 107. 0:3:1
- CH 108 Introduction to Chemistry II**
A continuation of CH 107 with major topics covered including solutions, chemical kinetics, thermodynamics, equilibria, and an introduction to descriptive chemistry. Prerequisite: 'C' or better in CH 107 or permission of instructor. Corequisite: CH 108L. 3:1:3
- CH 108L Introduction to Chemistry Laboratory II**
A continuation of CH 107L with experiments relating to kinetics, equilibria, thermodynamics, and qualitative analysis. Prerequisite: 'C' or better in CH 107L or permission of instructor. Corequisite: CH 108. 0:3:1
- CH 300 Chemistry Seminar (LL)**
A series of case studies of legal, economic, and social problems occasioned by the advance of science and technology in contemporary society. Open to all students. 3:0:3
- CH 301 Chemistry and Society (MLL)**
The history and nature of the science of chemistry with emphasis upon its role as a human activity and its relationship to humanity. Open to all junior and senior level students. 3:0:3
- CH 305 Electronics for Scientists**
A study of basic electronics principles used in common laboratory instrumentation. The laboratory includes hands-on experience in trouble shooting and testing techniques. Prerequisite: college algebra. 2:3:3
- CH 306 Chemical Bibliography**
Access to the chemical literature is surveyed. The use of index journals, primary and secondary sources, the patent literature, the on-line search, and the literature organization is explained and illustrated. Submission of a written, formal proposal for an original research problem, together with the records of the literature search validating the proposal, is required. This course will satisfy the EN 306 requirement for Chemistry and Athletic Training majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- CH 310 Introduction to Inorganic Chemistry**
Instruction in the modern synthetic and instrumental techniques currently used in inorganic chemistry. Prerequisite: CH 108. 3:3:4

- CH 317 Organic Chemistry I**
An introduction to the chemistry of carbon based compounds. Nomenclature, structure, bonding, and reaction mechanisms of organic importance in pharmaceuticals. Prerequisite: CH 108; Corequisite: CH 317L (except in accelerated programs). 3:0:3
- CH 317L Organic Chemistry Laboratory I**
Introduction to lab techniques in organic chemistry; extraction, purification, and chromatographic analysis. Basic qualitative analysis of functional groups and separation of compounds of different functional groups. Corequisite: CH 317. 0:4:1
- CH 318 Organic Chemistry II**
Application of principles learned in CH 317 to members of each homologous series. Importance of organic compounds in our daily lives. Introduction to bio-organic chemistry (amino acids, nuclear bases, carbohydrates, lipids). Prerequisite: CH 317 corequisite: CH 318L. 3:0:3
- CH 318L Organic Chemistry Laboratory II**
Application of techniques learned in CH 317L to carry out synthesis. Modification or introduction of functional groups in a given substrate. Corequisite: CH 318. 0:4:1
- CH 321 Introduction to Medicinal Chemistry**
This course covers an introductory level of medicinal chemistry. The following topics will be covered: drug development process; drug approval process; receptors; drug interaction; pharmacodynamics; pharmacokinetics; quantitative structure activity relationships. Some of the following classes of drugs will be discussed in detail - antibacterial drugs; drugs that work on the central nervous system, analgesics, etc. Case studies of current drugs going through approval process. Prerequisite: CH 318. 3:0:3
- CH 328 Analytical Chemistry**
An in-depth study of classical analytical chemistry techniques. Subjects include the statistical evaluation of data, gravimetric and titrimetric methods of analysis, acid-base chemistry, complexation chemistry, and redox processes. Laboratory includes practical examples of the methods covered in lecture. Prerequisites: CH 108, CH 108L. 3:4:4
- CH 329 Introduction to Instrumental Analysis**
An introduction to modern instrumental methods of chemical analysis. The course will span theory of operation, instrument design and methodology, and applications of instrumental techniques. Electrochemical methods including potentiometry, voltammetry, and coulometry; spectroscopic methods including infrared, UV/VIS, MS, and NMR; chromatographic methods including gas, liquid, and thin layer; thermal methods of analysis; and kinetic methods of analysis will be covered. Prerequisite: CH 328. 3:3:4
- CH 337
(BI 337) Biochemistry**
Biochemical systems and the relation of chemical structure to biochemical function are discussed. Prerequisite: CH 318. Corequisite: CH 337L. 3:0:3
- CH 337L
(BI 337L) Biochemistry Laboratory**
(Corequisite: CH 337. 0:3:1)
- CH 351
(BI 351) Introduction to Pharmacology and Pharmacy**
A non-laboratory course intended for athletic training majors. Emphasis is placed on the types and classification of drugs, their modes of action at the cellular, systemic, and organismal level, their contraindications and possible long term effects. Prerequisites: BI 120 and CH 108 and CH 108L or CH 105. 3:0:3

- CH 400 Special Topics in Chemistry**
A seminar devoted to selected topics in modern chemistry of interest to students requiring more depth in the field. The course may involve laboratory work. Permission of instructor required. Variable credit: 1-4 hours.
- CH 405 Fundamentals of Physical Chemistry**
A one-semester survey of physical chemistry for students not intending to pursue advanced work in chemistry. Topics include an introduction to thermodynamics, phase equilibria, chemical equilibrium, electrochemistry, kinetics, atomic structure, bonding, and molecular spectroscopy. Prerequisites: MA 211 and PY 206 or concurrent enrollment therein. 3:3:4
- CH 407 Physical Chemistry I**
An introduction to quantitative chemical theory. The primary emphasis will be in the areas of thermodynamics. The principles of thermodynamics will be applied to phase and chemical equilibria. Prerequisites: CH 108, PY 206 and MA 211. Corequisite: MA 212. 3:3:4
- CH 408 Physical Chemistry II**
A continuation of quantitative chemical theory. Topics covered will include chemical kinetics and quantum chemistry. Modern theories of atomic and molecular structure will be investigated. Prerequisite: CH 407. 3:3:4
- CH 410 Advanced Inorganic Chemistry**
A comprehensive study of recent developments in inorganic chemistry including nuclear and extranuclear structures, bonding, bond energies, reaction mechanisms, and the determination of structures of complex compounds by theoretical and experimental means. Prerequisite: CH 108. 3:0:3
- CH 429 Advanced Analytical Chemistry**
Advanced methods of chemical analysis stressing, but not limited to instrumental techniques. An in-depth study of the theory of electrochemical measurements, spectroscopic techniques, and chromatographic theory will be covered. Students will be introduced to several modern techniques including Raman, X-ray, and flame and furnace atomic absorption spectroscopy, thermal methods of analysis and NMR techniques. Some applications of advanced methods of classical analysis will be covered. Prerequisites: CH 318, CH 329. 3:4:4
- CH 432 Physical Organic Chemistry**
A mechanistic study of organic reactions, their thermodynamics and kinetics. Reaction intermediates and species involved in reactions; determining reaction mechanisms. Introduction of molecular orbital theory and photochemistry. Lab includes kinetic study of organic reactions, qualitative analysis of organic compounds based on their physical properties. Prerequisites: CH 318, CH 329. 3:4:4
- CH 440 Organic Synthesis**
In-depth study of various classes of reactions on different classes of organic compounds. Applications of those reactions in synthesis and retrosynthesis of natural products and importance in medicinal chemistry. Lab involves multistep procedures and qualitative analysis of organic compounds based on their chemical properties. Prerequisite: CH 318. 3:6:5
- CH 451 Internship in Chemistry**
Prerequisite: department approval of the program. 1 to 6 credits.
- CH 490 Research in Chemistry**
Open to advanced chemistry majors with permission of instructor. 1 to 3 credits.

CA- COMMUNICATION ARTS (H)

CA 103 Public Speaking (GE)

A development of the ability to speak clearly and express ideas effectively before an audience. Students plan, compose, and deliver various kinds of speeches and talks. Principles of effective rhetorical presentation are related to basic purposes and forms of public speech-communication. 3:0:3

CA 104 Interpersonal Communication I (GE)

An introduction to the knowledge and skills of interpersonal communication. The course content includes facilitation of more effective and supportive behavior, reduction of communication barriers and development of increased skill and confidence in relationships. 3:0:3

CA 115 Introduction to Electronic Communication

A survey of the emerging vehicles for electronic communication from Internet to radio and television. Includes discussion of how electronic communication affects the audience, research and methodology used to analyze that effect, introduction to the skills of electronic communication, and consideration of the specific ethical issues often associated with electronic images. 3:0:3

CA 125 Journalism Workshop

This course provides an opportunity for freshmen and sophomores to participate in professional writing in a guided environment for credit. Variable credit: 1-3 hours.

CA 201 Reporting I

The course focuses on the fundamentals of reporting. It discusses techniques of fact gathering and news writing and provides opportunities to develop those skills through practical application. 3:0:3

CA 218 Public Relations

A study of the dissemination of public information through mass media; intraorganizational information; public opinion analysis; research techniques to establish psychographics within groups; applications in business, government, education, and politics. 3:0:3

CA 221 Radio Production

Orientation in the basic techniques of radio performance and production. Major emphasis on radio announcing skills and basic editing techniques. Students learn newswriting and newscast performance skills. Students work on KGSP-FM. 3:0:3

CA 231 Television Production

An introduction to basic television production techniques. Students will produce news and feature stories for Cable Channel 2. Orientation will include a look at basic news and script writing techniques, and will include instruction on use of video equipment and videotape editing. Students will learn basic producing and directing skills. 3:0:3

CA 240 Popular Photography

A lecture and discussion course covering the fundamentals of photography. Students must provide an acceptable camera, expendable supplies, and arrange for outside processing and printing. Lab demonstrations will be a part of the course but students will not receive darkroom training. Designed for Weekend/Evening students. Students who need or desire dark room practice should enroll in CA 241. 3:0:3

CA 241 Photography I **(AR 241)** (See AR 241). 2:6:4

- CA 242 Color Photography**
Special problems of basic color photography in terms of color picture taking and printing. Students must provide acceptable camera and supplies. Darkroom work is required and a darkroom fee is charged. Prerequisite: CA 241 or equivalent. 3:0:3
- CA 250 Special Topics in Communication Arts**
This course is for students interested in writing, editing or photography in a magazine format. The course is for those who want to apply what they learned in Advanced News and Feature Writing: Layout, Editing and Design, or Photojournalism to magazine. It provides an opportunity to hone each of those skills. Non-majors are welcome. 3:03
- CA 301 Interpersonal Communication II**
A study of the nature of and problems in communication. Areas of study include: mental process in communication, perception, content, amount of communication, interpersonal and task behaviors, norms, conflict, creativity, touch, distance, time usage, manipulation of environment, intervention, attitude change and opinions, and how communication fosters attraction, productivity and leadership. The course focuses on the development of a framework for analyzing the various approaches to interpersonal communication. Prerequisite: CA 104. 3:0:3
- CA 302 Communication Ethics and Law**
A study of the laws and ethics for journalists and other communicators. The course will analyze libel law, privacy, objectivity, responsibility, freedom of speech and censorship, and the role of the press in society. 3:0:3
- CA 311 Editing, Layout and Design**
Study and practical application of editing news, features, and investigative stories. Includes rewriting, headline writing, and principles of layout and design. 2:2:3
- CA 313 Scriptwriting**
This course is designed to acquaint the student with various types of scriptwriting: news, entertainment, documentary, commercials, copywriting, educational, industrial and dramatic. Students will write original scripts for production in selected media. For students with exceptional preparation, this may be a theatrical feature, series pilot, TVM, or mini-series lead show. 3:0:3
- CA 315 Journalism Practicum**
Directed work on the staffs of student publications, in the Public Relations Office or in the NAIA District 16 Sports Information Office. The Stylus editor may enroll for 4 credit hours. Variable credit: 1-3 hours.
- Section A: News and Feature Writing.
 - Section B: Newspaper and Magazine Editing.
 - Section D: Photojournalism.
 - Section E: Advertising.
 - Section F: Computer Design.
 - Section G: Magazine Journalism.
 - Section H: Web Page Design and Maintenance.
- CA 316 Reporting II**
Course focuses on in-depth reporting and analysis of news and community issues. Students learn how to cultivate sources. Reporting and writing techniques for both print and broadcast journalism are discussed. 3:0:3

- CA 317 Feature Writing**
This course provides an opportunity to develop writing skills in the gathering and creation of in-depth magazine and news features. Primarily focused on writing, it aims to develop the student's voice and style in print. 3:0:3
- CA 318 Public Relations II**
Advanced study of persuasive communications with emphasis on design and execution of public relations campaigns, the role of the public information officer, development of the comprehensive information package, and creation of effective internal publications. Includes discussion of specific ethical issues of persuasive communications. 3:0:3
- CA 321 Interpersonal Conflict Resolution (LL)**
(PC 321) Presents various strategies for dealing with conflict in a positive manner. Emphasizes the development and practice of skills of listening, assertiveness, problem solving, conflict management and mediation. 3:0:3
- CA 322 Theory and History of Mass Media (LL)**
Analysis of mass media content and the role media play in modern society. The course examines the history of that role, functions of the media, effects on society, and the persuasive abilities of media. The course focuses on contemporary media criticism and related ethical issues. 3:0:3
- CA 325 Radio Practicum**
Under faculty supervision, students are assigned staff responsibilities for the operation of the radio station KGSP-FM. The student will gain working experience in operating this station for actual broadcasting to the public. Prerequisites: CA 221, and the student must hold a valid Third Class Operator license as issued by the FCC. Variable credit: 1-4 hours.
- CA 330 Multicultural Communication (MLL)**
A study of communication and culture that examines cultural variability in interpersonal relationships. Emphasis is placed on facilitation of more effective communication episodes across gender, race, life-styles, culture, and other barriers. 3:0:3
- CA 335 Television Practicum**
Students work as staff members of Northland News, a cable TV show produced, reported, written, and anchored by Park students. Emphasis is placed on writing and reporting skills. Students will also produce other original programming to air over Cable Channel 2. Prerequisite: CA 231. 1:9:3
- CA 341 Photography II**
(AR 341) (See AR 341). 3:0:3
- CA 380 Advertising**
(BA 380) (See BA 380). 3:0:3
- CA 385 Consumer Behavior**
(BA 385) (See BA 385). 3:0:3
(MK 385)
- CA 390 Marketing Planning**
(MK 390) A course designed to analyze the process of planning or implementing and controlling promotional efforts in retail, wholesale, manufacturing, finance, service, and not-for-profit organizations. Prerequisite: BA 351. 3:0:3

- CA 400 Interviewing Theories and Practice**
Development and analysis of the interviewing process from the viewpoints of the interviewer and interviewee. Consideration is given to strategies, ethics, the interview as a management tool, and a broad understanding of the communication variables involved in the interviewing context. Both practical and theoretical perspectives are examined. 3:0:3
- CA 402 Organizational Communication**
Examines the role of communication in organizations and the people and patterns making up the many sides of complicated issues which arise in organizational life. The course also examines the communication messages sent and received within an organization including the organization's formal structure and its informal social groups. Prerequisite: CA 104. 3:0:3
- CA 404 Seminar: Special Topics in Communication Arts**
Revolving topic seminar for advanced students which may be repeated under different topic headings. Topics deal with such matters as social responsibility in mass media, effects of technological change upon communications industry, film criticism, promotional strategies and case studies, or possibly issues and problems in broadcast management or public relations. Advanced standing or permission of instructor. 3:0:3
- CA 420 Human Relations in Group Interaction**
A course designed to facilitate the authentic exploration of feelings and communication obstacles. The focus is on interaction and interdependency in the small group context. Advanced standing or permission of the instructor. Prerequisite: CA 104. 3:0:3
- CA 441 Photojournalism**
Learn to use the camera to tell a story either with a single photograph or with a series. The course is directed toward newspapers, but includes magazine photography. Prerequisite: CA 241 or equivalent competency. 3:0:3
- CA 450 Seminar: Special Topics in Journalism**
Specialized study and practice in various aspects of print journalism. May be repeated for credit when topics are changed. [Topics may include Investigative Reporting, Feature Writing, Editorial and Interpretative Writing, History of Journalism, Advanced Layout and Design.] Advanced standing or permission of the instructor. 3:0:3
- CA 455 Seminar in Journalism Education**
The course explores the methods of journalism education, the needs of student journalists and professional standards sought by journalists in the field. 3:0:3

CA 490**Communication Arts Internship****Section A. Journalism**

Extensive work, either under faculty or professional supervision. Three credit hours required on the staff of an area publication; additional credit hours may be earned by repeating the course using more advanced activities. Prerequisites: CA 311 and at least three hours of CA 315. Variable credit: 3-9 hours.

Section B. Broadcasting

Involves extensive work off campus in a professional environment with direct supervision by employers. Students function in a "real job" capacity with media employers such as commercial radio and television stations, corporate, and religious settings. Prerequisite: permission of the Communication Arts faculty. Variable credit: 3-9 hours.

Section C. Human Resources and Public Relations

Students gain extensive experience in organizational settings including social service agencies, nonprofit companies, and corporate environments. Credit can be earned for work in public relations, advertising, marketing, personnel management, consulting, and related areas. Prerequisite: permission of the Communication Arts faculty. Variable credit: 3-6 hours.

CA 491**Senior Project**

The course may not be taken before the senior year. It is a capstone course in which the student designs a practical project aimed at publication in a commercial newspaper or magazine (or broadcast outlet), researches the project, completes the writing (or broadcast production), and may offer it to the appropriate editors. 3:0:3

CS - COMPUTER SCIENCE/INFORMATION SCIENCE (NS)

CS - Computer Science - NS

CS 140 Introduction to Computers (MGE)

This course introduces computer concepts, terminology, and applications to enable students to use computers in their education and career. This class will feature lectures, written assignments, and demonstrations of computer concepts. The lab will concentrate on hands-on computer lab projects using the dominate Windows operating system and Office applications. Software will include Word, Excel, Access, PowerPoint and Internet browsers. Students will be introduced to the structure and use of personal computer hardware, peripherals, comparison of popular operating systems, recent history of technology and some ethical implications. 3:0:3.

CS 151 Introduction to Programming

This course introduces students to algorithmic design and structured/modular programming. Programming concepts will be put into practice by using Java for programming projects. These basic programming concepts and constructs will be covered: variables, data types, strings, arithmetic and logical operators, branching statements, loops, debugging. Additionally, these object-oriented programming concepts will be covered: classes, fields, methods, constructors. Prerequisite: high school algebra proficiency. 3:0:3

CS 208 Discrete Mathematics (MA 208)

This course introduces the student to selected finite systems pertinent to the study of computer science. Course topics will include the following: mathematical induction, sets, relations, functions, matrices, graphs, trees, combinatorial analysis, Boolean algebra, and other structures. Prerequisite: Any math course \geq MA 131. 3:0:3

- CS 213 **FORTRAN****
The student will learn to solve scientific and mathematical problems using FORTRAN. The student will use arrays, functions, subprograms, and library routines to solve problems from statistics, linear algebra, and numerical analysis. Prerequisites: CS 151 and any math course \geq MA 131. 3:0:3
- CS 219 **Programming Fundamentals****
This course continues the development of the programming and problem solving skills introduced in CS 151. Programming concepts will be put into practice by using Java for programming projects. Students will learn about object-oriented programming and two of its key components - inheritance and polymorphism. Additionally, students will learn about these topics: graphical user interface components, event-driven programming, exception handling, files. Prerequisites: Any math course \geq MA 131, a grade of 'C' or better in CS 151. Suggested prerequisite: CS 140. 3:0:3
- CS 220 **Computer Architecture****
The student will learn about the various hardware components of a computer system. Course topics include: data representation, numbering systems, Boolean algebra, combinational logic, sequential logic, CPU layout, registers, adders, buses, and memory devices. Prerequisites: CS 208, CS 219. 3:0:3
- CS 225 **Programming Concepts****
This course continues the development of the programming and problem solving skills introduced in CS 219. Programming concepts will be put into practice by using C++ for programming projects. Since C++ is so similar to Java and since students should already know Java from their prerequisite courses, this course will cover C++ basics (control constructs, operators, data types, functions) very quickly. More time will be spent on those features of C++ that differ from Java. For example, more time will be spent on pointers, object-oriented programming techniques, and operator overloading. Prerequisite: a grade of 'C' or better in CS 219. 3:0:3.
- CS 300 **Computers and Society (MLL)****
This course presents the social, political, economic, multicultural and ethical issues surrounding the use of computers and computer technology. Course work includes class discussion, readings, collaborative projects and formal term papers on selected topics. 3:0:3
- CS 301 **Assembly Language****
The student will learn to program in assembly language. The student will work with binary and hexadecimal numbering systems, computer architecture, and an assembly language instruction set(s). The student will write assembly language programs. Prerequisites: CS 220 and CS 352. 3:0:3
- CS 305 **Introduction to Artificial Intelligence****
The student will learn the terminology and methods used in a variety of artificial intelligence areas. Course topics may include (but are not limited to): expert systems, neural networks, vision, case-based reasoning. The student may use various AI tools, Lisp, and/or Prolog for AI projects. Prerequisite: CS 352. 3:0:3
- CS 314 **User Interface Design****
The student will learn techniques of programming a user interface in a graphic environment. Topics covered include the common tools for creating graphic interfaces, rules for consistency, human factors, intuitive design and feedback. Interface downfalls in common software packages will be identified. Students will work in groups to test an interface of their own design. Prerequisite: CS 219. 3:0:3

CS 321 Web Programming

This course provides an introduction to the various languages, tools, and programming techniques used to program on the World Wide Web. The fundamentals of client-server programming will be emphasized. These topics will be covered: HTML, cascading style sheets, Dynamic HTML, JavaScript, applets. Due to the particularly dynamic nature of the Web environment, course content will change as appropriate. Prerequisite: CS 219. 3:0:3

CS 351 Computer Operating Systems

This course presents the theory of operating systems and an overview of one or more operating system environments. Operating system concepts covered should include (but are not limited to): process management, memory management, I/O management, file management, and security. Theory concepts will be put into practice with exercises, some requiring college algebra skills and/or basic programming knowledge. Operating system environments may include (but are not limited to): Windows, UNIX, Linux. Prerequisite: CS 219. 3:0:3

CS 352 Data Structures

This course introduces the student to various data structures and advanced algorithmic concepts. These concepts will be put into practice by using C++ for programming projects. These data structures will be covered: stacks, queues, trees, graphs, linked lists. These concepts will be covered: recursion, sorting, searching, hashing. Space and time complexities of algorithms will be analyzed. Prerequisites: CS 208, a grade of 'C' or better in CS 225. 3:0:3.

CS 360 Database Management

This course provides an overview of database system concepts. The course deals with file organization methods, database models, data integrity and security, and database administration issues. The student will be introduced to application program development in a database environment with emphasis on setting up, modifying, and querying a database. Prerequisite: CS 219. 3:0:3

CS 365 Computer Networking

This course provides an overview of computer networking concepts. Course topics include (but are not limited to): protocol layer stack, circuit switching vs packet switching, connectionless vs connection-oriented services, routing, Ethernet, LAN topologies, transmission media. Optionally, the course may provide hands-on projects. For example, students may be asked to install and configure a LAN, install and use Linux network applications, or write network programs. Prerequisite: CS 219. 3:0:3

CS 380 Compilers

The student will learn the principles of compiler construction. In particular, the student will learn about lexical analysis, symbol tables, parsing, type checking, and code optimization. Some or all of these concepts will be put into practice with programming projects. Prerequisite: CS 352. 3:0:3

CS 415 Special Topics in Computers

This course serves as an in-depth study in a specific field of computer science. Course topics may include (but are not limited to): architecture, advanced networking concepts, computer graphics, modeling and simulation, programming language theory, software engineering, VLSI circuits. CS 415 may be repeated once for credit for a different course topic. Prerequisites: dependent on course topic. 3:0:3

CS 417 Theory of Computing

This course introduces the formal theory of computing. Course topics include automata theory, computability theory, and complexity theory. Prerequisite: MA 208 or CS 208. 3:0:3

**CS 451 Computer Science Internship
(In SAS program only).**

The student arranges to work in a professional environment. The student's duties must be sufficiently complex to require the expertise of a senior level computer student. Internship duties may include (but are not limited to): developing or updating a program(s) or application(s), installing computer hardware or software, installing or administering a network, writing technical documentation. Prior to enrolling in CS 451, the student and the student's job supervisor must jointly prepare an internship proposal. This proposal must be submitted to the advisor and approved no later than four weeks prior to the enrollment deadline. Prerequisites: consent of the advisor, student should be entering or completing his/her senior year. Normal credit: 3 hours (for 160 hours of internship work). Maximum credit: 6 hours (for 320 hours of internship work).

**CS 490 Senior Project in Computers
(In SAS program only).**

The student finds a computer-related field of interest and performs in-depth work in that field. The project must be sufficiently complex to require the expertise of a senior level computer student. Project topics may include (but are not limited to): developing or updating a program(s) or application(s), installing computer hardware or software, installing or administering a network, writing technical documentation, writing a research paper. Prior to enrolling in CS 490, the student must prepare a project proposal. This proposal must be submitted to the advisor and approved no later than four weeks prior to the enrollment deadline. Prerequisites: consent of the advisor; student should be entering or completing his/her senior year. 3:0:3

IS - Information Science - NS

IS 205 Managing Information Systems

This course introduces the student to management information systems concepts. The course will present a variety of data processing facilities. Course topics include: transaction reporting, information reporting, decision support systems, system development life cycle, office automation, and job descriptions and requirements. Suggested prerequisite: CS 140. 3:0:3

IS 216 COBOL I

The student will develop structured, modular algorithms. The student will implement algorithms using COBOL. The student will learn the basic features of COBOL. Prerequisite: CS 151. 3:0:3

IS 217 COBOL II

Continuation of IS 216. This course introduces the student to sorting, merging files, arrays, and data validation. The course also introduces sequential, indexed, and relative file processing. The student learns about interactive processing and the methodologies used for developing larger programs. Prerequisite: IS 216. 3:0:3

IS 310 Business Applications (MLL)

Business Applications provides an opportunity for students to understand issues surrounding the effect of emerging technologies upon multiple organizational environments. Student will explore the use of technology by organizations to solve problems as well as gain a strategic competitive advantage in the market place. Students will individually investigate the advanced capabilities of Productivity Software to solve relevant business problems. Upon completion of the course, group projects will demonstrate knowledge of concepts learned. The design of projects will necessitate the use of analysis, synthesis, and evaluation activities. This course cannot be used as an LL for CS, CBIS or M/CIS majors. 3:0:3

- IS 315 Computer Systems Analysis and Design I**
This course presents various philosophies, terminology, and techniques used in the analysis and implementation of the system development life cycle. The student will investigate such areas as project proposals, logical systems, flow diagrams, data modeling, dictionaries, and documentation. The student will learn how to use a CASE tool. Prerequisite: IS 205. 3:0:3
- IS 316 Computer Systems Analysis and Design II**
Continuation of CS 315. The student will continue to study the concepts and methods used in a system development life cycle. In addition, the student will gain practical experience by working on various projects. The student will use a CASE tool for his/her project work. Prerequisite: IS 315. 3:0:3

CO - CONSTRUCTION (SS)

- CO 111 Introduction to Engineer Construction Technology/Design/and Materials**
Introduction to the field of engineering calculations, technical reporting, presentation of data and the fundamental steps of construction designs. Emphasis will be on the analysis, identification, selection and specifications of the materials of construction required to achieve the desired project quality. 3:0:3
- CO 121 Plans Analysis**
Introduction to architectural, structural, and mechanical requirements as they relate to the construction field. Emphasis is on blueprint interpretation, craft resources, materials requirements, code compliance, and work scheduling. 3:0:3
- CO 215 Construction Safety and Health**
Orientation and enforcement of the construction trades sub-parts of the Occupational Safety and Health Act. The student will develop knowledge in record-keeping requirements and the recognition, avoidance, and prevention of safety hazards within construction trades. 3:0:3
- CO 225 Building Codes**
Basic principles and methods significant in contract relationships and appreciation of the legal considerations in construction work. Emphasis is placed on the National Building Code and its application to local situations. 3:0:3
- CO 235 Construction Planning**
Basic construction management functions: preparation of work schedules, requests for progress payments, evaluation of alternate methods of construction, and equipment usage. 3:0:3
- CO 245 Construction Estimating**
Basis cost estimating of construction projects. Topics include types of estimates, quantity take off, unit price, material and labor costs, overhead, profit contingencies, job cost data sources, and cost indices. 3:0:3
- CO 360 Critical Path Analysis**
Study of planning and control of a schedule by network techniques including the time cost analysis of CPM scheduling for application on construction projects, job shop scheduling, and related problems. Prerequisite: CO 235. 3:0:3

CJ - CRIMINAL JUSTICE (SS)

- CJ 100 Introduction to Criminal Justice Administration (MGE)**
An introduction to the history, nature, structure, and function of the criminal justice system in America, with comparisons to systems in other nations. An examination of the various aspects of the administration of justice systems, including law enforcement, courts, correctional agencies (including probation and parole), including the increasing role of private entities in the system. 3:0:3
- CJ 105 Criminal Law**
A survey of the history and nature of criminal law in the United States. Substantive criminal law, defenses, and criminal responsibility will be studied within the context of the criminal justice process and rules of evidence. 3:0:3
- CJ 200 Criminology**
(SO 200) An examination of the nature and extent of crime and theories of crime causation, as well as the societal reaction to criminal behavior. 3:0:3
- CJ 205 Juvenile Delinquency**
An introduction to the origins, philosophy, and objectives of the juvenile justice system. Focus is on the operation, legal processes, current trends and roles of the various actors within the juvenile justice system. 3:0:3
- CJ 220 Criminal Justice and the Community**
Programming techniques for benefiting the agency-citizen relationship. Emphasis is placed on utilizing the resources of the criminal justice agencies to engage in effective conflict resolution with citizens, develop citizen and agency awareness, community crime prevention, and community relations. 3:0:3
- CJ 221 Criminal Procedure**
An examination of the procedures to be followed in law enforcement, the courts, and corrections in the processing of a criminal case, from the crime through the end of punishment. The law of search and seizure and the right to counsel in each of the three segments of the criminal justice system are among the topics that will be examined. 3:0:3
- CJ 231 Introduction to Law Enforcement**
An introduction to the law enforcement segment of the criminal justice system, with an examination of the history and development of law enforcement, especially in the United States. The various job and career opportunities in law enforcement will be reviewed. 3:0:3
- CJ 232 Introduction to Corrections**
A discussion of correctional concepts from their historical background to the present. Emphasis is placed on the multi-faceted approach to corrections in our society, including the use of alternatives to incarceration. 3:0:3
- CJ 233 Introduction to Security**
The basic principles of security and loss prevention that are common and fundamental to all areas of protection of personal property from historical and modern day points of view. Topics include: the security industry, the threat environment, risk analysis, fundamentals of physical security, safety, and accident prevention, and common security problems. 3:0:3
- CJ 250 Selected Topics in Criminal Justice**
Specialized introductory study of a particular subject in criminal justice, not otherwise available in the department. May be repeated for credit when topics are changed. 3:0:3

- CJ 300 Agency Administration**
A survey of management models, administrative techniques and patterns of organizational structure characteristic of criminal justice agencies. Prerequisites: CJ 100 and CJ 200. 3:0:3
- CJ 310 Leadership and Team-building (MLL)**
A course that examines principles of leadership and team-building, with application of the principles to real-life situations. Exercises to use in building a team will be developed. 3:0:3
- CJ 311 Criminal Investigation**
A discussion of the nature and purpose of criminal investigation, historical background, tools employed, skills development, and techniques useful in the reconstruction of criminal activity. Prerequisites: CJ 100, CJ 105 and CJ 200. 3:0:3
- CJ 312 Criminalistics**
A discussion of the discovery, recognition, observation, identification, collection and comparison of physical evidence, including a review of various current techniques in testing of physical evidence. 3:0:3
- CJ 313 The Law of Evidence**
The rules of evidence as they relate to the prosecution and defense of criminal cases: general provisions, judicial notice, presumptions, relevancy, privileges, witnesses, hearsay, expert testimony, authentication, and identification. Prerequisite: CJ 312. 3:0:3
- CJ 322 Probation, Parole and Community Corrections**
Exploration of the use of probation and parole as alternatives or as adjuncts to confinement. The rules and functions of the parole and probation system and their supervision are discussed. Various techniques and methods for achieving the goals are considered, including community-related programs. Prerequisite: CJ 232. 3:0:3
- CJ 323 Correctional Management**
A study of the principles, problems and trends in correctional administration and management, methods of achieving organizational change and the evaluation of correctional units. Prerequisite: CJ 232. 3:0:3
- CJ 332 Industrial Security**
An examination of the principles, methods, requirements, and standards for industrial security systems. Prerequisite: CJ 233. 3:0:3
- CJ 333 Security Administration**
Organization and management of security programs in business, government and industry with emphasis on selection and implementation of security services. Prerequisite: CJ 332. 3:0:3
- CJ 350 Criminal Justice Management and Planning**
An in-depth look at budgeting, personnel, and planning. This course is designed to develop a working knowledge of management planning in criminal justice. Prerequisite: CJ 300. 3:0:3
- CJ 400 Constitutional Law in Criminal Justice**
An in-depth study of the U. S. Constitution as it applies to law enforcement, the courts, and corrections, including an examination of recent decisions by the U. S. Supreme Court. Prerequisite: Junior standing. 3:0:3

- CJ 410 Financial Investigations**
An introduction to current perspectives dominant in the field of financial investigations. Discussion of the concepts of law and evidence, sources of information, accounting, methods of tracing funds, banking and financial recordkeeping, and interviewing as they apply to detecting and resolving financial crimes. Primary emphasis will be placed on theoretical principles and applications of financial investigative techniques. Prerequisites: CJ 100, C J 105 and CJ 200. 3:0:3
- CJ 420 Forensic Science**
Both a theoretical and practical examination of techniques in the identification, examination, and comparison of physical evidence using both historical and current methods. Laboratory performance is a portion of the coursework. Prerequisite: Senior standing or permission of the instructor. 3:0:3
- CJ 425 Comparative Criminal Justice Systems (MLL)**
An in-depth examination of criminal justice systems other than the U. S. system. Comparison to the U. S. system. Prerequisites: Senior standing and permission of the instructor. 3:0:3
- CJ 430 Research in Criminal Justice**
An examination of the research methods with application most commonly utilized in criminological and criminal justice research. Development and implementation of an original data-gathering instrument is required. A paper summarizing and evaluating the data-gathering instrument and comparing the data to published articles is required. Prerequisites: MA 120 and senior standing. 3:0:3
- CJ 440 Internship in Criminal Justice**
This course provides practical application through service with a criminal justice agency. Opportunities are available in both the public and private sectors. Prerequisites: permission of department chairperson. Variable credit: 3-6 hours.
- CJ 450 Senior Seminar in Criminal Justice**
Current issues and trends in criminal justice with emphasis on group discussion. Each student will be required to prepare, submit and defend a senior thesis. Successful completion of the thesis is mandatory. This course will satisfy the EN 306 requirement for Criminal Justice majors. Prerequisites: EN 105, EN 106, passing the WCT and senior standing. 3:0:3
- CJ 451 Senior Writing Project**
An individualized instruction for the student to examine a current issue or trend in criminal justice, culminating in the preparation, submission and defense of a senior thesis. Successful completion of the thesis is mandatory. Prerequisites: senior standing, major in Criminal Justice. 3:0:3
- CJ 460 Senior Honors Thesis**
Special investigation into a specific area of criminal justice administration. The student will have completed the major courses in his/her program before enrolling in this course. Prerequisites: CJ 430, senior standing, 3.2 G.P.A., and permission of instructor. 3:0:3
- CJ 490 Special Topics in Criminal Justice**
Specialized study of a particular subject in criminal justice, not otherwise available in the department. May be repeated for credit when topics are changed. Prerequisites: permission of instructor and at least junior standing. 3:0:3

EC - ECONOMICS (SS)

EC 101 **Economic Thinking (MGE)**

A survey of economic methods and thought. This course begins with an outline of the history of economic thought and proceeds to study economics of the private sector and how they are affected by government activity and regulation. The first half of this course focuses on the economics of the individual and the firm and how they interact to maximize their benefit. The second half of the course deals with the United States economy as a whole and considers the forces that contribute to unemployment, inflation, and economic growth. Integrated throughout the course is a global concern with how domestic economic activity affects the foreign sector and especially foreign trade. 3:0:3

EC 141 **Principles of Economics I (Macro)**

A study of the contemporary American economy; the role of investment, consumption, and government on income determination; and an analysis of the foreign sector. Emphasis is on contemporary problems: unemployment, inflation, and growth. 3:0:3

EC 142 **Principles of Economics II (Micro)**

A study of the market mechanism and the organization of production and distribution activities in society. A major focus is on the determination of prices of goods and factors of production. Analysis of the firm as the main institution in the market. 3:0:3

EC 300 **Intermediate Microeconomics**

An analysis of the considerations underlying economic value. Emphasis is on the pricing process under different market conditions and the evaluation of the functioning of the enterprise system. Prerequisite: EC 142. 3:0:3

EC 301 **Intermediate Macroeconomics**

This course begins with a review of national income concepts including national income accounting. It analyzes fiscal and monetary policy using the ISLM model. The primary course focus is on the critical analysis of fiscal, monetary, new Keynesian, and new classical models and their success in explaining economic stability and the stimulation of economic growth. Prerequisite: EC 141. 3:0:3

EC 302 **Labor Economics**

A study of wages, working hours, conditions of work, fringe benefits. Also, an analysis of purchasing power of wages, and productivity. Attention is given to labor unions and to government attitudes toward labor. Prerequisite: EC 142. 3:0:3

EC 303 **Money, Credit and Banking**

A study of commercial banking, money markets, capital markets, monetary standards, foreign exchange. Also, an analysis of the Federal Reserve System (central banking system) and its impact on the control of the money supply. Additionally, a survey of financial institutions. Prerequisites: EC 141 and EC 142 or permission of the instructor. 3:0:3

EC 305 **Special Topics in Economics**

This course consists of the study and analysis of some major aspect(s) of economic theory at the Junior level. Permission required. 1 to 3 credit hours.

EC 308 **Transition to a Market Economy (MLL)**

An examination of the problems of transitioning from a centrally directed, statist economic system to a system in which the market establishes what and how much the economy produces and consumes. The role of the price system and the function of profit in a market economy are discussed. Formal and informal institutional barriers to the transition will be evaluated. 3:0:3

- EC 309 Economic Development**
A study of the principles of growth applied to developed countries, newly industrialized countries, and developing countries. Analysis begins with a discussion of the early gains from socialist collectivization and Latin American early gains due to import substitution. The development failure that led to the collapse of the USSR and the development failures in the current noncommunist countries are analyzed. Prerequisites: EC141 and EC142. 3:0:3
- EC 315 Statistics for Social and Administrative Sciences**
This intermediate level statistics course covers the fundamentals of conducting quantitative research for the social and administrative sciences. The course is organized around a research project on quantitative analysis of data. Prerequisites: MA 120 and CS 140. 3:0:3
- EC 401 History of Economic Thought (LL)**
This course provides an overview of the historical development of economic doctrines from ancient times to the mid-20th century. Included in the discussion are the Greek and Roman slave society, the feudal society, mercantilism, and the historical transition to socialism and capitalism. 3:0:3
- EC 402 Comparative Economic Systems**
A study of several economies which discusses the impact of various ideologies on economic structures. Major areas: capitalism, socialism, communism (theory and practice). Term paper required. Prerequisites: EC 141 and EC 142. 3:0:3
- EC 404 Managerial Economics**
This course uses linear regression and linear programming computer packages to analyze various economic and business management problems. Prerequisites: EC 141, EC 142, and EC 315. A second statistics course and CS 140 may be substituted for EC 315. 3:0:3
- EC 405 Public Finance**
The impact of public finance on individual and business economic decisions; detailed consideration of the principles of taxation, public expenditures, the federal budgeting process, and state and local fiscal systems. Prerequisites: EC 141 and EC 142. 3:0:3
- EC 407 International Trade and Finance**
The course entails an examination of trade theory, commercial policy and selective trade problems of global economics; an investigation of the nature of international payments, balance of payments and foreign exchange markets; a study of international monetary arrangements and their adjustment mechanisms. Prerequisites: EC 141, EC 142 and EC 300. 3:0:3
- EC 450 Senior Seminar in Economics**
This is the economics capstone course. The student will take a comprehensive final exam over four subject areas that focus on the United States economy. These areas will include microeconomics and macroeconomics. The other two tested areas will be selected from Labor Economics; Money, Credit, and Banking; and/or International Trade and Finance. In addition, the student will be given a country other than the United States to analyze in the four economic areas. Prerequisites: EC 300, EC 301, EN 306B, plus at least two of the following: EC 302, EC 303, EC 307.
- EC 490 Special Topics in Economics**
This course consists of the study and analysis of some major aspect(s) of economic theory at the senior level. Permission required. 1 to 3 credit hours.

ED - EDUCATION (SS)

- ED 105 Career Inquiry in Education**
Students will visit a variety of schools, ranging from preschool to high school, including both public and private. Students will be expected to react both orally and in writing to these observations as well as to issues involved in choosing teaching as a career. 2:0:2
- ED 110 (MA 110) Geometry for Teachers**
A consideration of selected topics from basic Euclidean geometry with emphasis on proper terminology and unification of concepts. Techniques available for teaching the basics are discussed. 3:0:3
- ED 203 Educational Psychology**
Application is made of the fundamental principles of psychology to the teaching-learning process. 3:0:3
- ED 205 (PS 205) Child Psychology**
A study of biological, cognitive, and sociocultural development from the prenatal period through childhood. Attention will be given to theory and research, practical examples and policy implications. Prerequisite: PS 101. 3:0:3
- ED 210 The School as a Social System (MGE)**
A survey of the historical, philosophical, sociological and legal foundations of American education. Also a study of the various school systems in the United States. Selected educational problems, issues and practices will be examined in light of current social conditions. 3:0:3
- ED 220 Child Growth and Development for Early Childhood and Elementary Teachers**
A study of the growth and development of children, birth through the years of middle childhood. Emphasis will be placed on contemporary multicultural dimensions of development and child rearing, and their implications for teachers. Students will spend 15 hours in various settings to observe children and teachers. Students seeking certification in Early Childhood Education will spend 5 contact hours in each of three early childhood settings: Infant/Toddler, PreK-Kindergarten, and Primary K-3. 3:0:3
- ED 221 (PS 221) Adolescent Psychology**
Developmental factors and problems common to the period from puberty to adulthood. Topics include self-identity, sexuality, lifestyles, parent-adolescent relationships, and conditions leading to optimal development. 3:0:3
- ED 222 Early Childhood Principles**
An introduction to early childhood principles and their implications for teaching. Students will become familiar with the philosophical framework of developmentally appropriate practices as a basis for making professional decisions. Students will observe for a total of five (5) hours in each of the following early childhood settings: Infant/Toddler, PreK-Kindergarten, and Primary K-3. 3:0:3
- ED 265 (GG 265) Modern Geography (MGE)**
A study of the political, sociological, demographic and biological aspects of the human relationship to the environment. 3:0:3

- ED 306 Family and Community Resources**
A course designed to explore school-family relationships. Emphasis will be placed on developing the student's understandings of the perspectives of families in the care and education of their children, and in becoming familiar with community resources. Field trips will enable students to learn about agencies and programs providing family support. 3:0:3
- ED 307 Observation, Assessment & Screening in Early Childhood Education**
A course exploring appropriate assessment procedures for evaluating, monitoring, reporting, and planning experiences to support and extend the development and learning of young children. Students will practice the skills of observation and assessment in each of the following settings: Infant/Toddler, PreK-Kindergarten, and Primary K-3. 3:0:3
- ED 308 Language and Literacy Development in Early Childhood**
A study of language and literacy development in young children. Emphasis will be placed on the roles of teachers and families in facilitating reading, writing, speaking and listening in young children, from birth through age 5. Students will observe and interact with children for 5 hours in each of the following early childhood settings: Infant/Toddler, PreK-Kindergarten, and Primary K-3. 3:0:3
- ED 311 Children's Literature for Early Childhood and Elementary Teachers**
A survey of traditional and modern literature best suited to children from early childhood through the elementary grades. An attempt is made to develop an appreciation for prose and poetry suitable for children of different ages. 3:0:3
- ED 313 Technology in Education**
An introduction to the technology of the classroom, including instructional media and computers. Emphasis on effective use of media, operation of equipment, production of resources, and selection and evaluation of hardware and software. There will be an opportunity to work on the education portfolio. Prerequisites: ED 203 and CS 140 or permission of instructor. 3:0:3.
- ED 317 Family Involvement in Early Childhood Education**
A course designed to provide students with the knowledge and skills necessary to promote and support family involvement in early childhood settings (including Infant/Toddler, PreK-Kindergarten, and Primary K-3). Emphasis will be placed on learning to work effectively with families and other adults from a variety of cultural/linguistic and socio-economic backgrounds. 3:0:3
- ED 320
(EN 320) Literature for Young Adults**
Students in this course will survey literature appropriate for school children grades six through twelve. Students will also determine criteria for selecting and evaluating literature for adolescents, and will develop lesson plans for teaching literature at various grade levels. 3:0:3
- ED 321
(PS 321) Exceptional Children**
A course designed to study the varied educational, developmental and behavioral characteristics of children with special intellectual, physical, emotional, or social needs. This course includes completion of out-of-class experiences such as visits to inclusion classrooms in area schools, and home visits with families. Prerequisite: PS 101 or ED 203. 3:0:3

ED 322**Classroom Management**

Theory and skills necessary to implement classroom management strategies are presented through lecture, discussion and classroom observations. Students will explore the theoretical foundations, knowledge, skills and dispositions necessary to create supportive teacher-student relationships and to implement developmentally appropriate guidance and classroom management strategies. The course includes guidance procedures for integrating children with and without disabilities. Students will observe and analyze guidance and management practices in a variety of appropriate early childhood, elementary, middle school and secondary settings. The course will have two sections as follows:

A. Classroom Management for Early Childhood and Elementary Teachers 3:0:3

B. Classroom Management for Middle School and Secondary Teachers 3:0:3

Prerequisites: ED 203 and at least sophomore standing.

ED 324**Early Childhood Program Management**

A course examining the issues of management in early childhood programs, including supervision; planning environments, curriculum, and evaluation procedures; health, safety, nutrition; guidance and classroom management; professional decision-making; working with families and community; and advocacy. Students will visit and participate in a variety of different programs serving children from birth through grade 3. 3:0:3

**ED 325
(EN 325)****Modern Grammar**

This course concentrates on modern approaches to English grammar and its teaching after a brief historical perspective of transformational, structural, and traditional methodologies. Teacher education candidates are required to develop teaching packages demonstrating appropriate pedagogical methods. Other students may substitute research paper. 3:0:3

ED 328**Early Childhood Teaching Strategies with Practicum**

Students will plan, implement and evaluate developmentally appropriate materials, activities and strategies in an integrated curriculum using play, themes and projects to facilitate development in all areas: cognitive, language, physical, social, emotional and aesthetic. Theory and skills are applied as students work with children, teachers and families in each of the following settings: Infant/Toddler, PreK-Kindergarten, and Primary K-3. Students will observe and participate in each of these settings (30 hours in each program) at increasingly complex levels. A student must earn at least a 'B' to proceed to ED 329 or Directed Teaching. Prerequisites: ED 220, ED 222, ED 307, ED 308, EN 306C and CS 140. 5:2:7

ED 329**Advanced Teaching Strategies with Practicum
for Child and Family Studies**

A supervised ten-week experience in an infant/toddler or preK setting designed to provide an in-depth practicum for Child and Family Studies majors. Students will participate at the practicum site for a minimum of 25 hours per week, for a total of at least 250 hours. Fifteen hours of seminar meetings will provide an opportunity for the reflective exploration of issues in working with young children and families, and support the preparation of the Child and Family Studies portfolio. Prerequisite: Completion of ED 328 with a grade of a B or better and a GPA of 2.75. 1:7:8

ED 330**Issues in Diversity (MLL)**

A course that deals with the issues of multicultural education with emphasis on equity and justice dealing with gender, race and class. Students will be exposed to classrooms that are examples of diversity at work. The expectation will be for critical analysis of society and the impact of diversity in the school. 3:0:3

ED 342 Art, Music and Movement for Early Childhood and Elementary Teachers
A course students to plan, implement and evaluate developmentally appropriate materials, activities and strategies for teaching art, music and physical education in early childhood settings and the elementary grades. Combines theoretical knowledge about effective instruction with the development and application of reflective teaching skills. Prerequisite: ED 203. 3:0:3

To enroll in courses ED 350 and above a student must first be admitted to the Education Department, which requires a formal application after passing the C-BASE test, maintaining a 2.75 GPA, and successfully completing basic general education courses, ED 105, writing and math competencies, a letter of reference and a portfolio.

ED 359 Teaching Strategies with Practicum
Blends theoretical knowledge about effective instruction with the development and application of reflective teaching skills. Theory and skills are applied to subjects at an appropriate level with students working with teachers as aides in the classroom. Prerequisite: Admission to the the Education Department and students must earn at least a "B" in this course to be allowed to do directed teaching. 6:1:7
A. Elementary
B. Middle School
C. Secondary

ED 361 Ethics and Professionalism in the Classroom
An introduction to the legal values and ethical standards of behavior that govern the profession of teaching. Focus is on the legal and ethical duties owed by educators to students, parents, colleagues and the school district. Emphasis is placed on appropriate intervention and response strategies to problems frequently faced by new teachers. Prerequisites: ED 210 and admission to the Department of Education. 1:0:1

ED 367 Assessment in Education
This course is designed to address issues relating to formal and informal assessment, teacher-made tests, authentic assessment, as well as standardized tests. Emphasis will be on tests utilized in Missouri. Fieldwork in the schools will be required. Prerequisite: ED 203 and admission to the Department of Education. Ideally it should be taken simultaneously with ED 359. 3:0:3

ED 378 Science for Early Childhood and Elementary Teachers
A course designed to explore how children develop an interest in scientific exploration. Students will observe, design, implement and evaluate activities appropriate for early childhood programs and elementary classrooms. Prerequisites: ED 328 or 359A and Admission to the Education Department. 2:0:2

ED 379 Mathematics for Early Childhood and Elementary Teachers
A study of the current methods for developing meaningful mathematical concepts in children, from the early years of childhood through the primary grades. Prerequisites: ED 328 or 359A and Admission to the Education Department. 3:0:3

ED 380 Literacy in the Secondary Classroom
Theories and techniques of teaching reading and study skills in the secondary classroom are explored, including the connections between reading, writing, hearing, talking and thinking. Students are expected to do actual tutoring of a student or students for the laboratory portion of this course. Prerequisites: Admission to the the Education Department. To be taken simultaneously with/or after ED 359C. 3:1:4

- ED 381 Literacy for Early Childhood and Elementary Teachers**
Teaching literacy as a lifelong endeavor including reading research, emergent literacy/reading readiness, writing, listening and speaking in order to prepare students to become competent communicators. Emphasis on the development and organization of an authentic language arts program including the principles and practices which will lead to literacy. Observations in a variety of settings, including early childhood programs and elementary classrooms enable the student to learn about the support of emergent literacy and the delivery of literacy instruction in the primary grades. Prerequisites: ED/EN 325 and Admission to the Education Department. 6:0:6
- ED 382 Literacy for Middle School Teachers**
Theories and techniques of teaching reading and study skills in the middle school classroom are explored. Included will be the connection between reading, writing, thinking, speaking and listening. Students are expected to do actual tutoring of a student or students for the laboratory portion of this course. To be taken simultaneously with/or after ED 359B. 5:1:6
- ED 397 Methodology in Teaching Content Area in Middle and Secondary Classrooms**
The purpose of this course is to allow the student to identify and practice appropriate teaching techniques and methods in the area of certification. The areas of emphasis will be offered on a rotating basis as need dictates.
a. English
b. Social Studies
c. Science
d. Mathematics
e. Journalism
Prerequisite: Admission to the the Education Program. 2:0:2
- ED 398 Content Area Methodology for K-12 Teachers**
The purpose of this course is to allow the student to identify and practice appropriate teaching techniques and methods in the area of K-12 certification. The areas of concentration are:
a. Art
b. Spanish
Prerequisite: Admission to the Education Program. 2:0:2
- ED 400 Independent Reading in Education**
A course designed to meet individual interest areas in the field of education. Prerequisite: permission of the instructor. Variable credit: 1-3 hrs.

**Student must pass appropriate Praxis exam before enrolling in Directed Teaching with Seminar.
(Courses ED 409, ED 411, ED 412, ED 413, and ED 414).**

- ED 409 Elementary Directed Teaching with Seminar**
A ten-week experience in directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, an intensive period before teaching begins, weekly meetings during the experience of directed teaching and immediately at the conclusion. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way to enhance the directed teaching experience. Prerequisites: ED 359A (with at least a grade of "B"), ED 379, ED 381, and admission to the Education Department and cumulative GPA of 2.75. 2:10:12

ED 411**Secondary Directed Teaching with Seminar**

A ten-week experience of directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, which will include intensive meeting time before student teaching begins and weekly meetings during the experience of directed teaching and immediately upon its conclusion. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way to enhance the directed teaching experience. Prerequisites: ED 359c (with at least a grade of "B") and 24 hrs. in discipline to be taught and admission to the Education Department and cumulative GPA of 2.75. 2:10:12

ED 412**Middle School Directed Teaching with Seminar**

A ten-week experience in directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, which will include intensive meeting time before directed teaching begins and weekly meetings during the experience of directed teaching and immediately upon its conclusion. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way to enhance the directed teaching experience. Prerequisites: ED 359b (with at least a grade of "B") and at least 15 hours in discipline to be taught and admission to the Education Department and cumulative GPA of 2.75. 2:10:12

ED 413**Early Childhood Directed Teaching with Seminar**

A twelve-week experience of directed teaching in two different early childhood settings (Infant/Toddler, PreK, or Primary K-3). Interactions with children and families from a variety of backgrounds will be an integral part of the directed teaching experience. Included will be 30 contact hours of seminar, including intensive meeting time before student teaching begins and weekly meetings during the experience of directed teaching and a culminating session following the directed teaching experience. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way to enhance the directed teaching experience, and to articulate an appropriate philosophy of early childhood education as a basis for making professional decisions. Prerequisites: ED 328, ED 378, ED 379, ED 381 and admission to the Education Department and cumulative GPA of 2.75. 2:12:14

ED 414**Directed Teaching with Seminar for Art K-12**

A twelve week experience in directed teaching, 6 weeks in grades 1-5, 6 weeks in grades 6-12, in area schools. The student will observe and actually teach in a classroom. Included will be 30 contract hours of seminar which can include intensive meeting time before the directed teaching experience and weekly meetings during the directed teaching experience and upon its conclusion. The purpose of the seminar is to allow exploration of issues and experiences reflectively to enhance the directed teaching experience. Prerequisites: ED 359C (with at least a grade of "B") and at least 30 hours in the discipline to be taught, and admission to the Education Department and cumulative GPA of 2.75. 2:12:14

ED 419**Diagnosis & Remediation of Reading Difficulties**

A survey of the instruments which teachers can use in their classroom to screen reading difficulties. The instruments will be demonstrated and mastered as part of the course. The use of the WISC scores in classroom reading diagnosis is also emphasized. Methods and materials available to the classroom teacher for remediating reading difficulties are also a focus of this course. Pre-service students are required to work with two elementary school students, one on one, for 16 hours in enrichment and/or remediation in a school setting. This is designed to prepare teachers to individualize reading instruction within a literacy program in the elementary school. Prerequisite: ED 381. 6:0:6

EL - ELECTRONICS (NS)

EL 211 **Electronics I**

A study of the electronic fundamentals, including electronic component, symbols, schematic diagrams, and test equipment. Ohm's law, series circuits, parallel circuits, series-parallel circuits, Kirchoff's law, inductance, RL circuits, and series-resonant circuits are included. 3:0:3

EL 212 **Electronics II**

A continuation of EL 211 to include parallel-resonant circuits, semi-conductors, vacuum tubes, transformers, power supplies, amplifiers, oscillators, detectors, mixers, and frequency responses. Prerequisite: EL 211 or equivalent. 3:0:3

EL 220 **Digital Electronics**

A study of basic logic, its symbology in terms of digital circuits, logic gates, flip-flops, decoders, number systems, arithmetic circuits, timing circuits, and computer circuits and their operation. The principles of Boolean algebra will be covered. The techniques of troubleshooting and malfunctions in computers will be emphasized. Prerequisite: MA 210. 3:0:3

EL 223 **Electronic Communications**

A study of radio and transmitter theory which includes amplitude and frequency modulation. Detection and modulation circuitry will be studied and all phases of both the transmitter and receiver will be covered. Antenna theory will be included. Prerequisite: MA 210. 3:0:3

EL 226 **Integrated Circuits**

An introduction to the characteristics of modern digital integrated circuits. Provides a basis for understanding the uses of the digital circuitry in computers and other complex electronic systems. Topics include: logic gates, elementary logic design, counters, flip-flops, displays, memories, arithmetic units, and shift registers. Prerequisite: MA 210 or equivalent. 3:0:3

EL 227 **Semiconductor Electronics I**

Lecture lab introduces the theory and application of semiconductor diodes and bipolar transistors. Simplified models for diodes and transistor action are developed and applied to a variety of circuits, transistor approximations, the common emitter amplifier, the emitter follower, small and large signal analysis of circuits, and Class A and B power amplifiers. Prerequisites: MA 211 and EL 226 or equivalents. 3:0:3

EL 228 **Semiconductor Electronics II**

Lecture lab surveys the theory and applications of modern semiconductor devices including FET's, SCR's, operational amplifiers, phase-locked loops, A-to-D and D-to-A converters, and microprocessors. Prerequisite: EL 227 or equivalent. 3:0:3

EL 235 **Electronic Design and Fabrication**

An introductory course designed to familiarize the student with a variety of electronic hardware, tools, and devices. Emphasis will be on component functions and handling soldering techniques and use of tools. 3:0:3

EL 313 **Electronics III**

A continuation of Electronics II to include the study of active electronic devices such as diodes, transistors, specialized transistor devices such as FET's, UJT's, etc. Emphasis of this course will be on specific applications and their analysis. Substitution of components and the modification of circuits for the substitution will be discussed. Prerequisites: EL 212 and EL 220. 3:0:3

- EL 327 Application of Digital Systems**
A study of the digital computer and its systems. Logic circuits, arithmetic circuits, timing circuits, computer operation, and input-output devices used with the computer. Emphasis will be placed on interfacing these devices to the computer. Prerequisite: EL 220. 3:0:3
- EL 331 Intermediate Circuit Analysis**
A survey of the theoretical techniques for analyzing electronic circuits. Focuses on the analysis of DC and AC circuits using Kirchoff's laws, loop and nodal analysis, and the theorems of Norton and Thevenin. Prerequisite: PY 206 or equivalent. 3:0:3
- EL 337 Antenna Theory and Application**
The fundamentals of antenna theory, analysis, and application with emphasis on realistic electromagnetic energy propagation devices. Topics include: the principles of antenna radiation, the half-wave dipole antenna, equivalent circuits, effective areas of propagation, antenna feeders, surface antenna arrays (parasitic, driven, collinear endfire, V, rhombic, and log periodic), and metallic reflectors and horns. Prerequisites: EL 331 and EL 363 or equivalents. 3:0:3
- EL 338 Electric Power Systems**
Concepts of electrical power generation, transmission, and distribution; balanced and unbalanced systems; use of one line diagrams, per unit values, and symmetrical components. Includes economic and conservation considerations. Prerequisite: EL 331 or equivalent. 3:0:3
- EL 363 Intermediate Electromagnetic Theory**
A survey of the basic concepts of electricity and magnetism. Topics include: electrostatics, the Coulomb and Gauss laws, the Ampere and Faraday laws, displacement current, and Maxwell's equations. Prerequisites: MA 213, PY 206 and MA 302 or equivalents. 3:0:3
- EL 432 Advanced Circuit Analysis**
Application of modern mathematical techniques to the problems of circuit analysis. Topics include: Laplace transform analysis of transient and steady state circuits, use of pole zero methods to obtain network characteristics, and active filters. Prerequisites: EL 331, MA 213 and MA 302 or equivalent. 3:0:3
- EL 464 Advanced Electromagnetic Theory**
Applications of electromagnetic theory to the phenomena of physics. Topics include: wave propagation, reflection and refraction of interfaces, transmission lines, electromagnetic radiation, and other properties of extant physical systems. Prerequisite: EL 363 or equivalent. 3:0:3
- EL 499 Senior Project in Electronics**
A special project undertaken by the student with the approval and guidance of the Program Coordinator. Includes design and fabrication of a practical or research system, oral and written reports, and demonstration of the system. It is strongly recommended that all major core courses be completed prior to enrolling in this course. 5:0:5

EG - ENGINEERING (SS)

- EG 101 Introduction to Engineering Management**
The introduction to the responsibilities and requirements for engineer administration. The management of technical activities, with emphasis on planning and organizing; requirements for managing projects, team building, techniques of control, data requirements and analysis, communication, time management, and project analysis. 3:0:3

- EG 360 Environmental Impact in Engineering**
Course includes legal and administrative activities leading toward improved environmental management and responsibility of engineers, National Environmental Policy Act and court decision implications, and preparation and processing of environmental impact statements. 3:0:3
- EG 390 Engineer Administration Decision-Making Models**
Development of the formal problem solving process. Identification of the types of decisions made by engineer administrators. Development of techniques for lay-out and organization of the engineer project using milestone scheduling, Gantt chart, and CPM to determine resource requirements, equipment scheduling, and time estimates. Forecasting what is needed, where and when, and alternatives. Prerequisites: CO 360, EC 142 or consent of the instructor. 3:0:3
- EG 470 Engineer Administration Economics**
Techniques for capital investment decision making, time-value of money, the evaluation of investment alternatives, depreciation cost, materials and equipment accounting information systems. Prerequisite: EC 142. 3:0:3
- EG 491 Senior Seminar in Engineering Administration**
Advanced case study of engineering management of engineering projects with emphasis on a construction project and the associated construction management. Includes the engineering administration and management responsibilities from project inception to completion. A cap-stone course bringing together previous course work into the analysis, research, data collection and presentation for the case study. Prerequisite: Completion of construction/engineering core courses or permission of instructor. 3:0:3

EN - ENGLISH (H)

- EN 105 Writing Strategies and Concepts**
The course involves students in various modes of writing while exploring contemporary issues. It also helps strengthen their ability to think critically, read and listen intelligently, and write clearly and effectively. Other concerns of the course are developing learning skills, orientation to Park, and values clarification. 3:0:3
- EN 106 Writing Purposes and Research**
The course teaches students to write effectively for various purposes and audiences. It also helps to develop further skills in critical thinking and reading. Special emphasis is given to information retrieval and writing a research paper. 3:0:3
- EN 201 Introduction to Literature (GE)**
Develops skills in reading, interpreting, and evaluating literature, and surveys some of the major concerns and movements in literary criticism. 3:0:3
- EN 203 Explorations in Language and Literature**
Introductory study of language and literature as they relate to popular culture and other areas of contemporary interest. May be repeated for credit when topics change. 3:0:3
- EN 221 Afro-American Literature (MGE)**
An introduction to major Afro-American writers from the earliest expressions to the present. An examination of the cultural milieu from which the writing arose, the ideological stance of each writer studied, and the styles and structure of the works considered. 3:0:3

- EN 231 Introduction to Language**
As an introduction to a general study of language, the course deals with the origin, nature and function of language as a uniquely human phenomenon. The history of English language and a survey of approaches to the analysis of languages are important components. 3:0:3
- EN 232 Introduction to Poetry (MGE)**
A study of forms and themes of lyric poetry in English and American literature, emphasizing their historical development from earliest beginnings to the present. 3:0:3
- EN 233 Introduction to Drama (GE)**
A study of the development of dramatic literature from its origins to the present with emphasis on Anglo-American drama. 3:0:3
- EN 234 Introduction to Fiction (GE)**
Close reading of selected works of English and American prose fiction, emphasizing the historical development of the novel and short story. May be repeated for credit with permission of the discipline coordinator when readings are substantially changed. 3:0:3
- EN 304 Special Topics in Language and Literature**
A seminar course treating various topics of contemporary interest. Prerequisite: EN 201 or permission of instructor. 1-3 hours.
- EN 306 Professional Writing in the Disciplines**
This course is the third course in the required writing sequence at Park University. It emphasizes professional writing skills and expectations in various disciplines while developing further basic writing skills. Specific departmental courses may be deemed equivalent and will be used to satisfy this course. The course will have three sections as follows:
- A. Scientific and Technical Writing**
This course helps students do scientific and technical research and prepare reports that will address the needs of various audiences in science, government, and industry. 3:0:3
 - B. Business Communications**
This course will emphasize knowing and preparing various kinds of communications in business and related fields: business letters, reports, proposals, surveys, field studies, visual aids, group presentations, public lectures. 3:0:3
 - C. Advanced Expository and Research Writing**
This course develops further skills in advanced expository writing: long essays or articles for publication in journals or trade magazines, arts or literary publications, the teaching of writing, and general critical or argumentative pieces. 3:0:3
- Prerequisite: EN 105, EN 106, passing the Writing Competency Test, and 60 credit hours.
- EN 311 Creative Writing**
Practice in various forms of imaginative writing, particularly prose fiction and drama, and lyric and narrative poetry. May be repeated with permission of instructor. Recommended prerequisite: one or more literature courses. 3:0:3
- EN 315 Earlier English Literature**
A survey of major authors and works from the medieval beginnings of English literature to approximately 1700. Special attention to Chaucer, Spenser, Shakespeare, and Milton. 3:0:3

- EN 316 Later English Literature**
A survey of major authors, works, and movements from 1700 to 1914. Special attention to the Romantic and Victorian periods. 3:0:3
- EN 317 Earlier American Literature (MLL)**
Study of significant American writers from the colonial period to the Civil War with attention to the historical and cultural contexts of their works. 3:0:3
- EN 318 Later American Literature (MLL)**
Study of significant American writers from the Civil War to the present with attention to the historical and cultural contexts of their works. 3:0:3
- EN 319 Modern Literature (LL)**
A study of European literature, particularly English, of the first half of the twentieth century, considered in its historical and cultural contexts. The course includes work by Shaw, Conrad, Proust, Joyce, Eliot, Lawrence, Kafka, and Yeats. 3:0:3
- EN 320 Literature for Young Adults**
(See ED 320). 3:0:3
- EN 325 Modern Grammar**
(See ED 325). 3:0:3
- EN 341 Literature and Film (LL)**
Investigation of the relationships between written literature and the moving image of film and video as media for both narrative and lyrical expression, with close study of selected examples. 3:0:3
- EN 351 Foundations of Literature (MLL)**
A study of major texts that form a foundation for modern literature. The course includes texts from around the world which function as models for modern writers and provide hints regarding the origins of 20th Century thought and culture. 3:0:3
- EN 355 American Ethnic Literature (MLL)**
The course presents American ethnic literary expressions including selected short stories, poems, personal narratives, essays, and plays from the earliest examples to the present. The heaviest concentration of works is from the 20th century. Examination of the cultures from which the literature emerges and of literary styles and structures is a regular feature of the course. 3:0:3
- EN 356 Women's Literature (MLL)**
A study of literary works by and about women which will encourage students to explore the historical, political, and social contexts in which women live and write. 3:0:3
- EN 359 Mythology and Science Fiction (MLL)**
The first half of this course examines the myths and legends of a variety of western and non-western cultures while the second half of the course examines science fiction as a tool for understanding and interpreting the world in which we live. 3:0:3
- EN 361 Contemporary Novel: 1940-1965**
In this course the student reads a wide variety of novels by American, British, and other English speaking writers. The novels differ widely in theme, style, and subject matter. The aim is to teach the student the techniques of literary criticism as they apply to the novel while providing novels for analysis by these newly won techniques. 3:0:3

EN 362 Contemporary Novel: 1965-Present

In this course the student reads a wide variety of novels by American, British, and other English speaking writers. The novels differ widely in theme, style, and subject matter. The aim is to teach the student the techniques of literary criticism as they apply to the novel while providing novels for analysis by these newly won techniques. 3:0:3

EN 380 Literary Theory and Criticism

An examination of key questions in contemporary theory and their historical roots, along with the practice of literary criticism today. Majors only. 3:0:3

EN 401 Independent Project in Language, Literature, or Writing

An opportunity for advanced students to pursue special interests not covered in regular course offerings, including writing projects. Material and credit arranged by the instructor. May be repeated for credit with permission of the discipline coordinator. Prerequisite: EN 201. Variable credit: 1-6 hours.

EN 440 Shakespeare

A survey of major comedies, histories, tragedies, and non-dramatic poetry. 3:0:3

EN 450 Romanticism in Literature (LL)

A study of the romantic reaction in European literature, particularly English, against the restraints of classicism, with particular emphasis on the later eighteenth and early nineteenth centuries. 3:0:3

EN 490 Capstone Seminar

The seminar will focus on a general topic in English studies on the model of an academic conference. Students will develop 20-minute conference papers in the first portion of the course and deliver them before the class and an invited audience in a series of seminar meetings late in the semester. Attention will be paid to both the research and the rhetorical demands of this task and to the relationship between each individual contribution and the wider topic. 3:0:3

GG - GEOGRAPHY (SS)

GG 250 Introduction to Physical Geography

An introduction to the physical elements comprising the earth's environment as evidenced in a specific geographical area. Areas such as Europe, United States, Asia, etc., may be selected as appropriate to location and interest. 3:0:3

GG 265 Modern Geography (MGE)

(ED 265) 3:0:3

GG 315 World Physical Geography (MLL)

Examination of the major physical elements that comprise the earth's environmental surface on a global basis - water, landforms, climate, vegetation, and soil; their continuous interaction and relevance to man's occupancy of the earth on a global basis. 3:0:3

GO - GEOLOGY (NS)

GO 101 Introductory Geology

Course includes identification of rocks and minerals; their origin, destruction, recycling; surface processes of wind, water, and ice in changing the earth's surface; interior forces that cause earthquakes; mountain building; and plate tectonics. 3:0:3

- GO 125 Natural Disasters (MGE)**
This course will study the earth's natural processes and phenomena that impact the earth. These natural impacts will be studied which result in massive damage to the earth and to its inhabitants. The course will explore how humans cope with natural disasters. Humans typically measure the damage in terms of loss of life or economic loss, but the end result is that these natural disasters influence human culture and population distribution. 3:0:3
- GO 130 Astronomy (MGE)**
This course will study the complexities of the universe. It will examine the physical, chemical and meteorological, and geological aspects of the universe, including planets, suns, asteroids, and nebulae. 3:3:4
- GO 141 Introduction to Geology (MGE)**
The study of the earth, the materials which make it up and the mechanisms which change it. Students explore these materials and processes in the laboratory. 3:3:4
- GO 151 History of the Earth (MGE)**
This is a survey of the history of the earth, including its continents, oceans, and life. The course will be divided into two parts: 1] An introduction into how the earth's history is recognized from the earth's materials and structures and 2] an examination of the past life and major geologic events that have been recorded. 3:3:4
- GO 200 Oceanography (MGE)**
This course will study the complexities of the global oceans. It will examine the physical, chemical, meteorological, biological, and geological aspects of the oceans while evaluating the oceans' role on humans. 3:3:4
- GO 205 Introduction to Meteorology (MGE)**
The study of the atmosphere and atmospheric phenomena and how they interact globally with the earth's surface, oceans, and life. In the laboratory, students will learn and use the methods used to study meteorological processes. Topics will include: controls of weather elements, energy exchange, heat/water budgets, and economic/social impacts of weather and climate. 3:1:4
- GO 215 Selected Topics in Geology**
This course will consist of an in-depth examination of specific areas of geology at the lower level. It may be repeated once for credit with a change in topic. Variable credit: 1-4 hours.
- GO 300 Introduction to Dinosaurs (MLL)**
This course is an introduction to the paleontology of dinosaurs. The preservation, history of dinosaur studies, evolution, classification, behaviors, extinction, and current topics concerning dinosaurs are discussed. This course satisfies the Liberal Learnings requirement for the Natural Sciences majors. 3:0:3
- GO 315 Special Topics in Geology**
This course will consist of an in-depth examination of specific areas of geology at the upper. It may be repeated once for credit with a change in topic. Variable credit: 1-4 hours.
- GO 330 Paleobiology**
(BI 330) See BI 330. 3:2:4

HC - HEALTH CARE (SS)

HC 250 Principles of the Health Care Process

An introduction to the area of Medical Records Management, including ethical and legal issues. Topics include: history of medicine and medical records, identification of current trends in health care, departmental relationships and quality assurance in delivery of health care. 3:0:3

HC 260 Legal Issues in Health Care Delivery

Private and public law related to health care organizations, personnel, ethics, care standards, and breach of care liability. Topics include torts, contracts, statutory law, patients' rights, antitrust law, finance, medical records, and licensure, as well as constitutional and administrative law related to state and federal health care programs. 3:0:3

HC 351 Organization and Administration of Health Care Programs

Structure and implementation of various types of health care organizations and their internal departments, administrative theory; utilization; facilities management; accreditation; strategic planning; decision making theory; medical, nursing, and support staff supply, supervision, and evaluation; financial management; human relations; research and development; organizational culture and change theory; and other internal and external forces. 3:0:3

HC 451 Health Care and the Political Process

Analysis of the process of health policy formation at the federal, state, and local levels from historical and contemporary perspectives. Specific topics will include cost controls, utilization review, methods of changing public and private health policies, and political factors in health care delivery. 3:0:3

HC 461 The Hospital and the Community

Issues specific to the organization and administration of hospitals, their scope of services in relation to community need, and relationships with community health care services. Topics covered dealing with the unique aspects of administration of hospitals and internal departments include improvement of organizational performance, personnel productivity, strategic planning, cost containment, materials management, image in the community, medical staff recruitment, patient census and utilization of services, and contracting for services from external suppliers. 3:0:3

HC 463 Third Party Reimbursement and Risk Management

Public and private insurance, case management, preferred provider organizations, health maintenance organizations, and other forms of third party payment for health care services. Loss prevention for the health care organization through risk management and cost containment. 3:0:3

HC 465 Basic Issues in Community Based Health Care Delivery

Historical and philosophical factors defining the functions and scope of current community and public health based health care delivery. Introduction to the concepts of epidemiology, ecology, community needs assessment, and social and cultural influences on utilization of health care by community aggregates. 3:0:3

HC 466 Planning and Organizing Community Health Services

Organization and management of community based and public health agencies. Strategic planning for national, state, and local trends, community needs, and projected changes in society and health care. Administration of personnel, information systems, accreditation requirements, facilities, finances, external services contracts, community relations, and technology in clinics, home health, schools, industry, and other community based agencies. 3:0:3

- HC 491 Senior Seminar in Health Care Management**
Capstone course in which students study selected topics on health care administration in depth. It is highly recommended that all major core courses be passed before enrolling in this course. 3:0:3

HI - HISTORY (H)

- HI 101 Western Civilization I**
A study of the development of Western civilization from antiquity through the Middle Ages. Critical literacy and writing are emphasized. 3:0:3 (Part of the Honors Program, a 16-week program. Permission of the instructor is required.)
- HI 102 Western Civilization II**
A study of the development of Western civilization from the Renaissance through modern times. Continued emphasis on critical literacy and writing. 3:0:3 (Part of the Honors Program, a 16-week program. Permission of the instructor is required.)
- HI 201 Europe, 1789-1914 (GE)**
A survey of the great movements of the 19th century beginning with the revolutions that rocked Europe from 1789-1848. The emphasis is on the French Revolution and the development of capitalism in England. 3:0:3
- HI 202 Europe, 1914-1950s (GE)**
A study of the major developments of the 20th century - the world wars, the international peace movement, the development of fascism and communism in the 1920s and 1930s as answers to industrial problems, and the remarkable revival of Europe after World War II. 3:0:3
- HI 205 Themes in American History, 1492-1865 (GE)**
An introductory course that traces distinctly American themes through the major events of early American history. The major themes include the promised land, the pursuit of money and land, and manifest destiny. The major events are the exploration of North America, settlement, conflict among European colonial powers, the Revolution, formation of a constitutional republic, and division of North and South into separate economic, political and cultural areas. 3:0:3
- HI 206 Themes in American History, 1865-1945 (GE)**
In this continuation of HI 205, the themes are applied to the major events of post-Civil War America: industrialization, mass immigration of East Europeans, the birth of the great cities, the emergence of America as a world power, and the inability of the American economy to provide stability with prosperity. 3:0:3
- HI 307 Europe in the Middle Ages (LL)**
The course opens with a study of the rise of European institutions (church and state) from the ashes of the Roman Empire. It closes with a study of art, architecture, courtly love and literature, music folklore and daily life, based on student research interests. 3:0:3
- HI 311 Antebellum American Culture**
A study of the distinctive regions in early American culture: industrial Northeast, plantation South and rapidly expanding frontier West. Other topics include Jacksonian Democracy and the great American urge to reform; romanticism in writing, music and painting; popular culture and folk arts. 3:0:3

- HI 312 *America in the 1890s***
 Designed to follow HI 311. The industrialization of America is the major theme. American cities, giant corporations, capitalists and workers are discussed as well as the artistic reaction to industrialism, realism in literature and painting, ragtime and popular music and America's determination to possess a respectable culture. Focus is on the World's Columbian Exposition (Chicago) of 1893. This course will satisfy the EN 306 requirement for History majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- HI 314 *American Civilization Since 1945 (LL)***
 Reviews the developments of the last 50 years - phenomenal prosperity, suburbanization, expansion of individual rights, threat to the natural environment, decline of institutional loyalties, mass entertainment, the Cold War and America's leadership role in the world - within the context of the American tradition. It introduces students to contemporary American magazines and writers and provides an opportunity to write family histories. 3:0:3
- HI 314A *Family History***
 A one hour family research project that may be taken by students enrolled in HI 314. Corequisite: HI 314. 1:0:1
- HI 315 *Contemporary Europe (MLL)***
 A survey of European development since World War II, emphasizing the prosperity created by Europe's political and economic integration. Also emphasized will be Europe's perception of itself, its role in world affairs and its attractiveness to others. 3:0:3
- HI 319 *Russia in the 20th Century (MLL)***
 Begins with the failure of the democratic revolution of 1905, emphasizing the Revolution of 1917 and Russia under Lenin. The rise of Stalin, collectivization of agriculture and industrialization, World War II and the Cold War. New democratic stirrings and the collapse of the Soviet system. 3:0:3
- HI 320 *Ancient Greeks and the Classical Tradition (LL)***
 A style of art, literature and life, classicism in ancient Greece promoted balance and harmony as the goal of life. Harmony is seen against the strife created by conflicting claims of individuals, families, gods and states. The course traces the influence of classicism on later eras of Western history, particularly on the Enlightenment in Europe and America, and suggests the power of the classical ideal today. 3:0:3
- HI 321 *19th Century Romanticism & the Romantic Tradition (LL)***
 With the French Revolution, a new culture developed in Europe. Emphasizing freedom, feelings and personal experience, romanticism expressed some of the aspirations of the middle class and opposed the narrow views of elitists. Students study some of the faces of romanticism (revolutionary politics, music, art, literature and religion), emphasizing the romantics enthusiasm for life. 3:0:3
- HI 322 *Modernism in the 20th Century (LL)***
 A study of twentieth century European and Western culture. The dominant ideas are realism (in contrast to romanticism), irrationalism (in contrast to classicism) and alienation from family, institutions and general culture. War, politics, art, literature and science illustrate these ideas. 3:0:3

HI 330

U.S. Military History

Studies the effect of the armed forces on American philosophy, history and government, covering the development of the US. military establishment from a largely provincial force (Spanish-American War, 1898) into an instrument of national policy in world-wide operations. Emphasis is on the role of a professional military organization in a democratic society, with an in-depth study and critique of military operations in the twentieth century. 3:0:3

HI 335

U.S. Military History: The African-American Experience (MLL)

This course examines the contribution of the African-American soldier, sailor, and airman to American military operations from the Revolutionary War to Desert Storm, and the many contemporary social, political, and economic factors which shaped, exploited, and sometimes limited their use in these wars. The course will also serve as a survey of U.S. military history. 3:0:3

HI 340

Japan: Modernization of a Traditional People (MLL)

Japanese are remarkable in combining traditional ways with modern industrial necessities. The first half-semester is a study of traditional Japan-Shinto, Buddhism, feudalism, samurai, tea ceremony and aristocratic aesthetics. The second half-semester traces industrialization in the 20th century and the Japanese persistent pursuit of harmony in all aspects of life. 3:0:3

HI 343

The American Civil War: 1854-1865 (MLL)

The period between 1854 and 1865 represented bloodshed, turmoil, fear, adventure, jubilation, and excitement. The eleven year strife that tore the United States apart was based on centuries of political, sectional, social, economic, racial and military differences. The experiences represented by the Civil War defined America and Americans. This course will study the causes, conflicts and the consequences of the Civil War. 3:0:3

HI 350

American Environmental History (MLL)

This course implements both a topical and chronological approach to the major historical issues Americans have faced through interaction with the natural environment. The major themes include, but are not limited to: Native American ecology and European contact, the rise of science, Romanticism and Transcendentalism, effects of tobacco and cotton southern soils, farm ecology in the early republic, nature versus civilization, the extraction of minerals in the west, parks and forests, Great Plains settlement, resource conservation in an industrializing society, wilderness preservation, irrigation and reclamation, urban pollution, and twentieth-century ecology. 3:0:3

HI 351

American Constitutional and Legal History

A study of selected eras and themes, ranging from British legal principles of the 17th century, through the principles of the American Revolution, the development of civil rights, the Civil War, the rise of big business and big government, "liberal" and "conservative" views of the constitution emerging from the 1960s. 3:0:3

HI 353

American Foreign Policy in the Twentieth Century (MLL)

An examination of the strengths and weaknesses of American diplomacy from the opening of Asia in 1898 through World Wars I and II, Korea and the Cold War, and the demise of the Soviet empire. 3:0:3

HI 360

American Sports History (MLL)

This course implements both a topical and chronological approach to the major historical issues Americans have faced through athletic competition including (but not exclusively) sports in the colonial era, the rise of a modern sporting culture, sports and higher education, sports and industrial urbanization, sports and issues of social class, commercialization and professionalization of sports, women in sports, issues of race and ethnicity in sports, and image and hero emulation. 3:0:3

- HI 365 Kansas City: The City of The Heartland (LL)**
 From an Osage hunting ground, Kansas City developed as an outfitting post for Indians, traders and wagoners, then as a rail, mill and packing center, and recently as a balanced center of commerce and manufacturing. Emphasis is on the process of urban growth. Students examine local writers and artists as they try to express the spirit of the Midwest. The blues and barbecue won't be forgotten. 3:0:3
- HI 370 The American Indian (MLL)**
 Using Indian and white sources, this course attempts to reconstruct life in selected Indian tribes before the onslaught of the whites and studies the conflict between Native Americans and Euro-American cultures. 3:0:3
- HI 375 The American Frontier (MLL)**
 A study of the American frontier from the point of view of those who created it and participated in its development. We will examine the art, music and literature of and about the frontier. We will, throughout the course, note the participation of non-Anglos along American frontiers, and contrast the American frontier with those of other continents. 3:0:3
- HI 378 Selected Topics in History**
 Selected periods, ideas and movements are studied. Variable credit: 1-3 hours.
- HI 405 History as Art and Discipline**
 Advanced students explore the history of history, the evolution of its form and content, noting major theories and the kinds of evidence used. Students will become conversant with the major journals in the field today. This course prepares the road to the senior oral examination in which students evaluate their own education as historians. It also develops the art of editing, leading to the production of the student historical journal *Historia*. 3:0:3
- HI 410 Internship: Historical Institutions**
 For advanced students interested in careers involving historical preservation and wishing to work at one of the many historical institutions in the Kansas City area. A total of 120 clock hours of internship experience at a selected institution must be completed. 3 credits.

HN - HONORS OPTION PROGRAM*

***OFFERED FOR SAS DAYTIME STUDENTS ONLY. BY INVITATION.**

- HN 300 Research and Writing Orientation**
 This course provides a foundation for the completion of the final project in the Honors Option Program as well as opportunities to gain experience in conducting research. 1:0:1.
- HN 302 Honors Scholarship**
 This course must be taken a minimum of two (2) semesters and can be taken for an additional semester. The continued participation in the Program requires approval of the advisor(s) and the Honors Committee. The advisor(s) will directly oversee and guide the student and the student must continue to progress in their plan of study. Prerequisite: HN 300. 3:0:3.
- HN 400 Honors Seminar**
 This course requires final development of the public presentation of the project conducted by the student under guidance of their advisor(s). A major component of this course is the public presentation or other proper forum which allows exposure of the final product. Prerequisites: HN 300, HN 302. 1:0:1.

HU - HUMANITIES (H)

- HU 211 (LS 211) Introduction to Humanities (MGE)**
A study of disciplines and concerns that promote humanness (such as art, music, philosophy, and religion) and critical thinking; moral values, myths, love, and freedom. 3:0:3
- HU 212 (LS 212) Introduction to the Arts (MGE)**
A study of the common elements in the visual, verbal and performing arts and how they reflect values of different cultural periods. The course also includes a survey of themes, genres, and representative works in the classical, romantic, and modern art forms. 3:0:3
- HU 215 Selected Topics in Humanities**
An in-depth examination of specific areas in the humanities. May be repeated once for credit with change in topic. Variable credit: 1-3 hours.
- HU 315 Special Topics in Humanities**
An in-depth examination at an advanced level of specific areas in the humanities. May be repeated once for credit with change in topic. Variable credit: 1-3 hours.
- HU 350 World War II (MLL)**
World War II is often considered to be the most influential event of the twentieth century. More than 57 million people died, over half of those civilians; it involved every continent, and more than 60 countries; it included the Holocaust and the development of the world's most destructive weapon. In this course, we will study the causes of the war (about which historians disagree), the major battles, technology, the who's who, prisoners-of-war, the Holocaust and other atrocities, the atomic bomb, civilian involvement politics, economics, and the post-war world. 3:0:3

HR - HUMAN RESOURCES (SS)

- HR 353 (BA 353) Introduction to Human Resource Management**
(See BA 353). 3:0:3
- HR 421 (BA 421) Corporate Training and Development**
(See BA 421). 3:0:3
- HR 422 (BA 422) Organizational Development and Change**
This course will provide the student with an understanding of the basic theories and techniques of organizational development. We will focus on practical information regarding the design, management and control of organizational development programs in business, public sector and social services organizations. 3:0:3
- HR 434 (BA 434) Compensation Management**
A study of compensation theories, policies, systems, and practices with emphasis on the design of effective compensation programs. The course views compensation basically from the employer's point of view. 3:0:3
- HR 491 (BA 491) Senior Seminar in Human Resource Development**
This course is intended to integrate concepts and techniques from the Human Resources curriculum into a framework of applied programs. This course is designed for the advanced student and will give the student an opportunity to investigate and synthesize various concepts of Human Resources management and to relate them to "real world" situations. Prerequisite: EN 306B. 3:0:3

HS - HUMAN SERVICES (SS)

- HS 101 Introduction to Human Services (GE)**
A brief history of the social welfare system as one of our major societal institutions; the expectations and tasks of the professional human service worker, and the various fields of practice. 3:0:3
- HS 221 The Helping Relationship I**
The first of a two-semester course of study to help students gain knowledge for human service practice. The focus is on techniques for assessing client problems and needs, service planning, and the management of service delivery, utilizing the range of existing community resources. Examines the services, resources, and agencies available for meeting various types of human needs. 3:0:3
- HS 222 (PS 222) Adult Development and Aging (MGE)**
Focuses on the developmental tasks and psycho-social services during the adult years with special emphasis placed on the social psychology of aging. 3:0:3
- HS 315 (SO 315) Minority Group Relations (LL)**
An examination of the patterns and causes of prejudice and discrimination. Surveys the history and current status of groups in American society which have been subjected to discrimination based on race, ethnicity, sex or religion. 3:0:3
- HS 321 The Helping Relationship II**
The second of a two-semester course of study emphasizing the development of knowledge directly relevant to human service practice. It provides an overview of theories and methods of selected therapeutic approaches for working with individuals to help resolve personal and interpersonal problems. 3:0:3
- HS 322 Systems of Social Welfare**
A comprehensive examination of an area of human service practice such as child welfare or services for the elderly. Examines laws and regulations governing rights; court action and process involving such clients; reviews and assesses the full range of programs and services in the field, and the role and interrelationship of public, private and not-for-profit agencies in meeting needs. 3:0:3
- HS 324 Human Services Management**
A survey of the skills and knowledge applicable to the effective management of human services. Explores program planning, funding, budgeting, organization, program management and accountability with emphasis on the particular characteristics and setting of the human services agency. This course will satisfy the EN 306 requirement for Human Services majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- HS 325 Human Services Internship I**
To facilitate the integration of practice, knowledge, and skills, students will serve internships in public and private human service agencies in the Kansas City metropolitan area. The students will be supervised by agency personnel and faculty in the Human Services Program. Enrollment limited to students majoring in Human Services and with permission of instructor. Variable credit: 1-5 hours.
- HS 390 Special Topics in Human Services**
Deals with a selected subject area not otherwise available in the department. Provides an opportunity for students to broaden their knowledge of issues and developments in human services. 3:0:3

HS 425**Human Services Internship II**

A higher level of performance and responsibility will be expected during the second phase of the internship. The two phases of the internship (HS 325 and HS 425) may be taken during two semesters or combined in a one-semester placement which is to be completed during the senior year. A total of 450 clock hours of internship experience is required (including both HS 325 and HS 425) in order to complete the 10 credit hours required for the degree. Prerequisite: HS 325. Enrollment limited to students majoring in Human Services and with permission of instructor. Variable credit: 1-5 hours.

LA - LATIN AMERICAN STUDIES (H)

LA 305**History and Culture of Latin America**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of Latin America from the Paleolithic period to the present. It will be a combined anthropological and historical approach that will enable the student to better understand the Latin America of today through an awareness of the historical process that has largely shaped its present. The cultural portion will combine an ethnological and sociological approach in an effort to increase student awareness of the present state of Latin American culture. 3:0:3

LA 306**History and Culture of Mexico**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of Mexico from the Paleolithic period to the present. It will be a combined anthropological and historical approach that will enable the student to better understand the Mexico of today through an awareness of the historical process that has largely shaped its present. The cultural portion will combine an ethnological and sociological approach in an effort to increase student awareness of the present state of Mexican society. 3:0:3

LA 307**History and Culture of South America**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of each of the nations. The emphasis will be upon the larger and more important of these nations, specifically: Argentina, Brazil, Venezuela, and Columbia. The cultural portion will be designed to lead to a greater awareness of the similarities and differences that characterize the social structure of each of these nations today. 3:0:3

LA 308**History and Culture of Central America and the Caribbean**

The historical portion of this course is designed to familiarize the student with the prehistory and history of each of the seven nations that comprise Central America. Each will be taken in turn and considered from its beginning to the present. Attention will also be given to the historical development of the Caribbean Islands - Cuba, Jamaica, Puerto Rico, Haiti. The cultural portion will be designed to lead to a greater awareness of the similarities and differences that characterize the social structure of each of these areas today. 3:0:3

LS - LIBERAL STUDIES (H)

LS 211**Introduction to Humanities (MGE)****(HU 211)**

(See HU 211). 3:0:3

LS 212**Introduction to the Arts (MGE)****(HU 212)**

(See HU 212). 3:0:3

- LS 299 Field Trips in the Humanities**
Analysis of humanists and artistic works and events and exposure to those works through field trips in the Kansas City area. May be repeated with permission of advisor. 1:0:1
- LS 301 Contemporary Issues (MLL)**
Studies in leading contemporary issues, problems, and concerns viewed from interdisciplinary perspectives. The course also reviews different types of writing essential to success in college and professions. 3:0:3
- LS 304 Special Topics in Liberal Studies**
The course deals with various topics in the arts and the humanities, especially those that involve interdisciplinary studies or studies concerning contemporary issues in culture and society. Topics that involve creative performance or service-oriented activities are encouraged for this course. Variable credit: 1-3 hours.
- LS 400 Senior Project**
An independent project course for liberal studies majors. The project may be scholarly or creative and must have relevance to the student's concentration(s). It may be a study of a particular genre, theme, period or works of a particular writer or artist. The student and the major advisor must agree on the nature, area, scope and method of evaluation of the project. Liberal Studies majors must take a total of six (6) hours. 3:0:3

LG - LOGISTICS (SS)

- LG 201 Systems Engineering and Analysis**
A study of the design, development, direction, management, and control of the systems engineering process. Emphasis is placed on the application of quantitative and qualitative techniques to systems analysis, evaluation and performance. Prerequisite: MA 120. 3:0:3
- LG 302 Logistics Engineering**
An overview of the general area of logistics, its nature, scope, and process; a critical examination of logistics management functions and the interrelationships among strategic support and operational logistics. Prerequisite: LG 201. 3:0:3
- LG 312 Transportation and Distribution Systems**
Principles and practices of transportation and its role in the distribution process. The physical transportation system of the United States and its performance; carrier responsibilities and services; economic and legal bases of rates, freight classification and tariffs; public policy regarding regulation; transportation issues and problems. 3:0:3
- LG 324 Contract Management and Law**
A study of the procurement and contracting process with emphasis on the organization, policy formulation, procedures, and administration of purchasing activities and functions. Prerequisite: MG 260. 3:0:3
- LG 415 Quality Control**
A study of quality planning and control systems including application of statistical quality control theory to the design of quality control systems; the impact of quality on logistics and the procurement process. Prerequisites: MA 120. 3:0:3

- LG 424 Purchasing and Vendor Management**
A study of the procurement and contracting process including planning, developing and contracting for major systems. Topics include purchasing policy and strategy, value, analysis engineering, quality assurance, make-or-buy decisions, principles of inventory management, institutional and government purchasing management. 3:0:3
- LG 426 Logistics Management**
A critical examination of the logistics system with emphasis on managerial functions within the system and analytical techniques used in planning and control of the various subsystems. Prerequisite: MG 101. 3:0:3

MG - MANAGEMENT (SS)

- MG 101 Introduction to Management**
Basic functions of management with emphasis on the behavioral problems management faces in adopting and implementing policy. 3:0:3
- MG 110 Introduction to Business (MGE)**
(BA 110). 3:0:3
- MG 201 Personal Financial Management (GE)**
(BA 201). 3:0:3
- MG 260 Business Law I**
(BA 260). 3:0:3
- MG 261 Business Law II**
(BA 261). 3:0:3
- MG 268 Office Administration**
Layout and organization of an office; design and control of equipment and supplies; business information processing systems; human relations; and cost reduction. 3:0:3
- MG 271 Principles of Supervision**
A study of leadership skills for persons in supervisory positions. Topics include: methods of training employees, employee rating, improving personal leadership, interpreting organization policies, and obtaining the maximum results through the efforts of others. 3:0:3
- MG 273 Records Management**
A study of the procedures, personnel, and equipment necessary to establish an efficient system of records management. Topics include classification systems; creation and control of forms, correspondence, and reports; microforms; records inventory; evaluation and planning of records management programs; retention and disposition schedules; and supplies and equipment. 3:0:3
- MG 325 Risk and Insurance**
An introduction to the basic principles of insurance and risk management from the perspective of the individual and family consumer; consideration is given to business risk management. 3:0:3
- MG 352 Principles of Management (MLL)**
(BA 352). 3:0:3

- MG 354 (BA 354) Small Business Management (MLL)**
(See BA 354). 3:0:3
- MG 360 (BA 360) Financial Management**
(See BA 360). 3:0:3
- MG 363 Financial Institutions and Markets**
A study of the macrofinancial environment with emphasis on the structure, functions, and economic role of financial institutions and markets. This includes the role of commercial banks, the central banking system and international finance. Prerequisite: EC 301. 3:0:3
- MG 365 (BA 365) Organizational Behavior**
(See BA 365). 3:0:3
- MG 375 (BA 375) Production and Operations Management**
(See BA 375). 3:0:3
- MG 400 (BA 400) Business Policy**
(See BA 400). 3:0:3
- MG 401 (BA 401) Senior Seminar in Management**
(See BA 401). 3:0:3
- MG 410 Problems in Corporate Finance**
A study of selected problems in financial management including short- and long-term financial analysis and planning, trade-credit analysis, capital budgeting; use of case analysis. Prerequisite: MG 360. 3:0:3
- MG 415 Financial Analysis and Planning**
Analysis of the financial aspects of corporate business planning; evaluation of financial performance; valuation analysis; risk analysis; management of growth. Prerequisite: MG 360. 3:0:3
- MG 417 (BA 417) Investment Analysis and Management**
(See BA 417). 3:0:3
- MG 420 Labor Relations**
Consideration of the development, legal environment, and current problems of the industrial relations system. Emphasis is placed upon the historical evolution of both the union movement and the legislative system that shapes its activities. 3:0:3
- MG 425 (BA 425) Real Estate Principles and Management**
(See BA 425). 3:0:3
- MG 430 Public Financial Management**
A study of financial functions performed in public and not-for-profit organizations with emphasis on financial reporting, budgeting, and accounting processes. Prerequisites: AC 201 and AC 202. 3:0:3
- MG 431 (BA 431) International Finance**
(See BA 431). 3:0:3
- MG 440 Complex Organizations**
A sociological approach to the study of organizations. Focuses on theoretical perspectives, characteristics of organizations, the interrelationship of organizational variables, and other related topics. 3:0:3

MK - MARKETING (SS)

MK 351 **Principles of Marketing**
(BA 351) (See BA 351). 3:0:3

MK 385 **Consumer Behavior**
(BA 385) (See BA 385). 3:0:3

MK 386 **Retailing Administration**
The basic concepts and analytical tools of retailing; types of organizational structure; store location; personnel; merchandising; promotion; services; and control techniques. Prerequisite: MK 351 or equivalent. 3:0:3

MK 389 **Professional Selling**
A study of the personal selling process with emphasis on the contributions of behavioral theories and on the legal, ethical and social responsibilities of selling professionals. Prerequisite: MK 351. 3:0:3

MK 390 **Marketing Planning**
(CA 390) (See CA 390). 3:0:3

MK 395 **International Marketing**
(BA 395) (See BA 395). 3:0:3

MK 401 **Sales Management**
Review and analysis of approaches to planning, organizing, training, developing, compensating, directing, and controlling the sales force in support of marketing objectives. Use of case materials. Prerequisite: MK 351. 3:0:3

MK 411 **Marketing Management**
(BA 411) (See BA 411). 3:0:3

MK 455 **Promotional Policies and Strategies**
A study of the specific role of the various promotional mix elements in relation to the overall marketing strategy. Prerequisite: MK 351. 3:0:3

MK 491 **Seminar in Marketing**
Intensive studies of selected current issues in marketing through seminars, workshops, and forums. Prerequisite: Twelve hours of marketing or instructor approval. 3:0:3

MA - MATHEMATICS (NS)

MA 105 **Introduction to College Mathematics**
The course objective is to improve basic mathematical skills through a systematic application of these skills to contemporary problems. Topics considered include various applications from consumer mathematics, tables and graphs, systems of measure. Students who have successfully completed MA 106 may not enroll in this course. Prerequisite: PK 118 or satisfactory score on mathematics placement examination. 3:0:3

- MA 106 Introduction to Business Mathematics**
An introduction to the basic mathematics via an application to business principles. An examination will be made of the quantitative aspects of business activities such as accounting, marketing, financial and managerial operations, and computer applications. Students who have successfully completed MA 105 may not enroll in this course. Prerequisite: PK 118 or a satisfactory score on the mathematics placement examination. 3:0:3
- MA 110 (ED 110) Geometry for Teachers**
A consideration of selected topics from basic Euclidean geometry with emphasis on proper terminology and unification of concepts. Techniques available for teaching the basics are discussed. 3:0:3
- MA 120 Basic Concepts of Statistics (GE)**
A development of certain basic concepts in probability and statistics that are pertinent to most disciplines. Topics include: probability models, parameters, statistics and sampling procedures, hypothesis testing, correlation and regression. 3:0:3
- MA 131 College Algebra**
Fundamentals of basic algebra. Topics include the real number system, basic operations of algebra, linear and quadratic equations, inequalities and functions and graphs. Additional topics may include exponents and logarithms, fundamental techniques of counting. 3:0:3
- MA 141 College Trigonometry**
A study of the circular functions to include identities, sum and difference formulas, double and half angle forms, triangle solutions, and trigonometric equations. Prerequisite: MA 131 or equivalent. 3:0:3
- MA 150 Precalculus Mathematics**
A consideration of those topics in algebra and trigonometry necessary for the calculus. Topics include: mathematical analysis of the line, the conic sections, exponential and logarithmic functions, circular functions, polynomial and rational functions, mathematical induction, and theory of equations. Prerequisite: MA 131 or equivalent. 3:0:3
- MA 208 (CS 208) Discrete Mathematics**
This course introduces the student to selected finite systems pertinent to the study of computer science. Course topics will include the following: mathematical induction, sets, relations functions, matrices, graphs, trees, combinatorial analysis, Boolean algebra, and other structures. Prerequisite: Any math course \geq MA 131. 3:0:3.
- MA 210 Calculus and Analytic Geometry I**
The study of the calculus begins with an examination of the real number system and the Cartesian plane. Additional topics to be considered include functions and their graphs, limits and differentiation techniques, the mean value theorem, applications of the derivative, indefinite integration, the trigonometric functions. Prerequisite: MA 131 and MA 141 or MA 150 or equivalents. 3:0:3
- MA 211 Calculus and Analytic Geometry II**
The study of the calculus continues with the definite integral and its applications, transcendental functions, integration techniques, the conic sections, polar coordinates, parametric equations, indeterminate forms and improper integrals. Prerequisite: MA 210 or equivalent. 3:0:3
- MA 212 Calculus and Analytic Geometry III**
The algebra and calculus of vectors and vector functions, constant termed sequences and series, power series and convergence criteria. Prerequisite: MA 211. 3:0:3

- MA 213 Calculus and Analytic Geometry IV**
A study of multi-dimensional spaces, functions in multi-dimensional space, partial differentiation, multiple integration. Prerequisite: MA 212. 3:0:3
- MA 301 Mathematical Thought**
A transition course for the mathematics major, this offering provides an overview of the subject as a study of systems. Topics include informal and formal logic, theory of sets, formal development of the number system of mathematics. Prerequisite: permission of the instructor. 3:0:3
- MA 302 Ordinary Differential Equations**
An introduction to ordinary differential equations and their solutions in the complex field. Topics include series solutions and Laplace transforms. Prerequisite: MA 212. 3:0:3
- MA 305 Probability**
Essentially a noncalculus approach to the theory and statistical applications of probability. Topics include discrete and continuous random variables, density and distribution functions, probability models, nonparametric statistics. Prerequisite: MA 131 or equivalent. 3:0:3
- MA 311 Linear Algebra**
Topics include the general methods of solving systems of equations, determinants and matrices, vector spaces, linear transformations and introduction to simplex algorithms. Prerequisite: MA 212. 3:0:3
- MA 312 Abstract Algebraic Structures**
A study of several algebraic systems from a postulational viewpoint. Systems studied include groups, rings, integral domains, and fields. Prerequisite: MA 212. 3:0:3
- MA 350 Mathematics in Civilization (MLL)**
An introduction to the history of mathematics with emphasis on the contributions of the many and diverse cultures which have brought the subject to its current condition. Topics include numbers and numerology, aesthetics, noteworthy mathematicians and current trends. 3:0 3
- MA 360 Modern Geometries**
A study of the foundations of modern Euclidean geometry as well as finite geometries and non-Euclidean geometries. Prerequisite: MA 212 or permission of the instructor. 3:0 3
- MA 370 Number Theory**
An introduction to the theory of numbers. Topics include congruences and residue classes, the theorems of Euler and Fermat and other number-theoretic functions. Prerequisite: MA 212 or permission of the instructor. 3:0:3
- MA 380 Mathematical Statistics**
A calculus-based study of probability and statistics for mathematics and science majors. Topics include sample spaces, random variables and probability distributions, moment generating functions, transformations of random variables, laws of large numbers and the central limit theorem, regression analysis and analysis of variance. Prerequisite: MA 305. 3:0:3
- MA 401 Analysis**
A rigorous treatment of functions, limits, continuity, differentiation and integration of functions of one and several real variables. Introduction to the calculus of functions of a complex variable. Prerequisite: MA 212. 3:0:3

- MA 402 Topology**
An introduction to the topology of Euclidean space, metric spaces, and general topological spaces. Prerequisite: MA 401 or permission of the instructor. 3:0:3
- MA 406 Special Topics in Mathematics**
This course provides an opportunity for directed study in areas not necessarily included in formal course work. Prerequisite: permission of the instructor. Variable credit 1-3 hours.
- MA 450 Seminar in Mathematics**
A capstone course for the mathematics major. Topics may include selected readings and discussion of the history and philosophy of mathematics, the golden ages and crises in mathematics. Student presentations are required. Prerequisite: permission of the instructors. 3:0:3

MR - MEDICAL RECORDS (SS)

- MR 205 Medical Terminology I**
Basic vocabulary of medical terms, stressing prefixes, suffixes, and roots with application to each system of the body. 3:0:3
- MR 206 Medical Terminology II**
Review of prefixes, suffixes and anatomical roots for each system of the body. Basic vocabulary of terms for diseases, operations, tumors, signs, symptoms, laboratory tests, and diagnostic procedures for each system of the body. Prerequisite: MR 205 or equivalent. 3:0:3
- MR 220 Coding**
A study of the international medical nomenclature and classification systems for the comparison of disease data. Major topics include characteristics of the nomenclature and classification systems and methods of quality control of coded information. 3:0:3
- MR 242 Medical Records I**
Principles of medical record technology including the preparation, analysis, preservation, and retrieval of health information. The value of this information to the patient, the doctor, and the community will be stressed. 3:0:3
- MR 243 Medical Records II**
Medical records in a variety of health care facilities, release of information, medical staff organization, and requirements and survey procedures of licensing and accrediting agencies. Medicare law and other federal regulations will be presented. Students will be introduced to the basic principles of supervising and managing a medical record department. Prerequisite: MR 242 or equivalent. 3:0:3

MI - MILITARY SCIENCE (SS)*

*** Courses offered for daytime Army ROTC program.**

- MI 101 Basic Military Science I**
Introduction to the United States Military Defense System and the ROTC program. Provides instruction in basic military skills, military terminology, organization, leadership, and marksmanship. 1:0:1

- MI 102 Basic Military Science II**
Introduction to rappelling and basic mountaineering techniques. Examination of basic survival skills and techniques. 1:0:1
- MI 210 Basic Military Science III**
Introduction to military topography and the basic skills of map reading and land navigation. 1:0:1
- MI 211 Basic Military Science IV**
Continuation of instruction in basic military skills, to include first aid, leadership. Also includes advanced rappelling skills. 1:0:1
- MI 301 Advanced Military Science I**
Examination of military ethics and professionalism, Army training management, the principles of war, the laws of war, Geneva Convention rules, and traditional leadership values. 3:0:3
- MI 310 Advanced Military Science II**
Fundamentals of leadership in tactical operations, to include the effect of weather and terrain on unit deployment; formulation of oral and written operational orders; and the collection and use of combat intelligence in the decision making process. A writing project is required. 3:0:3
- MI 401 Advanced Military Science III**
Study and application of the principles of organization and management, the decision-making process, and organizational communications systems. Examination of the techniques of counseling and other management skills required to meet organizational goals. A writing project is required. 3:0:3
- MI 410 Advanced Military Science IV**
Advanced study of leadership and management. Examines the administration of military justice. Concludes with an overview of the obligations and responsibilities of an officer. This is the capstone course for all previous instruction. A writing project is required. 3:0:3

AEROSPACE STUDIES - Courses offered only at Air Force sites offering ROTC through crosstown agreements.

- MI 101AF Introduction to the Air Force Today I**
A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the United States Air Force, officership, and professionalism, military customs and courtesies, Air Force opportunities and benefits, and written communications. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with followership experiences. 1:0:1
- MI 102AF Introduction to the Air Force Today II**
A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the United States Air Force, a macro history of the United States military, Air Force opportunities and benefits, group leadership projects and oral communication. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with followership experiences. 1:0:1

MI 201AF The Air Force Way I

A survey course designed to facilitate the transition from ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Air Force heritage and leaders, development of air-power doctrine from the invention of the airplane through the present, and written communications. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with their first opportunity to apply leadership experiences discussed in class. 1:0:1

MI 202AF The Air Force Way II

A survey course designed to facilitate the transformation from ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Introduction to leadership, quality Air Force management tools, ethics and values, oral communication group leadership projects. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with their first opportunity to apply leadership experiences discussed in class. 1:0:1

MI 301AF Air Force Leadership and Management I

A study of leadership principles and perspectives, leadership ethics, and communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of concepts being studied. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

MI 302AF Air Force Leadership and Management II

A study of quality management fundamentals, professional knowledge, Air Force Doctrine, and communication skills required of an Air Force junior officer. Case studies are used to examine management situations as a means of demonstrating and exercising practical applications of concepts being studied. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

MI 401AF National Security Affairs

An examination of the national security process, regional studies, advanced leadership ethics, Air Force doctrine, and current issues affecting military professionalism. Within this structure, emphasis is placed on refining communication skills. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

MI 402AF Preparation for Active Duty

This course is the final step in preparing an officer candidate for active duty. It includes examination of the military as a profession, officership, military justice, and civilian control of the military. It also familiarizes the student with the roles of various Air Force base agencies. Within this structure, emphasis is placed on refining communication skills. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

MI 499AF Leadership Laboratory

The MI 100 and 200 Leadership Laboratory (LLAB) courses include a study of Air Force customs and courtesies, drill ceremonies, military commands and Air Force opportunities. MI 300 and 400 courses provide advanced leadership experiences that involve planning, organizing and executing cadet training activities, as well as, preparing and presenting briefings and other oral/written communications. 0 credit.

MODERN LANGUAGES (H)

ML100-300 Exploring Modern Languages

Courses designed to allow the teaching of modern languages not found in the normal course offerings. Each 3:0:3

ML 215 Selected Topics in Languages

An intermediate level language course that treats topics of contemporary interest. 3:0:3

ML 315 Selected Topics in Literature and Culture

An advanced level course that examines issues pertaining to issues of culture, society, literature and history. 3:0:3

CN 101 Elementary Chinese I

An introductory course with emphasis on pronunciation and the basic elements of grammar; practice in understanding, speaking, reading and writing. 3:0:3

CN 102 Elementary Chinese II

The introduction of more complex elements of grammar; additional practice in understanding, speaking, reading, and writing. Prerequisite: CN 101 or equivalent. 3:0:3

CN 201 Intermediate Chinese I

Students will work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events will be discussed in class. A grammar review of CN 101 and CN 102 will also be included. Prerequisites: CN 101 and CN 102 or two years of high school Chinese. 3:0:3

CN 202 Intermediate Chinese II

A continuation of CN 201. Vocabulary is put to added work in composition. Prerequisite: CN 201 or two and one half years of high school Chinese. 3:0:3

CN 310 Independent Readings in Chinese

Materials and credit to be arranged with the instructor. May be repeated for up to 6 hours of credit with permission of the instructor. Prerequisite: CN 202 or three years of high school Chinese. Variable credit: 1-3 hours.

FR 101 Elementary French I

Areas covered in this course include vocabulary building, grammar, conversation and introduction to French culture and civilization. Emphasis is on conversation. 3:0:3

FR 102 Elementary French II

This course continues the presentation of vocabulary and basic structural patterns begun in Elementary French I with emphasis on comprehension, speaking, reading and writing skills. Prerequisite: FR 101 or one year of high school French. 3:0:3

FR 201 Intermediate French I

Students work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events are discussed in class. A grammar review of FR 101 and FR 102 is to be included. Prerequisite: FR 102 or two years of high school French. 3:0:3

FR 202 Intermediate French II

A continuation of FR 201. Vocabulary is put to added work in composition. Prerequisite: FR 201 or two and one half years of high school French. 3:0:3

- FR 310 Independent Readings in French**
Materials and credit to be arranged with the instructor. May be repeated for up to 6 hours of credit with permission of the instructor. Prerequisite: FR 202 or three years of high school French. Variable credit: 1-3 hours.
- GE 101 Elementary German I**
Areas covered in this course include vocabulary building, grammar, conversation and introduction to German culture and civilization. Emphasis is on conversation. 3:0:3
- GE 102 Elementary German II**
This course continues the presentation of vocabulary and basic structural patterns begun in Elementary German I with emphasis on comprehension, speaking, reading and writing skills. Prerequisite: GE 101 or one year of high school German. 3:0:3
- GE 201 Intermediate German I**
Students work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events are discussed in class. A grammar review of GE 101 and GE 102 is also included. Prerequisite: GE 102 or two years of high school German. 3:0:3
- GE 202 Intermediate German II**
A continuation of GE 201. Vocabulary is put to added work in composition. Prerequisite: GE 201 or two and one half years of high school German. 3:0:3
- GE 310 Independent Readings in German**
Material and credit to be arranged with the instructor. May be repeated for up to 6 hours of credit with permission of the instructor. Prerequisite: GE 202 or three years of high school German. Variable credit: 1-3 hours.
- JP 101 Elementary Japanese I**
An introductory course with emphasis on pronunciation and the basic elements of grammar, practice in understanding, speaking, reading and writing. 3:0:3
- JP 102 Elementary Japanese II**
The introduction of more complex elements of grammar; additional practice in understanding, speaking, reading, and writing. Prerequisite: JP 101 or equivalent. 3:0:3
- JP 201 Intermediate Japanese I**
Students work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events are discussed in class. A grammar review of JP 101 and JP 102 is also included. Prerequisites: JP 101 and JP 102 or two years of high school Japanese. 3:0:3
- JP 202 Intermediate Japanese II**
A continuation of JP 201. Vocabulary is put to added work in composition. Prerequisite: JP 201 or two and one half years of high school Japanese. 3:0:3
- JP 310 Independent Readings in Japanese**
Materials and credit to be arranged with the instructor. May be repeated for up to 6 hours of credit with permission of the instructor. Prerequisite: JP 202 or three years of high school Japanese. Variable credit: 1-3 hours.
- SP 101 Elementary Spanish I**
This course offers an introduction to the study of the language with a focus on grammatical structures in addition to oral and written skills. 3:0:3

- SP 102 Elementary Spanish II**
This course continues the presentation of basic structural patterns and speaking skills begun in SP 101, with increased emphasis on comprehension of the spoken language. Prerequisite: SP 101 or two years of high school Spanish. 3:0:3
- SP 201 Intermediate Spanish I**
In this course students review basic concepts of the language while expanding reading comprehension and writing skills. Readings focus on the study of Hispanic cultures. Prerequisite: SP 102 or three years of high school Spanish. 3:0:3
- SP 202 Intermediate Spanish II**
A continuation of the grammatical and cultural studies undertaken in SP 201, this course includes content-based projects in the target language. Prerequisite: SP 201 or four years of high school Spanish. 3:0:3
- SP 294 Intermediate Spanish Conversation**
The course consists of a variety of sources and topics for the improvement of oral language skills. Forums for conversation include individual presentations, pair presentations and groups discussion in Spanish based on readings, individual research, movies, plays and excursions. This course includes a review of advanced grammar concepts. Prerequisite: SP 202 or equivalent, four years of high school Spanish or instructor's permission. 3:0:3
- SP 295 Intermediate Spanish Composition**
Writing in Spanish at the intermediate level, including a review of grammar. Short essays and other practical exercises in composition. Prerequisite: SP 202 or equivalent. 3:0:3
- SP 301 Advanced Spanish Conversation**
Strong emphasis on the practice of oral communication skills. Topics of discussion include contemporary issues, films and plays. This course is taught in Spanish. Prerequisites: SP 294 and SP 295 or equivalents. 3:0:3
- SP 302 Advanced Grammar and Composition**
Writing Spanish, at the advanced level, with attention to the elements of style and grammar. Study and criticism of a variety of textual examples. Basic techniques of literary interpretation, which will find application in short and long compositions. This course is taught in Spanish. Prerequisites: SP 294 and SP 295. 3:0:3
- SP 310 Independent Readings in Spanish**
Material and credit to be arranged with the instructor. May be repeated for up to 6 hours of credit with permission of the instructor. Prerequisite: SP 202 or four years of high school Spanish or instructor's permission. Variable credit: 1-3 hours.
- SP 311 Culture and Civilization of Spain**
Further development of written and spoken Spanish through the study of the culture and civilization of Spain. This course is taught in Spanish. Prerequisites: SP 294 and SP 295 or equivalents. 3:0:3
- SP 312 Cultures and Civilization of Spanish America and the Hispanic Caribbean**
Taught in Spanish, the course examines the history and cultures of Spanish American from pre-Columbian to contemporary times. 3:0:3

- SP 394 Introduction to the Literature of Spain**
Presents key works of Spanish literature, from the Middle Ages to contemporary times. The selection of texts is designed not only to introduce major writers, but also to seek further insights into the Spanish culture. This course is taught in Spanish. Prerequisites: SP 301, SP 302 or equivalents, or permission of instructor. 3:0:3
- SP 395 Introduction to the Literature of Spanish America and the Hispanic Caribbean**
Taught in Spanish, this course examines the history and cultures of Spanish American from pre-Columbian to contemporary times. Prerequisites: SP 294 and SP 295 or equivalents. 3:0:3

MU - Music (H)

MU 191, 291, 391, 491 Applied Music A

One-half-hour individual lessons are currently offered in voice, piano, and classical guitar. (Instruction in other instruments may be made available as demand and availability of instructors dictate.) Music minors electing any of these courses might be required to perform a recital during the semester. (First digit in course number refers to level of proficiency.) May be repeated for credit. 1/2:5:1

MU 192, 292, 392, 492 Applied Music B

One-hour individual lessons are currently offered in voice, piano, and classical guitar. (Instruction in other instruments may be made available as demand and availability of instructors dictate.) Music minors electing any of these courses might be required to perform a recital during the semester. (First digit in course number refers to level of proficiency.) May be repeated for credit. 1:10:2

MU 105 Ensemble

The study and performance of music for instrumental or vocal groupings. May be repeated for credit. 1:0:1

MU 200 Music Theory I

A study of basic musical elements and elementary harmony up through inversions of triads. Includes acquisition of skills in basic part-writing techniques and elementary keyboard harmony. 3:0:3

MU 205 Music Appreciation (GE)

A course designed to acquaint the student with the basic materials and history of music. Emphasis is on aural analysis and attendance at live performances. 3:0:3

MU 206 Music Theory II

A continuation of the study of harmony up through the application of secondary dominant-seventh chords and their inversions to simple modulation to related keys. Continues the development of part-writing and keyboard application. Prerequisite: MU 200 or consent of Department chairman. 3:0:3.

MU 208 Explorations in Music

Introductory study of music as it relates to popular culture and other areas of contemporary interest. May be repeated for credit when topics change. 3:0:3

- MU 210 Music and Society (GE)**
A study of the role that music and musicians have played voluntarily or otherwise in politics, religion and social issues. Specific works ranging from instrumental music through opera, liturgical music, musical theatre and popular music are discussed. 3:0:3
- MU 260 Introduction to Music I (GE)**
A comprehensive survey of Western music from its known beginnings to the present. 3:0:3
- MU 261 Introduction to Music II: Music of the World (GE)**
An introductory study of the music of non-Western cultures. 3:0:3
- MU 352 Early Music History: Antiquity to Renaissance (LL)**
A course of study with particular emphasis on the literature and history of the stylistic period from antiquity through the Renaissance. 3:0:3
- MU 353 Baroque and Classical Music History (LL)**
A course of study with particular emphasis on the literature and history of the Baroque and Classic styles of music. 3:0:3
- MU 354 Romantic and 20th Century Music History (LL)**
A course of study with particular emphasis on the literature and history of the styles of music. 3:0:3
- MU 359 Folk Music in America (MLL)**
Introductory study of music as it relates to popular culture and other areas of contemporary interest. This topic is designed to familiarize the student with the legacy of American folk music. This course is designed to provide understanding of the theoretical principles used in American folk music, as they apply to its performance and its effect on society. 3:0:3
- MU 415 Independent Study in Music**
This course offers the student minoring in music the opportunity to research a focused topic in music, to compose a significant musical work, or to perform a significant work or set of works. The final product will be a fully developed research paper, a finished original musical score, or a significant musical performance. Prerequisites: MU 200, permission of discipline coordinator. 3:0:3

NS - NATURAL & LIFE SCIENCES (NS)

- NS 205 Medical and Scientific Terminology**
An introduction to basic medical vocabulary, emphasizing the use of prefixes, suffixes and roots which apply to each system of the body. 1:0:1
- NS 215 Selected Topics in Math/Natural Science**
An in-depth examination of specific areas of mathematics and natural sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.
- NS 218 Foundations of Science**
A study of the interdependent development of science and culture including the philosophical and technological effects on society. 3:0:3
- NS 241 Cultural & Historical Aspects of the Scientific Endeavor (MGE)**
A history of science is presented in terms of the multi-cultural aspects of our scientific heritage. Focus is upon the nature of scientific inquiry and the social factors affecting the participation of diverse groups of individuals in the advancement of science. 3:0:3

- NS 304 Science, Technology, and Society (MLL)**
Relationship between science, technology, and society. Topics include: the two cultures, the relationship between basic science and technology, the effects of technology upon society, and possible future technologies. 3:0:3
- NS 305 Meteorology**
An examination of the meteorological process. Topics include: controls of weather elements, energy exchange, and heat and water budgets. 3:0:3
- NS 306 Ethical Practices in Science**
The social and ethical implications of scientific advancement will be presented to encourage the free exchange of ideas, with an emphasis on the role scientists and health professionals should play. Topics are selected from current social and ethical issues in chemistry, biology, ecology, physics, and health care. 1:0:1
- NS 315 Special Topics in Math/Natural Sciences**
An in-depth examination of specific areas of mathematics or the natural sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.
- NS 319 International Health Issues (MLL)**
This course is designed to acquaint the learner with health issues including the social, behavioral and environmental influences on health and the delivery of health care in the United States and other countries. The concepts of health and illness will be explored from a multi-cultural viewpoint along with a variety of strategies for the promotion and protection of health, the prevention of disease and the treatment modalities such as herbal medicine, therapeutic touch, acupuncture, etc. Current global issues will be discussed. 3:0:3
- NS 401 Natural Science Colloquium**
A regularly scheduled colloquium based on formal presentations of students, faculty and guests. The presentations are based upon current periodical literature, and the presentation of an abstract and bibliography is required. Required of all senior students within the division as designated by the department. May be repeated for credit. 0:2:1

NU - NURSING (NS)

- NU 201 Introduction to Associate Degree Nursing**
An introduction to the roles and competencies of the Associate Degree Registered Nurse. Includes nursing history, nursing process, communication theory, teaching/learning principles, selected legal issues, and an introduction to pharmacology in relation to the level of care given by ADN graduates. 3:0:3
- NU 210 Adult Health Nursing I**
Use of the nursing process to plan ADN level care for adult clients along the wellness-illness continuum with fluid and electrolyte, respiratory, cardiovascular, gastrointestinal, hepatic, or urinary system disorders and for adult clients' personal support systems. Emphasis continues on legal and ethical issues. Prerequisite: NU 201. Concurrent with NU 220 and NU 230. 3:0:3
- NU 220 Adult Health Nursing II**
Use of the nursing process to plan ADN level care for adult clients along the wellness-illness continuum with integumentary, musculoskeletal, neurological, endocrine, stress, immune, sensory or reproductive disorders and for adult clients' personal support systems. Emphasis on delivery and management of health care in various settings. Prerequisite: NU 201. Concurrent with NU 210 and NU 230. 3:0:3

- NU 230 Clinical Adult Health Nursing**
Application of the nursing process related to ADN level care of adult clients and their personal support systems in a variety of clinical settings. Emphasis on client care, teaching/learning, pharmacology, critical thinking, and leadership. Prerequisite: NU 201. Concurrent with NU 210 and NU 220. 0:12:4
- NU 240 Maternal/Child Health Nursing**
Use of the nursing process to plan ADN level family-centered care related to the health of women, infants, and children along the wellness-illness continuum. Emphasis on advanced teaching/learning skills. Prerequisites: NU 210, NU 220 and NU 230. Concurrent with NU 250 and NU 260. 3:0:3
- NU 250 Mental Health Nursing**
Use of the nursing process to analyze client behavior patterns and to plan ADN level nursing care related to mental health along the wellness-illness continuum. Emphasis on advanced communication skills, self understanding, and development of the therapeutic relationship. Prerequisites: successful completion of NU 210, NU 220 and NU230. Concurrent with NU 240 and NU 260. 3:0:3
- NU 260 Clinical Maternal/Child/Mental Health Nursing**
Application of the nursing process related to ADN level care of women, infants, children, and mental health clients and to their personal support systems in a variety of clinical settings. Emphasis on client care, teaching/learning, communication, pharmacology, and critical thinking. Prerequisites: NU 210, NU 220 and NU 230. Concurrent with NU 240 and NU 250. 0:12:4
- NU 270 Selected Topics in Nursing**
Specialized study in contemporary topics related to transition to the role of the ADN professional nurse in the changing health care system. Emphasis will be placed on personal and professional development. Prerequisites: NU 210, NU 220 and NU 230 or permission of the instructor. May be repeated once for credit with change in topic. 3:0:3

NT - NUTRITION (NS)

- NT 120 Introduction to Nutrition**
An introduction to the field of human nutrition and food. Includes study of human nutritional needs; problems encountered in providing food to meet nutritional needs; relationships among physiological needs, sociocultural systems, and food and the significance of these relationships to the attainment of health. Discussion of current issues, such as vegetarianism, weight control, and dietary goals is included. 3:0:3
- NT 222 Nutritional Status**
Study of the nutritional needs and preferences of individuals and families at various stages of the life cycle, and the impact of such factors as lifestyle, culture, economic stress and values on nutritional intake. Attention will be given to understanding nutritional assessment. Prerequisite: NT 120 or equivalent. 3:0:3
- NT 305 Vitamins and Minerals**
The metabolic role of minerals and vitamins at both the cellular and tissue levels. Functions, requirements, sources, deficiencies and toxicities. Prerequisite: NT 120 or equivalent. 3:0:3

- NT 320 Biochemistry of Nutrition**
The biochemical and physiological bases for human nutrition requirements, including digestion and absorption, energy, food intake regulation, protein amino acids, minerals, vitamins, and determination of nutritional status. Prerequisite: NT 120 or equivalent. 3:0:3
- NT 421 Nutrition and Behavior**
The sub-clinical symptoms arising from nutritional deficiencies. Neuroregulators, chemistry of brain function. Hypoglycemia, hyperglycemia, amino acids, minerals, vitamins-vs-behavior. Prerequisite: NT 120 or equivalent. 3:0:3
- NT 423 Clinical Nutrition**
Study of the physiologic and metabolic anomalies in chronic and acute illnesses and the principles of nutritional therapy and prevention. The topics covered are diabetes mellitus, starvation, obesity, nutritional assessment, nutritional pharmacology, severe injury, infection, cancer, gastrointestinal disease, liver disorders, renal diseases, cardiovascular diseases, and pediatrics. Prerequisite: NT 120 or equivalent. 3:0:3
- NT 424 Clinical Ecology**
A study of the interrelationships of physiological/biochemical reactions and nutrition. Basic clinical aspects of nutritionally related allergic reactions will be examined with additional consideration to the effects of modified body chemistry on personality and brain function. Prerequisite: NT 120 or equivalent. 3:0:3
- NT 425 Research Methods in Nutrition**
Designed to introduce students to research methodologies, with particular focus on methods and materials used in nutritional research. Research papers, books, review papers, and publications of professional organizations are used throughout the course. Prerequisite: NT 120 or equivalent. Suggested prerequisite: MA 120. 3:0:3

PK - PARK BASIC SKILLS

- PK 103 College Reading Improvement**
A course for the student who needs individualized instruction to improve reading comprehension and vocabulary skills. The course will include instruction in basic study skills, note taking and test taking. VA benefits might not be available for this course. 3:0:3
- PK 107 Mathematics in Review**
A developmental course for the student who needs review and further practice in the basic arithmetic operations needed in pre-algebra and algebra, including calculations involving whole numbers, fractions, and decimals. Elementary geometry and problem-solving techniques will also be covered. VA benefits might not be available for this course. 3:0:3.
- PK 110 Introduction to College Study Skills**
Provides students with strengthening skills necessary for success in college classes. Emphasizes basic communication skills. Students will learn to read textbooks and library materials, listen to lectures, write examinations, speak in class discussions, and give oral reports. VA benefits might not be available for this course. 3:0:3
- PK 112 Effective Writing Skills**
This course is intended to help students improve their skills in writing correct sentences, paragraphs, and short essays. Other concerns of the course are vocabulary building, correct usage and improvement of writing skills. (This course is not available to students who have successfully completed a college level writing course or who have otherwise satisfied the prerequisites for EN 105). VA benefits might not be available for this course. 3:0:3

- PK 113 English as a Second Language**
An intensive English class for non-native speakers concentrating on meaningful communication through reading, writing, speaking, and listening. Emphasis will be placed on preparation for English 105 which includes demonstrating effective use of the writing process and mechanics. 3:2:4
- PK 114 English as a Second Language II**
This course is designed for the student who has completed PK 113 or the equivalent and needs additional preparation in English skills of reading, writing, speaking, listening, and grammar. Emphasis will be placed on preparation for English 105 which includes demonstrating effective use of the writing process and review of mechanics. 3:0:3
- PK 115 Basic Skills Writing I**
This course may only be taken in conjunction with EN 105 and is designed to help students improve their writing skills. A writing sample of each student is assessed on entry according to the writing process. Individual portfolio assessment will be used to monitor progress. 3:0:3
- PK 116 Basic Skills Writing II**
This course may only be taken in conjunction with EN 106 and is designed to help students become proficient in using the library for research and then in writing research papers. Individual portfolio assessment will be used to monitor progress. 3:0:3
- PK 117 Principles of Composition in Review**
An individualized program designed for students who need additional practice in composition skills in preparation for writing competency examination. VA benefits might not be available for this course. 3:0:3
- PK 118 Contemporary Mathematics and Pre-Algebra**
A developmental course for the student who needs instruction and practice performing calculations and solving equations. Topics include basis calculations using percentages, real numbers, geometry and other skills needed to succeed in MA 131 and MA 120. VA benefits might not be available for this course. 3:0:3.
- PK 119 Self and Career Exploration**
This seven-week course is especially for the student who is unsure of what career or major to choose. Students learn through self-discovery exercises and various printed and computerized career resources. The course is geared toward teaching students to make thoughtful and more satisfying career/major choices. VA benefits might not be available for this course. 1:0:1
- PK 120 Computer Keyboarding**
Designed to offer techniques and basic skills of typing, with emphasis upon formation of correct typewritten techniques, mastery of the keyboard, and performance of basic typing operations. Credit may be given when the student passes a comprehensive test and demonstrates ability to type at 35-40 wpm. This is a pass/fail course requiring students to demonstrate the skills listed by the end of the term. VA benefits might not be available for this course. 3:0:3
- PK 308 Assertive Career Building**
This seven-week course is designed for the junior or senior who is preparing to graduate and enter the world of work. Course topics include effective resume writing, interviewing and contact building. VA benefits might not be available for this course. 1:0:1

PC - PEACE STUDIES (H)

PC 200 Introduction to Peace Studies (GE)

A survey course designed to provide a general overview of the interdisciplinary issues presented in peace studies programs today and the history of academic peace studies. Examines the causes of war and the variety of approaches to peacemaking. Explores in depth pacifism and nonviolence, the just war theory, crusade mentality and peace through strength. The diversity of the peace movement from 1945 to the present is given major attention. 3:0:3

PC 300 Nations At War: People of Peace (LL)

A contemporary and historical study of 28 specific current international conflicts. It shares the perspectives and strategies of 28 peacemakers and peacemaking organizations. Analyzes the political, economic and cultural factors causing international conflict and students imagine concrete alternatives for peacebuilding that maximizes justice. 3:0:3

PC 315 Global Peace Issues (LL)

An examination of various issues in maintaining global security in the new world order. It is a symposium approach focusing on six strategies: A Democratic and Effective United Nations, Global Justice Structures, Systems to Avoid War and Promote Peace, Sustainable Human Development, Environmental Protection Consensus Building and Action, and Funding for Global Governance. 3:0:3

PC 320 The Practice of Peacemaking (LL)

A course in the theory and practice of nonviolence. Brief attention is given to violent approaches to peacemaking, such as peace through imperialism and militarism. Practical skills and activities that promote peace and justice at the local and global levels are presented, analyzed, critiqued and skill practiced. 3:0:3

PC 321 Interpersonal Conflict Resolution (LL)

(CA 321). 3:0:3

PC 385 The History of Peace (LL)

A study of the quest for peace and the partnership way of human community from pre-history to the present. The approaches to peace from as many cultures and academic disciplines as possible are pursued, acknowledged and evaluated. The lessons from the dominator paradigm of social organization and the history of war are used to clarify the proposition that an equally valid history of peace exists. 3:0:3

PH - PHILOSOPHY (H)

PH 101 Introduction to Philosophical Thinking (GE)

An entry into philosophy by one of two routes: an exploration of philosophical problems through reading and discussing selections from the great thinkers or a lecture-discussion survey of philosophy conceived in the broadest fashion. 3:0:3

PH 201 Choosing and Using Values (GE)

A look at different proposals people have made about what things have the most worth and how human beings ought to live, together with an attempt to see how these proposals might work out if put into practice today. An introduction to philosophical ethics. 3:0:3

- PH 205 The Meaning of Life (GE)**
Students in this course participate in the quest for meaning in life through reading and discussion of the contributions of philosophers, religious prophets, poets and writers, and through talking with persons who seem to have achieved meaning in their own lives. Students are expected by the end of the course to have formulated in writing or some other medium a statement of where they are in their personal quests. 3:0:3
- PH 211 Fundamentals of Logic (GE)**
Principles of sound reasoning. Topics include: analysis of propaganda and sources of prejudice, fallacies in reasoning and speech; the logic of the syllogism with techniques for testing validity; and the basic apparatus of symbolic logic. 3:0:3
- PH 217 Ancient and Medieval Philosophy (MGE)**
A survey of the central figures of classical and medieval philosophy, including the early Greek thinkers, Socrates, Plato, Aristotle, Augustine and Aquinas. Their contributions to the development of science, religious thought, and social and political theory are studied. 3:0:3
- PH 220 History of Political Philosophy (GE)**
(PO 220) An analysis of political philosophy in its historical perspective, with a special examination of the influences of political philosophy on political institutions and on the development of political science. 3:0:3
- PH 221 Ethics and Society**
Applies the insights of philosophical ethics to value questions that require public decision. Content of the course description will vary according to the choice of the instructor utilizing topics such as abortion, capital punishment, euthanasia, use of natural resources, nuclear concern or censorship. 3:0:3
- PH 223 Modern Philosophy (MGE)**
A survey of select figures in 16th - 18th century European philosophy (e.g., Descartes, Spinoza, Leibniz, Hobbes, Locke, Berkeley, Hume, Kant) and how they have shaped modern scientific, religious, ethical and political thought. 3:0:3
- PH 250 Selected Topics in Philosophy**
An in-depth examination of specific areas in philosophy not otherwise available in the department. May be repeated once for credit with change of topics. 3:0:3
- PH 301 Seminar: Exploration in Philosophy**
Selected topics as announced. May be repeated for credit with permission of the department. 3:0:3
- PH 302 Ethical Issues in Public Policy (LL)**
Considers several controversial questions regarding values which require public decision, such as abortion, capital punishment, and discrimination based on sexual preference. The insights of philosophical ethics are then applied to each - for example, how a utilitarian, formalist, or existentialist might handle each issue. 3:0:3
- PH 303 Philosophy of Science**
An examination of the philosophical assumptions of both the natural and the social sciences. Topics include: the distinction between science and nonscience; the nature and types of scientific explanation; the structure and function of scientific laws and theories; the problems and paradoxes of confirmation and disconfirmation; the role of mathematics and models of science; the basis for probability and induction; and the relationship between science and values. 3:0:3

- PH 305 Great Ideas (LL)**
An approach to Western philosophical thought which emphasizes the creative ideas which have made our culture what it is. Examines ideas at their point of origin, then investigates their modern application. 3:0:3
- PH 307 Analytical Thinking**
This logic course proceeds in two steps. First, the student is taught a basic pattern for constructing and analyzing arguments. This learning is facilitated by working a number of examples. Second, the discussion proceeds to variations upon this basic pattern which are found in specific areas of argumentation: art, business, law, politics, philosophy, etc. The overall goal is to increase the students skill in detecting, analyzing, and constructing arguments. 3:0:3
- PH 308 Business Ethics (MLL)**
An inquiry into the role of ethics in business situations. Topics considered include: the justice of various economic systems, corporate rate responsibility, conflict of interest, government regulation versus self-regulation, the ethics of investment, responsible advertising, discrimination, affirmative action, and sexual harassment. Emphasis is put upon the application of ethical theory to specific cases with attention to the sometimes conflicting demands of profit maximization and societal well-being. 3:0:3
- PH 310 Independent Study in Philosophy**
An opportunity for students to pursue a special interest not covered by regular course offerings. Material and credit arranged in consultation with instructor. May be repeated for credit with permission of department. Variable credit: 1-3 hours.
- PH 311 The History of Ideas**
An examination of the following topics seeks to provide a historical framework for thinking about the major questions of mankind: what is the origin and nature of the universe and humanity? Does God exist and if so, what does God require of us? what can we know and how? 3:0:3
- PH 316 Philosophy and Skepticism (MLL)**
An approach to Western philosophical thought by examining the use, meaning and tradition of skepticism within the philosophical tradition. Beginning with the Greeks and then focusing on the radical skepticism of the Hellenistic period, attention will be paid to how skepticism has shaped Western philosophical thought through figures such as Sextus Empiricus, Montaigne, Descartes, Hume, and selected contemporary thinkers. Particular attention will be paid to skepticism in ethics, politics, religion, literature, and scientific inquiry. 3:0:3
- PH 319 Philosophy of Religion**
Fundamental questions about religion are considered. Does God exist? If so, what is God's nature? of what significance is mysticism? what happens (if anything) at death? 3:0:3
- PH 321 Eastern Philosophy (MLL)**
An introduction to the philosophical traditions of India, China and Japan. Topics include 1) the development of the Upanishads and the orthodox Hindu schools, and the emergence of Buddhist philosophy as a challenge to Hinduism; 2) the development and interaction of Confucianism and Daoism (and later, Buddhism) in Chinese history and culture; 3) the transmission, development and transformation of Chinese philosophical schools in Japan. 3:0:3
- PH 350 Special Topics in Philosophy**
This course deals with various topics in philosophy, especially those which involve interdisciplinary studies or studies concerning contemporary issues in culture and society. May be repeated for credit with change in topic. 3:0:3

PE - PHYSICAL EDUCATION (NS)

- PE 101 Physical Fitness**
An exploration of the body's need to function physiologically. Students will develop and implement a personal program of fitness. 0:2:1
- PE 102 Beginning Swimming**
This course is designed to teach the beginner to swim. 0:2:1
- PE 103 Beginning Tennis**
An introduction to playing tennis. This includes backhand stroke, forehand, volley and serve. 0:2:1
- PE 106 Beginning Golf**
An exploration of the necessities of playing golf is the emphasis of this course. 0:2:1
- PE 107 Dance**
An exploration of rhythmic body expression. 0:2:1
- PE 108 Jogging**
A study of the regimens and the body's responses to a jogging program. The course includes, but is not limited to, implementation of a personal jogging program, equipment and safety measures. 0:2:1
- PE 109 Weight Training**
An examination and implementation of weight training. Maximum benefits and body adaptation will be presented, and the safety features will be explained and implemented. 0:2:1
- PE 110 Karate**
This course offers an introduction to the martial art of karate. 0:2:1
- PE 119 Individual Sport Topics**
There are several sports being offered under this topic. The common content is that students determine success for themselves. (May be repeated for different sports.) 0:2:1
- PE 120 Team Sport Topics**
The sports requiring cooperation between team members are taught under this heading. (May be repeated for different sports.) 0:2:1
- PE 302 Advanced Lifesaving**
An in-depth survey of the techniques of water rescue. 1:2:2
- PE 304 Special Topics in Physical Education**
An in-depth examination of specific areas in the field of physical education. Topics include, but are not limited to, psychology of coaching, exercise physiology and sports officiation. This course does not fulfill the physical activity requirement. 2:0:2
- PE 402 Water Safety Instruction**
Mastery of all techniques in teaching swimming, advanced swimming and all levels of lifesaving. Prerequisite: PE 302. 1:2:2

PY - PHYSICS (NS)

PY 130 **Astronomy (MGE)**
(GO 130) (See GO 130). 3:3:4

PY 155 **Concepts of Physics I (MGE)**
A non-calculus approach to physics designed to emphasize the concepts that are most important to students pursuing careers in the health sciences. Topics include: measurements, force and motion, statics, vectors, and wave theory as applied to heat, sound, and light. Laboratory includes appropriate experiments to illustrate concepts. 3:3:4

PY 156 **Concepts of Physics II (MGE)**
A continuation of PY 155. Topics include: electricity, magnetism, wave mechanics, lasers, x-rays and nuclear radiation. Laboratory includes experiments and demonstrations to illustrate and emphasize concepts. 3:3:4

PY 205 **Introduction to Physics I**
Lecture and laboratory introducing the calculus based physics. Topics include: introductory kinematics and Newtonian dynamics of both particles and solid bodies, work and energy, momentum, and thermodynamics. Prerequisite: MA 210. Corequisite: MA 211. 4:3:5

PY 206 **Introduction to Physics II**
A continuation of the calculus physics sequence. Topics include: wave motion, electromagnetic and acoustic waves, properties of waves, and electromagnetic theory. Prerequisite: PY 205. 4:3:5

PY 305 **Electronics for Scientists**
(CH 305) (See CH 305). 2:3:2

PY 340 **Thermodynamics**
Principles of thermodynamics of single and multiphase systems of pure substances. The application of principles to cycles and reactive systems. Energy relationships and equilibrium requirements. 3:0:3

PO - POLITICAL SCIENCE (SS)

PO 100 **American Politics and Citizenship (MGE)**
An examination of the role of the citizen in the American political system on the local, state and national levels of government. The impact of urbanization, bureaucratization and technology will be emphasized with reference to their historical development and international dimensions. 3:0:3

PO 200 **American National Government (GE)**
A survey of the functions and processes of the three branches of American national government. The changing roles of the branches and their relationship to the public will be emphasized. 3:0:3

PO 201 **State and Local Government**
A critical survey of the major trends in state and local government in the United States, with special emphasis on the governmental practices of the State of Missouri and problems of municipal government in Kansas City. 3:0:3

- PO 202 Introduction to Law (MGE)**
 Descriptions of American law, language and processes. Subjects include, but are not limited to: the purposes of law, civil law, criminal law, torts, contracts, family law, rights and liberties. 3:0:3
- PO 210 Comparative Political Systems**
 Introduction to the concepts and approaches in the field of comparative politics and government. Included is the comparative analysis of political institutions, processes and problems in selected countries. 3:0:3
- PO 216 International Relations**
 An introduction to the study of international relations focusing on the interactions of post-World War II international systems, politics and organizations. 3:0:3
- PO 220 History of Political Philosophy (GE)**
 (See PH220). 3:0:3
- PO 221 Political Ideologies**
 A study of the major ideologies and philosophies shaping the political thinking of our days. Democracy is the center of attention, but other ideologies are also examined. 3:0:3
- PO 250 Special Topics in Fire Service Management**
 This course is designed specifically for the Bachelor of Public Administration/ Fire Services Management program and includes such topics as: fire investigation, fire administration, fire inspection, building and fire codes, environmental laws, regulations, and environmental management, marketing and public relations, applied environmental laws and regulations, and hazardous materials management and planning. May be repeated up to a total of 12 hours (permission of program chair required). 3:0:3
- PO 302 Legal Analysis**
 An introduction to the theory, method and actual process of legal reasoning. Particular attention is paid to identifying legal principles which underlie statutes and judicial precedents; understanding their logical basis and assessing their substantive significance; and applying them analytically and creatively in various factual contexts. This course will satisfy the EN 306 requirement for Legal Studies majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- PO 303 Legal History**
 A survey of the history of law, with emphasis on major historical periods and codifications. A major portion of the course deals with the development of the law in the United States. Special attention is paid to theories of law such as natural law, trends in today's law, and the relationship of the law to government and society. 3:0:3
- PO 304 Constitutional law**
 A seminar-type study of the basic principles of American government and fundamental rights as interpreted by the Supreme Court. Briefs of selected cases are discussed. 3:0:3
- PO 310 Parties and Elections**
 A study of the structure and uses of pressure groups, political parties and elections in the United States. The central concern of the course is the development of a realistic understanding of the political process. 3:0:3

- PO 320 American Foreign Policy**
Contemporary foreign relations policy of the United States. An analysis of the factors affecting American foreign policy is undertaken. The governmental institutions concerned with development and execution of foreign policy are examined. 3:0:3
- PO 330 Public Administration (LL)**
Principles and problems of public administration in America. Special attention is given to the problems of democratic control and the development of basic concepts of the field. 3:0:3
- PO 331 Public Organizations**
A study dealing with public organization design and impact public organizations have upon those who work in them or deal with them. Topics include: public organization information and control systems, decision making in public organizations, the environment of public organizations, organizational behavior, and innovation in public organizations. 3:0:3
- PO 332 Public Budget and Finance**
An analysis of public budgeting at the national, state and local levels of government, including the relationship of the federal budget to fiscal policy. The politics of the budgetary process are examined as well as various types of budgets. The influence of intergovernmental transfer payments is also reviewed. 3:0:3
- PO 333 Public Management and Leadership**
The study of managerial functions, processes, ethics and practices in public organizations. Topics may include: goals, objectives, policies, organizational structures, and decision-making theory and practice in public organizations. 3:0:3
- PO 334 Public Personnel Administration**
Analysis of the various functions of public personnel administration including: recruitment, placement, training, salary, evaluation, retirement, personnel problems, labor relations, collective bargaining, ethics, merit systems, and EEO programs. 3:0:3
- PO 335 Administrative Politics**
Examines the skills involved in interacting with the public, private groups, legislative bodies, advisory committees, political appointees, other administrative agencies, and other levels of government. The ethical problems of such relationships are also considered. 3:0:3
- PO 336 The Media and Public Administration**
An analysis of the relationship between public administrators and the media from the standpoints of (a) the public relations efforts of administrators, and (b) the reporting of the media. 3:0:3
- PO 337 Administrative Law**
The study of administrative agencies, their rule making powers, adjudicatory functions and judicial control over such agencies. Areas covered include: the scope of administrative power, judicial review, regulatory law, due process, and personal liability of public servants. 3:0:3
- PO 340 Public Policy**
Policies and functions of American government with the emphasis on the policy problems confronting the United States and the process of policy making. 3:0:3
- PO 350 Special Topics in Politics (MLL)**
In-depth examination of a selected issue in politics and government. 3:0:3

- PO 399 Scope and Methods of Political Science**
Concepts, models, theoretical frameworks and typologies in the study of politics will be emphasized. Also examined is the methodology used in cross-national research. 3:0:3
- PO 400 Senior Project in Political Science**
A semester course in which the student develops, with the close supervision of the instructor, a question for research and designs how that research will be carried out in the next semester. The student also develops a literature. 3:0:3
- PO 403 Senior Project in Public Administration**
A capstone course for Public Administration students to reacquaint them with the totality of Public Administration. Students should be able to demonstrate a thorough integration of the courses taken and skills learned. Case studies and practical problems will be examined. 3:0:3
- PO 405 Senior Thesis**
The development of a thesis based upon the problem statement created in PO 400 and placed in the context of previous research and political theory. This course will satisfy the EN 306 requirement for Political Science majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- PO 428 Senior Seminar in Fire Services Management**
A comprehensive integration of the degree-oriented study of fire services management. Emphasis will be upon the interrelationships of management and the various fields within fire services. 3:0:3
- PO 430 Research in Public Administration**
Students undertake an independent study which coordinates the various aspects of public administration with scholarly writing. It is intended for students who will be seeking an advanced degree in public administration. Topics of research will address issues of relevance to the field of public administration and will be determined in consultation with the instructor. Prerequisite: permission of instructor. This course will satisfy the EN 306 requirement for Public Administration majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- PO 440 Senior Project in Legal Studies**
An advanced course in legal studies focusing on the direct application of legal analysis and basic legal research. Students will utilize provided case materials, research the legal issues, prepare trial or appellate briefs, and present the case to either a jury through witnesses and evidence or to a judicial appellate panel through oral argument. Prerequisites: PO 302, PO 303 and PO 304. 3:0:3
- PO 450 Internship**
An internship in an actual work situation related to politics or public administration. Variable credit as recommended by faculty internship advisor. 3-12 hours.

PS - PSYCHOLOGY (SS)

- PS 101 Introduction to Psychology (MGE)**
A survey of the assumptions, history, methods, and techniques of psychology. A presentation of representative theory and research in the areas of consciousness, learning, motivation, cognition, personality and social behavior. 3:0:3

- PS 121 Human Growth and Development**
A discussion of the physical, social and physiological changes occurring during the life of the individual from conception to death. Emphasis is placed on the similarities and differences of the various age groups and the specialized needs of each. 3:0:3
- PS 205
(ED 205) Child Psychology**
A study of biological, cognitive, and sociocultural development from the prenatal period through childhood. Attention will be given to theory and research, practical examples and policy implications. 3:0:3
- PS 206 Introduction to Guidance and Counseling**
A survey of the guidance process, communication, functions of counseling, and various counseling theories. This course is designed to introduce students to the whole guidance process. Emphasis will be placed on an integrated approach to basic helping skills utilizing theory, practice, and case application. The course will provide students with the foundation to develop skills they need to establish effective helping relations. Suggested prerequisite: PS 101 or equivalent. 3:0:3
- PS 221
(ED 221) Adolescent Psychology**
Developmental factors and problems common to the period from puberty to adulthood. Topics include: self-identity, sexuality, life-styles, parent-adolescent relationships, and conditions leading to optimal development. 3:0:3
- PS 222
(HS 222) Adult Development and Aging (MGE)**
Focuses on the developmental tasks and psycho-social services during the adult years with special emphasis placed on the social psychology of aging. 3:0:3
- PS 301 Social Psychology (LL)**
Study of the effects of social variables on the individual, including areas of group dynamics, conformity, leadership, obedience, and interpersonal attraction. 3:0:3
- PS 302
(ED 302) Tests and Measurements**
An introduction to the uses of psychological tests and to the techniques of test construction and evaluation. Topics include: a survey of common tests in the areas of general classifications, differential testing of abilities and measurement of personality characteristics. Prerequisite: PS 101. 3:0:3
- PS 304
(BI 304) Ethology**
(See BI 304). 3:0:3
- PS 305
(SO 305) Behavioral Research Methods**
An application of the scientific method to social science with the focus on hypothesis formulation, research design, data collection, and data analysis. Replication of research studies or completion of research project, or both. Prerequisites: SO 141 and MA 120. 3:0:3
- PS 306 Experimental Psychology**
An introduction to the design and analysis of laboratory experiments and other research methods in psychology. Topics may include: cognitive, social, perceptual, clinical, developmental, and biological processes. Students conduct and evaluate experiments, may serve as subjects, and gain experiences in writing scientific research reports. This course will satisfy the EN 306 requirement for Psychology majors. Prerequisite: PS 101, MA 120, EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3

- PS 308 Psycholinguistics and Language Development**
A study of the psychological principles underlying the learning process, language acquisition, and development and cognition. Emphasis is placed on the work of the behaviorists and the rationalists. Children's mastery of sounds, words, rules, concepts and the use of the linguistic inventions are examined. 3:0:3
- PS 309 Human Sexuality (LL)**
Survey of topics relating to human sexuality. The themes range from the biology of human reproduction to the sociology and psychology of human mating. Many controversial subjects are discussed, to encourage students to examine their own attitudes towards these subjects. 3:0:3
- PS 315 Theories of Personality**
Examination of the major personality theories and contributing research evidence with particular emphasis upon motivation and dynamics of behavior. Prerequisite: PS 101. 3:0:3
- PS 321 (ED 321) Exceptional Children**
A course designed to study the varied educational, developmental and behavioral characteristics of children with special intellectual, physical, emotional, or social needs. This course includes completion of out-of-class experiences such as visits to inclusion classrooms in area schools, home visits with families, and volunteering at a State School. Prerequisite: PS 101 or ED 203. 3:0:3
- PS 361 Cross-Cultural Psychology**
Emphasizing active learning, we will examine the sociocultural forces impacting human behavior. Specifically we will address the dynamics of culture as a psychological variable, the global perspective in psychology, theories of culture and behavior, cross-cultural research methods, cognition, language, culture and gender, socialization, cultural differences in social behavior, intergroup relations, organizational behavior across cultures, and culture and health. Prerequisite: 6 hours of Psychology. 3:0:3
- PS 374 Organizational Psychology**
Study of the intrapersonal, interpersonal and group dynamics in organizational behavior, group problem solving, task functions and process functions, motivation and morale, models of organization and their psychosocial costs and benefits, including impact on the culture and the family. Prerequisite: PS 101. 3:0:3
- PS 388 Learning and Motivation**
A survey of major theories and supporting research related to classical and operant conditioning, social learning, and motivational processes. Consideration of behavior modification and applications in solving clinical, motivational, educational and societal problems. Prerequisite: PS 101. 3:0:3
- PS 390 Selected Topics in Psychology**
Intensive study of an area of psychology selected by the instructor on the basis of student need or current interest. Prerequisite: PS 101 or permission of the instructor. Variable credit: 1-3 hours.
- PS 401 Abnormal Psychology**
An introduction and investigation of the causes, development, symptomatology and treatment of abnormal behavior. Primary focus is an eclectic view of persons and their adaptation to their environment. Prerequisite: PS 101. 3:0:3

- PS 402 Systems of Psychotherapy**
Explores the major schools of psychotherapy. The course includes an extensive use of actual case studies. Prerequisites: PS 101, PS 401 or PS 315 and junior or senior standing. 3:0:3
- PS 403 Special Problems in Psychology**
A seminar in which special problems related to psychological theory or practice are discussed on the basis of extensive readings. Prerequisite: permission of the instructor. 3:0:3
- PS 404 History and Systems of Psychology**
Study of history of the philosophical and scientific bases of the evolution of modern psychology and a critical examination of the systems of structuralism, functionalism, behaviorism, Gestalt psychology, psychoanalytic, humanistic, and existential theories. Prerequisites: PS 101 and permission of the instructor. 3:0:3
- PS 405 Independent Study in Psychology**
Prerequisites: major in psychology, permission of the instructor and junior or senior standing. May be taken for up to six (6) hours. 3:0:3
- PS 407 Field Placement in Psychology**
Supervised field placement in an agency specifically concerned with applications of psychology. Prerequisites: major in psychology, permission of the instructor, and junior or senior standing. Variable credit: 3-6 hours.
- PS 408 Cognitive Psychology**
Students are introduced to modern concepts in cognitive psychology. Human information processing, representation and organization of knowledge, and the uniqueness of higher cognitive skills are emphasized. Classroom demonstrations and experiments are used in exploring human learning and memory. Prerequisite: PS 101 or permission of instructor. 3:0:3

RE - RELIGION (H)

- RE 103 Introduction to Religion (GE)**
A look at the different ways in which contemporary humanity views, studies, and evaluates the phenomenon of religion. Includes some consideration of the psychology and sociology of religion, religion and art, religion and ethics, the nature of religious thought, and whether religious affirmations (whether Christian or non-Christian) can bear up under the philosophical criticism. 3:0:3
- RE 109 World Religions (MGE)**
An introduction to the religions of humankind from the earliest records of spiritual life to the great religions of today. The course recognizes the possibilities of dialogue among the living traditions around the world and the resources within the local community. 3:0:3
- RE 215 Selected Topics in Religious Studies**
An in-depth examination of specific areas in religion not otherwise available in the department. May be repeated once for credit with change of topics. 3:0:3
- RE 223 Ancient Christianity (MGE)**
A critical exploration of the origination and development of Christianity within the larger historical, cultural and religious setting of the ancient Graeco-Roman world. Particular attention is paid to how early Christians understood Jesus of Nazareth, organized and regulated their churches, and dealt with important religious and social concerns. Significant parts of the New Testament are studied with regard to these matters. 3:0:3

RE 224 Ancient Israel (MGE)

A critical exploration of the origination and development of the Israelite people within the larger historical, cultural and religious setting of the ancient Near Eastern world. Particular attention is paid to how early Hebrews understood Yahweh, the God of Israel; organized and regulated their community; and dealt with important religious and social concerns. Significant parts of the Hebrew Bible are studied with regard to these matters. 3:0:3

RE 300 Zen Meditation

Perhaps the highest form of Buddhism, perhaps the highest form of meditation, Zen has evolved in Japan over the past 800 years. Zen meditation techniques and the Zen goal of enlightenment are applicable to the lives of Westerners and to people of different religious beliefs. For one credit hour students meet once a week with the instructor and meditate at least 20 minutes per day. Students wishing two hours credit will in addition read from the Zen masters. Variable credit: 1-2 hours.

RE 303 Life, Death and Hereafter (LL)

Consideration is given to philosophical, biblical and literary perspectives on life, death, and what lies beyond death. The course also gives attention to such matters of contemporary concern as the denial of death, counseling, the dying and bereaved, the right to die, and funeral practices. 3:0:3

RE 304 Seminar: Explorations in Religion

Selected topics as announced. May be repeated for credit with permission of the department. 3:0:3

RE 305 Traditional Religions of Africa (MLL)

A multi-disciplinary study of traditional, non-Christian religions in sub-Saharan Africa with special emphasis on the religious system(s) of one or more peoples such as the Nuer, Dogon, Yoruba or Dinka. Topics include: concepts of divinity (God, major and minor deities, and other supernatural powers); stories of world creation and structure; relationships between religious belief and social organization; views of the human being; life, death, and the hereafter; ghosts and ancestors; spirit possession and exorcism; divination, sorcery, magic, and witchcraft; and religious institutions, leaders, and rituals. 3:0:3

RE 306 Biblical Seminar

An in-depth study of a selected book or section of the Scriptures. Prerequisite: permission of the instructor. 3:0:3

RE 307 Religion in Today's World (LL)

Contemporary aspects of religious thought and practice considered in their relevance to other disciplines. The attempt is made to examine them from an integrated Christian theological perspective. Possible topics include: the charismatic movement, Jewish-Christian and Islamic-Christian relations, and current theological developments. 3:0:3

RE 310 Independent Study in Religion

An opportunity for students to pursue special interests not covered by regular course offerings. Material and credit arranged in consultation with instructor. May be repeated for credit with permission of department. Variable credit: 1-3 hours.

RE 315 Special Topics in Religious Studies

This course deals with various topics in religious studies, especially those which involve interdisciplinary studies or studies concerning contemporary issues in culture and society. May be repeated for credit with change in topic. 3:0:3

RE 328**Supportive Therapies (LL)**

Addressing itself to loneliness, stress and value-disorientation being experienced by many persons today, the course explores religious foundations and resources for providing support therapy. Attention is given to both models and methods. Work will include values clarification, improvement of communication skills, exploration of group dynamics, and establishment of helping relationships, with special focus upon singles, aging, families and the bereaved. 3:0:3

SS - SOCIAL SCIENCE (SS)

SS 100**New Student Seminar**

This course is designed for all students new to Park University. The course orients them to college life, helps them deal with adjustment issues and review skills necessary for success in college. Topics include: adjusting to differences, study skills, learning style preferences, decision making, self-esteem, goal setting, time management, stress management, curriculum information, selecting a major and Park history. Required for all incoming freshmen. Optional for transfer students. 3:0:3

SS 215**Selected Topics in Social Science**

An in-depth examination of specific areas of the social sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.

SS 315**Special Topics in Social Science**

An in-depth examination of specific areas of the social sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.

SS 401**Social Sciences Colloquium**

A seminar for juniors and seniors promoting understanding of selected contemporary problems from an inter-departmental perspective. Strongly recommended for all majors and minors within the division. May be repeated for credit. 1:0:1

SO - SOCIOLOGY (SS)

SO 141**Introduction to Sociology (GE)**

An examination of the social processes and structures of society, with particular attention to American society. Reviews such topics as interpersonal interaction, culture, major social institutions, inequality, deviance and social change. Also introduces methods used in sociological research. 3:0:3

**SO 200
(CJ 200)****Criminology**

(See CJ 200). 3:0:3

SO 208**Social Inequality**

An analysis of patterns of social and economic inequality in American society as well as societies in other times and places. Examines theories of the causes of inequality, the consequences of inequality for individuals and society, and the patterns and causes of social mobility. 3:0:3

SO 212**Social Problems**

A survey and analysis of phenomena such as poverty, criminality, population pressures, sexual deviance, drug addiction, and mental illness. In each case consideration is given to causes of the problem, consequences for individuals and society, and questions of public policy related to the problem. 3:0:3

- SO 301 (PS 301) Social Psychology (LL)**
(See PS 301) 3:0:3
- SO 302 The Study of the Family (MLL)**
A study of the family as a social institution and a social group in terms of cross-cultural, historical, and contemporary perspectives. Current controversies concerning male-female roles, sexual morality, reproduction and other issues are considered. 3:0:3
- SO 303 Urban Sociology (LL)**
A study of the development of the city and of the social characteristics of urbanization, ecology, social processes, group relations, and selected urban problems. 3:0:3
- SO 305 (PS 305) Behavioral Research Methods**
(See PS 305) 3:0:3
- SO 311 Conflict and Social Change**
Examination of the causal processes and functions of conflict and of the relationships of conflict to change. Analysis of theoretical perspectives and research findings concerning the forms of conflict, social movements and collective behavior. Prerequisite: SO 141. 3:0:3
- SO 315 (HS 315) Minority Group Relations (LL)**
An examination of the patterns and causes of prejudice and discrimination. Surveys the history and current status of groups in American society which have been subjected to discrimination based on race, ethnicity, sex or religion. 3:0:3
- SO 335 Social Theory**
Surveys the historical development of sociological theory, examines the nature of social theory and theory construction, and reviews the principal contemporary perspectives and debates in the field of social theory. Prerequisite: SO 141. 3:0:3
- SO 390 Topics in Sociology**
Based each semester on a different subject area not otherwise available in the department. Recommended for any persons desiring to broaden their knowledge base in the social sciences. Prerequisite: SO 141. 3:0:3
- SO 402 Independent Study in Sociology**
An opportunity for the student to pursue an individual area of interest by directed readings or research, or both. This is not a substitute for standard course offerings. Prerequisites: Major or minor in sociology or human services, permission of the instructor and SO 141. 3:0:3
- SO 405 Senior Project in Sociology**
This course involves research on a selected sociological problem and preparation of a major paper in the style of a professional journal article in sociology. The paper will include a problem statement, review of relevant theory and research, and presentation of research findings and analysis. This course will satisfy the EN 306 requirement for Sociology majors. Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours. 3:0:3
- SO 460 Individual or Group Research**
Individual or group projects designed and executed by students under the supervision of a member of the department. The projects may be theoretical in nature or research projects designed and executed by students as a means of gaining insight into the problems of social research. May be taken in more than one semester. Limited to 6 hours. Majors only. Variable credit: 1-3 hours.

- SO 490 Special Topics in Sociology**
Based on a different subject area not otherwise available in the department. Recommended for those planning to go on to graduate school. Prerequisite: SO 141. 3:0:3

SW - SOCIAL WORK (SS)

- SW 205 Introduction to Social Work (MGE)**
This course introduces students to the profession of social work and provides an overview of the professional knowledge, skills, and values necessary for generalist social work practice. The various settings for social work practice and the types of services provided by social workers are explored. 3:0:3
- SW 305 Human Behavior in the Social Environment I**
This course examines the interplay of biological, psychological, social and cultural factors which influence human behavior and human development through the life cycle. This course, which is the first in a sequence of two courses, focuses on the period of infancy to young adulthood. Attention is given to the impact of social and economic deprivation on human development. Prerequisite/Co-requisite: SW 205. 3:0:3
- SW 310 Social Work Practice I: Individuals and Families**
This course provides the foundation for beginning social work practice with individuals and their families. It focuses on the theories, knowledge, practice skills needed to engage in a problem solving process, and the ethical framework within which this process occurs. Prerequisite: Pre-Major in Social work. Prerequisite/Co-requisite: SW 205. 3:0:3
- SW 320 Social Work Practice II: Groups**
This course introduces knowledge and skills needed for beginning practice with groups. This includes exploration of the dynamics of group processes and the use of group interventions to address a wide range of human needs. Prerequisites: Social Work Pre-major or Major and SW 305. 3:0:3
- SW 325 Human Diversity and Social Justice**
This course provides a foundation of knowledge for more effective social work practice with a diversity of individuals and groups. It explores the background, world view and special needs of groups which vary in such respects as race and ethnicity, religion, gender, disability, sexual orientation, and age. It is recommended that SO 315 be taken prior to SW 325. 3:0:3
- SW 330 Social Welfare Policy and Programs**
This course introduces students to the major social welfare policies and programs of the United States today, and it examines the historical circumstances which gave rise to those social welfare programs and the social work profession. Existing policies are critically examined, and attention is given to methods by which social policies might be influenced to better meet human needs and promote social justice. 3:0:3
- SW 335 Social Work Research**
This course introduces basic methods of social research, including various aspects of research design, data collection, analysis, and reporting of findings. It examines both qualitative and quantitative research methods, and explores the application of social research knowledge to critical assessment of published social work research and evaluation of social work interventions and programs. Prerequisite/Co-requisite: SW 205. 3:0:3

SW 405 Human Behavior and Social Environment II

This is the second sequential course which examines on the interplay of biological, psychological, social and cultural factors which influence human behavior and human development through the life cycle. An understanding of these influences provides a foundation from which to better understand and work with a diversity of clients. This course focuses on the period of middle adulthood to old age. Prerequisites: Social Work Pre-major or Major and SW 305. 3:0:3

SW 410 Social Work Practice III: Organizations and Communities

This course introduces students to knowledge and skills for social work practice with organizations and communities. This includes an introduction to organizational management, acquiring grants for program funding, strategies for organizational change, and the experience of working in an agency setting under supervision. Community practice includes an introduction of community change strategies and methods of advocacy. Prerequisite: SW 310 and Social Work Major. 3:0:3

SW 420 Field Instruction I

This course provides an educationally-oriented practice experience in an agency setting under the supervision of an approved agency-based field instructor. It provides an opportunity for students to apply the knowledge, skills, and ethical principles presented in the classroom setting. Students must complete a minimum of 225 hours in the practicum setting. Prerequisites: SW 310, Social Work Major, and permission of the instructor. Concurrent enrollment in SW 421 required. 5 credits.

SW 421 Field Instruction Seminar I

The aim of the seminar is to provide students an opportunity to resolve issues encountered in the Field Instruction through sharing and interaction with peers under the direction of the field instructor. Through analysis of their field experiences, students' understanding and integration of previous classroom learning is enhanced. Prerequisites: SW 310, Social Work Major, and permission of instructor. Co-requisite: SW 420. 1:0:1

SW 430 Field Instruction II

As the second in a sequence of two supervised learning experiences in an agency setting, it is expected that the student will engage in more in-depth practice and learning, and will strengthen a sense of personal identity as a social work professional. Students must complete a minimum of 225 hours in the practicum setting. Prerequisites: SW 310, SW 420, SW 421, Social Work Major, and permission of the instructor. Concurrent enrollment in SW 431 required. 5 credits.

SW 431 Field Instruction Seminar II

Integrates agency-based learning in the second Field Instruction placement with classroom-based learning. Prerequisites: SW 420, SW 421, Social Work Major, and permission of instructor. Co-requisite: SW 430. 1:0:1

SU - SURVEYING (NS)

SU 201 Introduction to Surveying

Course will cover principles and methods of surveying; handling of survey equipment during transit; field work to include foundation layouts, grade calculations, level circuits, and profiling; and compilation of field notes. Prerequisite: MA 141. 3:0:3

TH - THEATRE (HU)

- TH 100 Introduction to Theatre (GE)**
A survey of all the elements (critical, historic, practical, artistic) contributing to the making of theatre presentations. 3:0:3
- TH 101 Basic Principles of Acting (GE)**
A practical exploration of the basic principles of acting and its application to all forms of expression. Open to all students. 1:2:3
- TH 105 Oral Communication (MGE)**
A study of the basic skills in breathing, vocal control, diction and articulation as applied to the public presentation of the following literary forms: poetry, prose, drama, reader's theatre and choral reading. Selections used as performance options include authors from a wide variety of ethnic and national origins. Open to all students. 1:2:3
- TH 110 Freshman Theatre Practicum**
A practical apprenticeship in the techniques of the theatre: participation in crew work and acting in theatre productions. Prerequisite: permission of discipline coordinator. Variable credit: 1-3 hours.
- TH 210 Sophomore Theatre Practicum**
Practical experience in the techniques of theatre: participation in crew work and acting in theatre productions. Prerequisite: permission of discipline coordinator. Variable credit: 1-3 hours.
- TH 301 Acting Workshop I**
Concentrated application of the craft and techniques of acting. Emphasis is on concentration, character study and motivation, and the strengthening of ensemble interaction between actors as characters through improvisation exercises and rehearsal and performance of partnered scenes. 1:2:3
- TH 302 Creative Drama (MLL)**
Theory and practice of the use of creative drama as an alternative teaching/learning tool and as a support technique in working with diverse-needs populations and age groups-such as drama in education for curricular and language skill enhancement; drama as self-esteem, social interaction, and coordination building tools; and drama in therapy. Includes off-campus workshop opportunities in area schools. Especially recommended for Education, Communications, Psychology, and Human Services majors and recreation leaders. 1:2:3
- TH 305 Acting Workshop II: Dialects, Accents & Professional Auditioning**
A semester of intensive monologue training in which the first half is devoted to ear training in a variety of regional American dialects and foreign accents and class performances of monologues that utilize those dialects and accents, and the second half focuses on professional audition expectations and the preparation and public performance of two contrasting monologues suitable for a professional theatrical audition. Open to all students. 1:2:3
- TH 306 Acting Beyond Prejudice (MLL)**
An acting course designed to specifically address issues of prejudice and discrimination through dialogue, improvisation, and script-building, ultimately culminating in several on-campus performances that will be open to the public, with the additional possibility of off-campus touring performances to local schools. Admittance to course by advance instructor permission only. 1:5:3

- TH 307 History and Literature of Theatre I (LL)**
A survey of world theatre and specific movements and representative dramatic literature from its beginnings in primitive times until the beginning of the modern period in the 1800s. Open to all students. 3:0:3
- TH 308 History and Literature of Theatre II (LL)**
A survey of world theatre and specific movements and representative dramatic literature from the beginnings of the modern period in the 1800s to the present. Open to all students. 3:0:3
- TH 310 Junior Theatre Practicum**
Practical experience in the techniques of theatre, designed as an extension of the lower division practicums in theatre. Emphasis is on more advanced techniques acting in major roles, heading production crews and management supervisory work. Prerequisite: permission of discipline coordinator. Variable credit: 1-3 hours.
- TH 315 Technical Theatre Production**
Theory and practice of the technical elements involved in theatrical presentation: stagecraft, lighting, sound, costume and make-up. Special emphasis is given to the practical needs of teachers and religious and community theatre enthusiasts. Open to all students. 3:0:3
- TH 400 Special Topics in Theatre**
Study and research of topics of special interest to students as further exploration of finite areas projected in preceding courses. Variable credit: 1-3 hours. May be repeated for a maximum of 6 hours.
- TH 410 Senior Theatre Practicum**
Practical experience in the techniques of theatre, designed as an extension of the lower division practicums in theatre. Emphasis is on the assumption of a major departmental responsibility such as play direction, stage management of an intricate production, set, costume or lighting design and execution of a major production, etc. Prerequisite: permission of discipline coordinator. Variable credit: 1-3 hours.
- TH 490 Theatre Internship**
Provides the opportunity for theatre students to gain credit for professional work with various resident theatre companies in the Kansas City area. Prerequisites: junior or senior standing and permission of discipline coordinator. Variable credit: 1-6 hours.

THE PEOPLE OF PARK UNIVERSITY



SCHOOL OF ARTS AND SCIENCES FACULTY

■ CAROLYN ANDERSON

Assistant Professor of Mathematics. B.S., Central Missouri State University, 1969; M.S., Central Missouri State University, 1971; M.Ed., Lesley College, 1989. (2000)

■ STEPHEN ATKINSON

Associate Professor of English. B.A., Wesleyan University, 1972; Ph.D., Indiana University, 1979. (1994)

■ DONNA G. BACHMANN

Associate Professor of Art. B.F.A., Kansas City Art Institute, 1970; M.A., University of Missouri-Kansas City, 1978; M.F.A., University of Missouri, 1995. (1986)

■ BETTY S. BENNETT

Assistant Professor of Education. B.S., Central Missouri State University, 1970; M.A., University of Missouri-Kansas City, 1976. (2001)

■ THOMAS K. BERTONCINO

Assistant Professor of Athletic Training. B.S., Pittsburg State University, 1994; M.S., University of Kansas, 1999. (1999)

■ MACHIRINA L. BLASDELL

Assistant Professor of Religion/Philosophy. B.A., Colorado State University, 1975; M.Div., The Church Divinity School of the Pacific, 1984. (2000)

■ KAY BOEHR

Assistant Professor of Interior Design. A.A., Hesston College, 1973; B.A., Bethel College, 1975; M.A., Kansas State University, 1982. (2002)

■ BEVERLY BOHN

Assistant Professor of Computer Science. B.S.E., Northeast Missouri State University, 1969; M.A., Northeast Missouri State University, 1969. (1982)

■ RONALD F. BRECKE

Professor of Political Science. B.A., University of Wisconsin-Steven's Point, 1977; M.A., Syracuse University, 1981; Ph.D., Syracuse University, 1983. (1982)

■ CLAUDE BRUNELL

Assistant Professor of Psychology. B.A., Brown University, 1975; M.A., Ferkauf Graduate School of Psychology, 1989. (2002)

■ BEVERLEY BYERS-PEVITS

Professor of Performing Arts. B.A., Kentucky Wesleyan College, 1961; M.A., Southern Illinois University, 1967; Ph.D., Southern Illinois University, 1980. (2001)

■ PATRICIA A. CHERNOVITZ

Associate Professor of Chemistry. B.A., Southern Connecticut State University-New Haven, 1975; M.S., University of Missouri-St. Louis, 1977; Ph.D., University of Missouri-St. Louis, 1995. (1997)

■ FANNON CROSS

Assistant Professor of Business. B.S., Rockhurst University, 1993; M.B.A., St. Louis University, 1997. (2002)

■ REBECCA L. COX

Assistant Professor of Library Science. B.A., University of Missouri-Kansas City, 1992; M.A., University of Missouri, 1995. (1996)

■ CLARINDA CREIGHTON

Assistant Professor of Human Services. B.A., Emporia State University, 1972; M.A., Emporia State University, 1978. (1993)

■ **JOHN DEAN**

Assistant Professor of Computer Science. B.S., Kansas University, 1985; M.S., Kansas University, 1988. (1993, 2001)

■ **MICHAEL D. DROGE**

Professor of Biology; Provost and Senior Vice President for Academic Affairs. B.A. University of Kansas, 1973; M.S. Texas Tech University, 1976; Ph.D., University of Texas, Medical Branch-Galveston, 1982. (2002)

■ **LARRY EWING**

Associate Professor of Education. B.S., Southwest Missouri State University, 1969; M.S.Ed., Southwest Missouri State University, 1974; Ed.S., Southwest Missouri State University, 1977; Ed.D., University Arkansas, 1993. (2002)

■ **BETTY SUE FINK**

Assistant Professor of Education. B.S., Northeast Missouri State University, 1962; M.A., University of Missouri-Kansas City, 1967. (2000)

■ **BARTLETT J. FINNEY**

Professor of Business Administration. B.A., Eastern New Mexico University, 1963; M.B.A., Eastern New Mexico University, 1973; Ph.D., Kansas State University, 1980. (2000)

■ **MICHAEL FITZMORRIS**

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APPENDIX A

STATE AUTHORIZATIONS

TENNESSEE

The Tennessee Higher Education Commission authorizes Park University. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

WASHINGTON

Park University is authorized by the Washington Higher Education Coordinating Board and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until July 31, 2003, and authorizes Park University to offer the following degree programs:

- Associate of Science in Computer Science
- Associate of Science in Criminal Justice Administration
- Associate of Science in Management
- Associate of Science in Management/Accounting
- Associate of Science in Social Psychology

- Bachelor of Science in Computer Science
- Bachelor of Science in Criminal Justice Administration
- Bachelor of Science in Management
- Bachelor of Science in Management/Accounting
- Bachelor of Science in Management/Computer Information Systems
- Bachelor of Science in Management/Human Resources
- Bachelor of Science in Management/Marketing
- Bachelor of Science in Social Psychology

Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the board office at P. O. Box 43430, Olympia, WA 98504-3430.

APPENDIX B

STATE SPECIFIC REFUND AND TUITION RECOVERY POLICIES

CALIFORNIA

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing; failing to live up to its enrollment agreement; or, refusing to pay a court judgement.

To be eligible, you must be a “California resident” and reside in California at the time the enrollment is signed or when you received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident”.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have four years from the date of closure to file a STRF application. If a judgement is obtained, you must file a STRF application within two years of the final judgement.

it is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027 10th Street, Fourth Floor, Sacramento, CA 95814, (916) 445-3427.

GEORGIA

Georgia requires that the amount of monies kept by the University be itemized and that not over \$150.00 be retained for Administrative costs. The current Park University refund table will apply with the following distribution of funds for an 8-week term, 3 credit hour course for the fiscal year October 1, 2002 to September 30, 2003.

	Student Refund	Tuition	Administrative Costs	%
4 days (5% of 8 week term)	\$356.40	\$19.80	\$19.80	95%
8 days (10% of 8 week term)	\$356.40	\$39.60	_____	90%
2 weeks (75% of 8 week term)	\$237.60	\$99.00	\$59.40	75%
3 weeks (50% of 8 week term)	\$158.40	\$198.00	\$39.60	50%
4 weeks (50% of 8 week term)	\$79.20	\$198.00	\$118.80	50%
5 weeks (0% of 8 week term)	_____	_____	_____	_____

NORTH DAKOTA

PARK REFUND CALCULATION SCHEDULE

(On-site classes only)

8 - 9 Week Term

Week 1	When notice is received prior to or within SEVEN days after completion of the first day of instruction all tuition and other charges except twenty-five dollars (\$25) will be refunded.
Week 2	75%
Week 3	50%
Week 4	0%

* PELL/GSL: 25% of tuition due at registration first term each year the student uses student aid with Park University. The student is accountable for any debit posted to his/her account upon disbursement of financial aid.

* DOD: Must have completed 1556 with obligating signature

* Pay At Registration (PAR): All tuition is due at registration for students not receiving above funding.

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