

## Charisma University

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Charisma University is committed to enhancing the intellectual, personal, and professional growth of our students. This is accomplished by providing low tuition, a challenging curriculum, a highly qualified faculty, and strong academic support.

Charisma University is also committed to providing online education that is flexible, available on-demand, innovative, and effective with the utilization of sound education technologies and techniques. Our degrees are structured to allow students the flexibility to schedule course work around other responsibilities.

# 2020-2021 Catalog

# CHARISMA UNIVERSITY

*Offering aspiring students and professionals  
an opportunity to shape their careers and futures*

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# A WELCOME FROM THE PRESIDENT

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Welcome to Charisma University, an institution with an American style of education. Our distinguished faculty, with an almost limitless breadth of academic and business experience, offers our students a challenging, inspiring, and practical foundation for their future endeavors.

Charisma University seeks to deliver educational programs and high-value services grounded upon the principles of truth, established practice, and founded science, for the end goal of producing a new breed of self-directed, trustworthy business and educational leaders.

With the help of technology, it is now possible for educational institutions, such as Charisma University, to fulfill this thrust. Education does not need to be confined to traditional settings because students who desire to obtain their degrees or expand their educational qualifications can do so through effective non-traditional means. In light of these facts, Charisma University's online programs and curricula are comprehensive and adhere to exemplary international standards, meaning that the University has received accreditation from relevant academic communities.

In a thrust to promote and accelerate leadership as well as professional development, not only among the Charisma University student body, but also with faculty and staff, harnesses current research methods, relevant curricular offerings, and responsive extension services. By taking this stance, Charisma University assures that we play a significant role in the creation and delivery of relevant knowledge and skill, thereby contributing to society in general. In our aim to serve as a center of knowledge and be a part of the global education and science community, Charisma University also assumes responsibility for ongoing enhancement of well-rounded, research-oriented academe. Charisma University takes pride in the opportunities and knowledge that we offer to the international education landscape, and we value each student as they contribute to this legacy.

We are proud of the academic challenges provided to our students for the sole purpose of creating a culture of excellence in education. We believe that every incoming student adds to our legacy. Our faculty members are encouraged to provide each student with the fundamentals that they will use for the rest of their careers while imparting learning experiences and lessons that will serve them personally and professionally.

Our faculty, staff, and leadership are confident that Charisma University can meet and exceed all academic expectations. We are proud of the opportunities and experiences that Charisma University offers every day, and we hope you will become part of our family.

Best Regards,  
The Most Rev. William Martin Sloane, Ph.D.  
*President/CEO*

# INTRODUCTION

The design of this catalog is to provide enough information to both current and prospective students about Charisma University's academic degree programs, student services, library services, tuition & fees with a refund policy, admissions and graduation requirements.

This catalog is valid from July 15, 2020 - November 14, 2021. The University reserves the right to review and revise catalog content at any time it is deemed necessary. Such amendments remain in line with promoting the best interests of our students, staff, and faculty members. The University informs all departments, students, faculty members, and other academic units, should these changes occur.

## STAFF MEMBERS

The Most Rev. William Martin Sloane, Ph.D.

*President/CEO*

Brock Hancock, Ed.D.

*Chief Academic officer & Provost*

Dana-Marie Ramjit, Ph.D.

*Executive VP of Student Affairs*

Jason Cade, Ph.D.

*Chief Financial Officer*

Keyonda Smith, Ph.D.

*Sr. VP, Accreditation & Compliance*

Bethlehem Dejene, Ph.D.

*Sr. VP, Assessments*

Kristi Dean, Ph.D.

*Associate Provost*

Zemeer Nayar Padikkal, Ph.D.

*Senior Vice President of Enrollment*

Lasondrick Bridges, Ph.D.

*Dean, School of Business*

Anne Wade, Ph.D.

*Dean, School of Education*

Chinyere Chukwuka, S.J.D.

*Dean, School of Law*

John Wallaart, Ph.D.

*Dean, School of Health Sciences*

Rev. Fr. Alex C. Nnaukwu, Ph.D.

*Dean, School of Philosophy and Religion*

Francis Yahia, Ph.D.

*Dean, School of Psychology and Behavioral Sciences*

Kaye-Ann Irving, Ph.D.

*Registrar*



# ACCREDITATION

## Accreditation, Certification, and Quality Assurance Institute (ACQUIN)



Recognized by the German Accreditation Council, The Accreditation, Certification, and Quality Assurance Institute (ACQUIN) provides institutional accreditation to Charisma University.

ACQUIN is a member of all relevant European and international associations and project initiatives dedicated to quality assurance in the higher education sector. This association comprises ACQUIN involvement with global, specifically European, associations of external quality assurance institutions including Full Membership to the [European Network for Quality Assurance](#) (ENQA), Associate Membership to the [European University Association](#) (EUA), the [Central Eastern European Network for Quality Assurance](#) (CEENQA), the [International Network for Quality Assurance Agencies in Higher Education](#) (INQAAHE) and Associate Membership with the [Arab Network for Quality Assurance in Higher Education](#) (ARQAANE).

ACQUIN maintains bilateral cooperation partners with the Russian agency "[The National Centre for Public Accreditation](#)" (NCPA), the Kazakhstan agencies "[Independent Kazakhstan Quality Assurance Agency in Education](#)" (IQAA) and "[Independent Agency for Accreditation and Rating](#)" (IAAR) as well as the Mongolian "[Mongolian National Council for Education Accreditation](#)" (MNCEA).

Since 2012, ACQUIN is registered with the "National Register for Accreditation Agencies in the Republic of Kazakhstan" and is thus entitled to carry out accreditation procedures at all universities in Kazakhstan. Additionally, ACQUIN executes audits at universities and technical colleges of applied sciences in Austria under § 22 Para. 2 HS-QSG.

[Charisma University ACQUIN accreditation decision letter](#)

[Charisma University ACQUIN accreditation certificate](#)



## Accreditation Council for Business Schools and Programs (ACBSP)

The [Accreditation Council for Business Schools and Programs \(ACBSP\)](#) accredits Charisma University business, accounting, and business-related programs at the Associate, baccalaureate, Master's, and doctorate levels worldwide. The Council for Higher Education Accreditation (CHEA) recognizes ACBSP.

The ACBSP accredits the following business programs at Charisma University for Business Schools and Programs:



- [Associate of Arts in Business Administration](#)
- [Bachelor of Science in Accounting](#)
- [Bachelor of Business Administration](#)
- [Bachelor of Science in Economics](#)
- [Bachelor of Science in Finance](#)
- [Master of Science in Accounting](#)
- [Bachelor of Arts in Marketing](#)
- [Bachelor of Arts in Hospitality and Tourism Management](#)
- [Bachelor of Science in Human Resource Management](#)
- [Master of Science in Accounting – Forensic Accounting & Audit](#)
- [Master of Arts in Marketing](#)
- [Master of Science in Human Resource Management](#)
- [Master of Science in Information Technology Management](#)
- [Master of Business Administration](#)
- [Executive Master of Business Administration](#)
- [Master of Science in Economics](#)
- [Master of Science in Finance](#)
- [Master of Science in Accounting – Forensic Accounting & Audit](#)
- [Master of Arts in International Relations and Cultural Diplomacy](#)
- [Doctor of Philosophy \(Ph.D.\) in Business Administration](#)
- [Doctor of Philosophy \(Ph.D.\) in Cyber Security Administration](#)
- [Doctor of Philosophy \(Ph.D.\) in Forensic Accounting & Audit](#)

### Ministry of Education



Charisma University is accredited by the Turks and Caicos Islands Ministry of Education as a degree-granting institution for the Associate's degree, Bachelor's degree, Master's degree, and the Doctorate, along with Certificate programs.

Ministry of Education, Youth, Sport, and Culture Government Office  
Grand Turk

Phone: 649-946-2801 ext 10304/10307

Fax: 649-946-2886

Web: <https://www.gov.tc/education/system>

### [Ministry of Education Recognized Schools in the Turks and Caicos Islands](#)

[Universities, Colleges, and Training Institutes Ordinance of the Turks and Caicos Islands](#)  
[Government that empowers Charisma University to offer its academic programs and award degrees to its graduates](#)

### International Association of Universities (IAU)



The [World Higher Education Database](#) lists Charisma University (under the USA) and maintained by the International Association of Universities (IAU). Founded in 1950 under the auspices of UNESCO, the IAU is the leading global association of higher education institutions and organizations from around the world.

The IAU brings together its members from more than 130 countries for reflection and action on shared priorities. IAU is an independent, bilingual (English and French), non-governmental organization. It acts as the global voice of higher education to UNESCO and other international higher education organizations and provides a global forum for leaders of institutions



and associations. Its services are available on the priority basis to Members but also organizations, institutions, and authorities concerned with higher education, as well as to individual policy and decision-makers, specialists, administrators, teachers, researchers, and students. Charisma University #: IAU-026987

# MESSAGE

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## Message from the Executive Vice President for Student Affairs



On behalf of our President, **The Most Rev. Dr. William Martin Sloane**, our entire administrative staff and faculty, we extend a warm welcome during this journey to embark on an academic quest, fulfilling the desires and dreams of obtaining a Bachelors, Graduate or Doctoral degree from Charisma University.

All of us at Charisma University anticipate our students to achieve academic success and professional accomplishments. The University is committed to making educational goals, dreams, and aspirations a reality, and we look forward to assisting everyone in completing their educational and professional programs of study.

If at any time during studies at Charisma University, there are concerns regarding the educational and professional programs or issues that could affect the ability to complete any of the academic programs, the staff in the Department of Student Affairs are here to help. The Department of Student Affairs can assist in any way possible so that there is a positive and rewarding academic and educational experience at Charisma University.

The Department of Student Affairs encourages all students to contact us with any academic concerns. After contacting our experienced staff, we collaborate to assist in resolving all issues, problems, or concerns that could impede the completion of an academic program and hinder the opportunity to reach predetermined and desired academic and professional goals.

**Dr. Dana-Marie Ramjit, Ph.D.**

***Executive Vice President for Student Affairs***

## Why Charisma University?

Charisma University strives to be one of the most respected distance online learning institutions in the world. Our academic degree programs are unique, stringent and satisfying. We prepare future business leaders for successful careers without boundaries. Our students depart our University with a breadth of knowledge and an inspiring attitude to lead the students of tomorrow.

Our undergraduate and graduate curricula and faculty provide a whole range of opportunities for bright, dedicated, well-rounded students who earn their way onto our challenging online programs. Our faculty members have an impressive mix of real-world business and teaching experiences, as well as, high-powered academic credentials.

On average, these faculty members have worked as employees or business owners for years. In short, our students' avenues to academic achievement and career success are virtually boundless, and we offer a full spectrum of degrees online.

# ABOUT THE UNIVERSITY



# UNIVERSITY HISTORY

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Charisma University was founded in March of 2011 by Dr. PeterChris Okpala. The University is fully recognized by the Turks and Caicos Islands Ministry of Education as a degree-granting institution for the degrees of Associate, Bachelor, Master, and Doctorate, in addition to Certificate programs.

Charisma University is a Turks and Caicos Islands nonprofit private higher institution approved by the Turks and Caicos Islands Ministry of Education through its Higher Education Advisory Board to offer its degree and certificate programs both online and on-campus.

The University's name, Charisma University, takes root in the term 'charisma' (*n; Theol'*) \* - an extraordinary power, such as the ability to work miracles, granted by the Holy Spirit. We believe that an individual coming to our University receives a remarkable power to learn and to develop one's self in cooperation with the Creator:

*"A wise man hears and increases learning, and a man of understanding attains wise counsel. - Proverbs 1:5 (NKJV)."*

*\*The American Heritage University Dictionary, Third Edition (1993)*

# BOARD GOVERNANCE

This Statute regulates the rights and duties of Charisma University's administrators and committee members and lays out the procedural principles for the central organs and departments. This document arises out of the University's mission, vision, and core values. Charisma University is a community of men and women who are committed to uplifting educational standards and achievements. Charisma University has a history of self-management and seeks to assure every student, employee, and faculty member, of their equal opportunity in the University to fulfill his or her potential at the highest standards of excellence possible.

Considering these, the Charisma University leadership, reaffirm that every member of the University has rights, and accounts for the discharge of duties that flow from Charisma University's mission and vision. For this Statute, the term "leaders" refer to the professionals who occupy leadership positions in Charisma University, as depicted in the Organizational Chart.

The Governing body of Charisma University is its Board of Directors. The Board is responsible for the leadership and control of the University, including, but is not limited to, Board appointments, Strategic Plan approvals, Budget and Funding approvals, significant expenditure approval, and annual review of the University's policies, procedures, and internal controls.

The Board has delegated responsibility for the management of the University to the President/Chief Executive Officer.

The Board is composed of persons who are interested, informed, and active in overseeing University finances and direction. It is the policy of the Board to quarterly review and adopts a clearly articulated mission statement that serves to guide Charisma University's mission.

This statement describes why Charisma University exists and what we hope to accomplish. The Board also develops business and strategic plans describing future University activities, with details of, where, how, why, and for whom.

The Board reviews the performance achieved by University management and instigates change if necessary.

## Board Members

**Prof. Dr. Ian Mackechnie**  
*Chair, Board of Directors*

**Prof. Dr. Kassey Kalleichelven**  
*Vice-Chair, Board of Directors*

**Dr. Andy Ng**  
*Secretary, Board of Directors*

**Joel E. Andrade, J.D.**  
*Member, Board of Directors*

**Chris V. Rey, J.D.**  
*Member, Board of Directors*

# THE MISSION

***To make educational excellence accessible and affordable worldwide***

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*At Charisma University,  
Student Success Is Our Goal*

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## **Vision Statement**

***Charisma University will be a premier center for international students and faculty to gather online, share information, learn from each other, engage in useful scholarship, and improve their lives and communities.***

Faculty and students of Charisma University engage in continuous learning, improving professional practice, and self-assessment in order to provide the highest form of service to the community. The graduates of this academic institution will provide proactive professional services that would promote dynamism in teamwork.

To achieve the goals and objectives of Charisma University, the University is committed to providing our students with the best and most modern education. Using our innovative online modules, we hope to equip our students and graduates with the latest information and learning in their respective fields. With excellence at the heart of our goals, the University is intent on utilizing and optimizing research in the areas of business and education for the advancement of students, faculty, and stakeholders alike.

The University is also responsible for the enhancement of well-rounded, research-oriented academe; and, thus, encourages research building among its populace. Through highly experienced faculty that are in diverse fields, the University also plans to produce internationally competitive alumni. Additionally, the University aims to develop a network that spans globally to help establish its graduates anywhere in the world.

## **GOALS AND OBJECTIVES**

- ❖ to prepare graduates (Bachelor through Doctoral degrees) for competent practices coupled with superior communication skills (both verbal and written);
- ❖ to develop graduates with well-rounded skill sets so that one's own practice can be evaluated;
- ❖ to present online degree programs that are comprehensive, easy to use, efficient and effective;
- ❖ to function within the organizational structures and, if necessary, seek and implement appropriate organizational modifications so that our graduates are recognized as outstanding business leaders and superb educators;
- ❖ to pursue courageously innovative educational programs and high value services anchored in truth, established practice and founded science;
- ❖ to promote and accelerate leadership as well as encourage professional development through continuing education and intensive curricular formation;
- ❖ to facilitate the development of learners towards transformation through a synergistic utilization of current researches, relevant curricular offerings and responsive extension services;
- ❖ to relentlessly generate a new breed of self-directed, competitive business and educational leaders; and
- ❖ to support one another, both faculty and students, in sustaining the shared mission.



## University Values

In the delivery of all educational opportunities, Charisma University affirms the following values.

- **Diversity and Inclusion** - We embrace the diversity of individuals, ideas, beliefs, and cultures. We respect the dignity of all persons, the rights and property of others, and the right of all people to hold and express disparate beliefs.
- **Quality** - We strive to deliver education according to world-class standards. We are committed to an uncompromising standard of excellence in teaching, learning, creativity, and scholarship. We pursue excellence in all operations and strive to produce the highest quality outcomes in all endeavors.
- **Integrity** - We strive to build a community of learning and fairness marked by mutual respect. We uphold the principles of honesty, trust, equality, and accountability and ensure that these values translate into action. We believe that integrity is multi-dimensional and upheld by students, faculty members, administrators, partners, and staff.
- **Student-Centeredness** - We are student-centered in our approach to learning. We promote active learning rather than direct instruction so that learners gain professional competence with solving problems, addressing queries, formulating questions, debating ideas, and collaborating with teams.
- **Educational Access** - We believe that educational access is a fundamental human right. We seek to provide affordable higher education services and resources around the world to audiences where barriers to learning may exist.
- **Life-Long Learning** - We strive to build a community of life-long learners who share a common vision and passionate commitment to continually learn and apply new concepts and ideas both inside and outside the classroom.
- **Collaboration** - We believe that to best attain goals and objectives include when stakeholders work with a shared purpose. We model collaboration throughout our teaching and services as part of the international community. We actively seek opportunities to build partnerships and engage with external organizations.
- **Innovation** - We seek imaginative solutions to our challenges, purposed toward fulfilling our mission. We inculcate the value of innovation among our stakeholders, not only in the form of the most effective technological resources that enhance the delivery of educational content but also with the effective use of pedagogical approaches and instructional strategies.

# ACADEMIC POLICIES

# GRADING STANDARDS

The grading system of Charisma University follows a 4.0-grade point scale.

Grades P and NP do not apply to graduate programs. Undergraduate students that seeking consideration for a P or NP grading option should notify their instructors three weeks before the end of their courses. In some cases, most undergraduate courses have no P & NP grading option. Students interested in the P & NP grading option should check with their instructors in advance whether their courses have P & NP option.

Grade	Quality	Minimum	Interpretation
A	4.00	93%	Excellent Achievement
A-	3.67	90%	Good Achievement
B+	3.33	87%	
B	3.00	83%	
B-	2.67	80%	Credit
C+	2.33	75%	
C	2.00	73%	
C-	1.67	69%	Below Standard
D+	1.33	65%	
D	1.00	60%	
D-	0.67	55%	Inferior but passing
F	0.00	less than	Failure
P	0.00	73%	Credit, not toward GPA
NP	0.00	< 73%	No Pass, No Credit
TR(U)	0.00	73%	Undergraduate Transfer
TR(G)	0.00	80%	Graduate Transfer
R	0.00		Repeat

## Pass/Fail, Incomplete, and Withdrawals

While a grade designation of PASS (P) equates to a grade computed in the cumulative GPA score, the classification of FAIL (F) affects the cumulative GPA negatively.

Students who receive an (I) or incomplete grade may continue on the path of steady progress toward course completion but require more time to complete the course due to unavoidable circumstances. Incomplete grades not removed within the same grading period are recorded as an (F) if there is no attempt to finish the coursework. However, if the student requires additional time, cannot complete the (X) within the time specified by the Instructor will receive a withdrawal.

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Each student is responsible for officially withdrawing from course(s) he/she wishes not to attend.

★ ★ ★ ★ ★ ★

Students may withdraw from a course during the "withdrawal period" as stated on the academic calendar.

A simple course withdrawal form has to be completed and signed by such students. Only completed and approved, the Registrar's office will process withdrawal forms within 48hrs of receipt of the completed form. A withdrawal designation [W] indicates that the student chose to withdraw from the course before the end grading period, or final examination.

The (W) designation will not affect the GPA. Each student is responsible for withdrawing from a course(s) officially he/she wishes not to attend. In the event of a student abandons/leaves his/her class or course(s) without official withdrawal, then a grade "F" is recorded on each of those courses such student abandoned. Students under this category will be dismissed from the University regardless of his/her GPA.

## STANDARDS OF ACADEMIC PROGRESS

Undergraduate students and graduate students must maintain a minimum GPA of 2.0 and 3.0, respectively, on a 4-point scale is regarded as competitive toward degree completion. Failure to maintain at least a 2.0 Cumulative GPA on undergraduate level or 3.0 cumulative GPA on graduate-level will result in Probation Status for the following grading period. If a student attains less than 2.0 GPA for undergraduate or 3.0 for graduate-level for two consecutive grading periods, the student will be suspended from regular student status or dismissed for not meeting academic proficiency status.

Charisma University Believes In  
Empowerment Through Education

### PETITION FOR GRADES

In the event a student does not agree with his/her grade(s), petition for grades must be filed in the [Student Support Center](#) by such student within 30 days from the date the Instructor(s) posted the grade(s). The Dean of the applicable School, after careful discussion(s) with the appropriate Instructor (s), will either recommend to the Registrar the approval or denial of the grade(s) petition(s). The student (petitioner) receives notification in writing of the Dean's decision within 14 days of the receipt of the grade(s) petition(s).

### COURSE REPETITIONS

A student may repeat a course one time provided that he/she accepts the second grading of the course as final toward their GPA. Students who withdraw from a course before completion and grading period will not be subject to the course repetition limitations. However, if it appears historical that the student chooses withdrawal from a given course more than two times, the course repetition standard imposes with the next enrollment.

### ADVANCED STANDING

Advance standing is that status given a student who has met the minimal prerequisites for a particular course either by taking a course of similar nature from another institution or credit by examination. Students that attain an advanced standing status receive an exemption from taking the prerequisite courses; however, they must meet the minimum credit hour requirement for graduation at the particular level of graduation they have applied.

# FAMILY EDUCATION RIGHTS PRIVACY ACT (FERPA)

Charisma University complies with the Family Educational Rights and Privacy Act (FERPA) of the United States of America. FERPA is a Federal law aimed at protecting the privacy of the education records of the students. Student record privacy has become an issue, especially in online education. However, Charisma University makes sure that it protects the privacy of its students by protecting their education records. In general, we seek written permission from the parents or eligible students before we release any information from the education record of the student. The parents or eligible students have the right to review and inspect the education record, and if they request it, we will provide it. However, records disclose, without consent and following FERPA regulations and under the following conditions or to the following parties:

- School officials with legal, educational interest, accrediting organizations, other institutions to which a student is transferring
- Specified officials for evaluation or audit or purposes
- To comply with a lawfully issued subpoena or judicial order

Students who believe that the University has not adhered to the FERPA regulations can file complaints directly to the US department of education at

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-8520, USA

## RETENTION OF STUDENT RECORDS

Charisma University permanently retains each student's transcripts. Students can request their transcripts anytime by using the transcript request online form available in the University Portal. Student records are available at the University administrative office and in the University Portal accessible ONLY by the student to which the record belongs.

**Charisma University is top students' choice of a University!**

*Education is priceless, that is why Charisma consistently innovates to stimulate the intellect of its students, while allowing them to have fun in their classes at the same time.*

# ACADEMIC FREEDOM POLICY

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Charisma University is an institution of high-quality education that aims to meet the goals to satisfy the greater good and the unencumbered quest for knowledge and its openness to examination and critical investigatory practices of the greater community. The University pursues to instruct its pupils in the self-governing and autonomous fashion that leverages the acknowledge of individual rights to fulfill societal accountability to encourage and motivate inspirational consciousness and esteem for a cooperative environment of scholarship. Charisma University assures liberty, autonomy, and sovereignty of artistic rights to faculty in the pursuit of producing a culture of student inquisitiveness and open-mindedness. Charisma University's faculty hold the responsibility to employ judgment in choosing appropriate themes that support knowledge attainment and education that aligns with curriculum and professional requirements and institutional academic objectives.

Charisma University supports and upholds a culture in which intellectual and academic freedom, as well as self-governing knowledge. This pledge conveys to faculty, staff, and leadership in several ways, including the faculty handbooks, course syllabi, and on-boarding or orientations.

Charisma University permits students, faculty, and staff to scrutinize and assess all curriculum concerning their academic area of study and curriculum, as set forth by the discipline's professional community at large. According to the Student's Rights and Responsibilities, the University permits prospects for affiliation and reservation for their academic freedom and autonomy of expression. Moreover, Charisma University's apex of academic freedom gears towards those who possess less experience with these principles and schools of thought, such as entry-level students, staff, or faculty.

Charisma University members, including employees, faculty members, administrators, and leadership committees, all have individual freedoms that form the substance of the University. At the heart of these freedoms is academic freedom that is a hard-earned principle for Charisma University, won and maintained by committed men and women amidst numerous challenges. Charisma University's leadership has a strong desire to safeguard these freedoms and strengthen them whenever possible.

Hence, Charisma University leaders, including administrators and leadership committees, all have individual freedoms that form the substance of the University. These Charisma University leaders are citizens, individuals from a learned profession, and leaders of an academic institution. When these individuals speak or write as citizens, they have the freedom from institutional censorship or discipline, but their respective positions in the Charisma University community entails special obligations. As scholars and university leaders, they are to keep in mind that the public may judge their profession and Charisma through their utterances. Thus, they should always be precise in their speech, exercise appropriate restraint, as well as be respectful toward others' opinions.

# ACADEMIC HONESTY POLICY

At Charisma University, the production of quality graduates is a deliberate outcome. The University upholds academic integrity and enforces it among our student population for the sake of emphasizing the need to recognize and respect one's intellectual property.

Any form of academic dishonesty from any student constitutes a severe offense and warrants penalty. Academic dishonesty is classified as follows: Plagiarism, Cheating, Falsification of academic records, and Fabrication.

The course instructor and student discuss the first instance of academic dishonesty. The course instructor has the right to select one of the following options as a remedy:

- Withdrawing such student from that course
- Assigning a failing grade to such student in that course
- Referring the case to the academic review board

*At Charisma University,  
Your Success Is Our Goal*

Instructors that choose to refer academic dishonesty cases to the academic review board calls for a formal hearing, which the concerned student must attend. The review board conducts structured and official interviews via telephone conference call. The academic review board is composed of five faculty members appointed by the school dean and headed by the Chair of Academic Review Board. The academic review board forwards recommendations to the school dean who has the final right to a decision.

The second instance of academic dishonesty warrants immediate expulsion from the University, and the student's academic permanent file receives a record of the incident. Students expelled as a result of academic dishonesty remain inadmissible in the future.

## GRIEVANCE PROCEDURES

Charisma University addresses grievance appeals according to their gravity. Students send out their concerns through the [Student Support Center](#). To gauge the grievance or appeal's urgency and level of seriousness, it sorts according to the type of student complaint. Potential concerns could be regarding their course modules, the system of their programs, their professors, and grades. According to these problems, the Dean of Students' Affairs will schedule an online chat with the students to better address and hear the concerns they may have. The Executive Vice President of Students conduct evaluations and monitors the professors' performance through online activity and will have access to message-exchanges and any communication activity between professors and students.

## STUDENT'S RIGHTS

1. Right to cancel enrollment agreement/or withdraw from their programs and receive refunds (please see the refund policy)
2. Right to file a grievance petition against any faculty member or staff member





3. Right to petition for grades
4. Right to their academic records per Family Educational Rights and Privacy Act (FERPA) law
5. Right to have a copy of the University's catalog, and brochure

# INSIDE THE CLASSROOM

Charisma University courses are offered 100% online under the tutelage of live professors. Course materials and access to an online classroom will be made available to each student. No part of the academic work requires students to mail their completed work to their professors. Each course lasts for 8 weeks (weeks are from Sunday through Saturday).

Assignments, examinations, and quizzes (graded electronically) are due by the last day of each week, which is on Saturday before 11:59 p.m. local time. Students submit assignments on the date due; extensions are only extended in critical cases, not due to workload or organizational issues.

Charisma University has an academic writing center to provide students with guidelines on how to achieve the writing level expected of their course level. Each week, students participate in a discussion board activity. Each discussion board activity consists of one or more threads/topics. Instructors design assessment questions to allow students to apply the concepts they have learned in the chapter to real-world business scenarios or hypotheticals, but realistic situations.

Students are required to provide an answer(s) to the questions in each thread before 11:59 p.m. on Wednesday and comment on two classmates' posts by Saturday, the end of the week. Professors support the students throughout this 8-week course, complete grading and commenting on students' assignments, and discussion board participation within five days after the due dates. Students are encouraged to check their grades with their professors' comments at that time.

Access student grades, with professors' comments, in the online classroom. Professors are not required by the University to mail any students' graded assignments/discussion board responses to the students.

## ATTENDANCE POLICY

All courses at Charisma University are delivered 100% online. The University requires that every student login to their classrooms frequently to interact with their professors and fellow students (e.g., exchange information, upload assignments, complete exams).

Each University professor tracks its students' course progress, a factor that can significantly impact the student's final course grade. Students that are not willing to participate fully in online learning receive advising to withdraw from their classes.

The policy is to drop students from class after 21 days of inactivity. The date of the drop is after 21 days. The basis of refunds center on the drop day at the end of the 21 days.

*At Charisma,  
the sky is limit!*



The policy is to drop students not graduating in the maximum time allowed for the program. The maximum for each degree is listed below.

<b>Degree Level</b>	<b>Total Number of Credits</b>	<b>GPA</b> (Acceptable for graduation)	<b>Grad. Duration (months)</b> (Grad time-not guaranteed. Must meet all financial obligations.)	<b>Max. time (months)</b> (Allowed to complete the degree program)
Associate Degree (AA)	60 Total Credits (includes 33 credits in general education courses)	2.0 or better	Within 18-24	48
Bachelors degree	120 Total Credits (includes 51 credits in general education courses)	2.0 or better	within 36-48	96
Master's (MS, MA, MBA, EMBA, MPH, M.Ed.) degree	36-54 Total Credits (includes 6-12 credits in theses)	3.0 or better	within 12-18	48
Doctorate (Ph.D., or Ed.D.) degree	63-90 Total Credits (includes 14 credits in dissertation and one credit in comp exam)	3.0 or better	within 36-60	84-96
Doctorate (PsyD)	60-90 Total Credits	3.0 or better	within 36-60	84-96

NOTE: Students must maintain a minimum GPA for their degree type.

### Leave of Absence

Leave of absence is granted to students on a request based on:

- Illness\*
- Maternity
- Bereavement/Funeral
- Child Care
- Military Services

NOTE: A leave of absence may be granted for more than 12 months if necessary.

Students seeking a leave of absence must use the online Support Center to submit a request. Students should note that leave of absence is granted for a maximum of 12 months unless otherwise stated.

### Course Numbering System

Charisma University adheres to the below course numbering system:

- Undergraduate lower-division courses: 100-299
- Undergraduate upper-division courses: 300-499
- Master's level courses: 500-799
- Doctoral level courses: 800-999

# GENERAL EDUCATION REQUIREMENTS

*Each course values at 3 Credits. The general education courses at Charisma University hone students as holistic individuals possessing critical thinking skills applicable to diverse fields of knowledge. Students must complete 51 Credits from General Education Courses in undergraduate degree programs distributed as follows:*

## English Courses (9 Credits)

*Undergraduate students must complete the following courses from the English section*

ENG 210 - American Literature

ENG 100 English Composition I

ENG 101 English Composition II

## Communications Courses (9 Credits)

*Undergraduate students must complete the following courses from the Communications section*

COM 210 Business Communication I

COM 211 Business Communication II

COM 286 Public Speaking

## Humanities (6 Credits)

*Undergraduate students must complete the following courses from the Humanities section*

PHIL 264 World Religion

PHIL 100 Introduction to Philosophy

## Natural Science (3 Credits)

*Undergraduate students must complete the following courses from the Natural Science section*

BIO 100 Principles of Biology

CHEM 100 Introduction to Chemistry

## Mathematics (3 Credits)

*Undergraduate students must complete the following course from the Mathematics section*

MTH 257 College Algebra

## Computer Science (3 Credits)

*Undergraduate students must complete the following course from the Computer Science section*

CIS 100 Introduction to Computer

## History (9 Credits)

*Undergraduate students must complete the following courses from the History section*



HIS 217 Western Civilization I  
HIS 218 Western Civilization II  
HIS 122 American Government

### Social and Behavioral Sciences (9 Credits)

*Undergraduate students must complete the following courses from the Social and Behavioral Sciences section*

PSY 100 Introduction to Psychology  
SOC 110 Introduction to Sociology  
POL 100 Introduction to Political Science

### General Education Course Descriptions

#### ENG 210 - American Literature (3 Credits)

As an introduction to literature, this course presents a survey course. As such, we will start at the beginning of American literature with the colonial times, including the works of William Bradford and Anne Bradstreet. Then we will move through to the mid-nineteenth century with works from Walt Whitman and Emily Dickinson. Our study will include an analysis of how American literature has developed and its place in American history. **Prerequisite ENG 100**

#### ENG 100 English Composition I (3 Credits)

This course will include expository writing as well as the development and revision of paragraphs in essays. There will be various lessons that as rhetorical strategies, reading, and discussion of selected essays.

#### ENG 101 English Composition II (3 Credits)

This course will build on the previous course and focus on establishing skills in documented critical writing. It will also teach students to have a background in fiction, drama, and poetry. **Prerequisite ENG 100**

#### COM 210 Business Communication I (3 Credits)

This course includes the principles of the composition of effective business writing. Students would learn how to write business letters and memorandums with high accuracy in grammar, spelling, structure, and format.

#### COM 211 Business Communication II (3 Credits)

In this course, the students will include more than writing skills. This course will cultivate the business communication skills of the students in terms of written and oral communication. **Prerequisite COM 210**

#### COM 285 Speech Communication (3 Credits)

The course establishes the study of human symbolic behavior for the students. It presents theoretical approaches as well as technical methods for speech and communication dynamics.

**PHIL 264 World Religion (3 Credits)**

This course encompasses the religions around the world. The students will be able to understand the differences and similarities of such beliefs. The students will understand the view of others regarding the capacity of people to respect diversity.

**PHIL 100 Introduction to Philosophy (3 Credits)**

This course is an introduction to philosophical thinking in general and a survey of the most significant philosophical disciplines, methods, and ideas available for the students to comprehend and appreciate.

**BIO 100 Principles of Biology (3 Credits)**

This introductory course covers topics such as biology terminology, cell biology, genetics, and classifications of organisms.

**CHEM 110 Introduction to Chemistry (3 Credits)**

This introductory course designates the study of matter and its interactions, foundational theories, and concepts needed for chemistry instruction. Emphasis is on problem-solving and laboratory skills.

**MTH 257 College Algebra (3 Credits)**

The College Algebra course presents the basic principles of algebra. It is a course that teaches the methods and theories regarding algebraic principles and problem-solving.

**PSY 100 Introduction to Psychology (3 Credits)**

Students learn the works of seminal psychologists and introduce the field of psychology in terms of concepts, theories, and findings that students expect to understand.

**SOC 110 Introduction to Sociology (3 Credits)**

This introductory course instructs on significant findings in sociology and the fundamental sociological skills while focusing on identifying, as well as interpreting patterns of human social relations

**POL 100 Introduction to Political Science (3 Credits)**

Students will enhance their analysis of this field through exposure to political activities that give the background for political science as it presents its concepts, approaches, and the introduction to the theorists of political science.

**CIS 100 Introduction to Computer (3 Credits)**

Intro to Computers covers the use of Microsoft Office applications and the history of computers, Word, Excel, and general concepts.

**HIS 217 Western Civilization I (3 Credits)**

This course provides a survey of the historical development of western institutions, ideas, and cultures that have developed in ancient times as well as the era of European expansion.

**HIS 218 Western Civilizations II (3 Credits)**

The course provides an understanding of dominant intellectual trends that appeared in the West since the Renaissance. It includes the United States and Russia discussions, as they play a part in the history of the 20<sup>th</sup> century. *Prerequisite HIST 217*

**HIS 122 American Government (3 Credits)**

American Government provides the background for the principles of the American government that involve politics, processes, and major institutions. Students practice evaluating and analyzing public policies for public interests for the common good.



# MASTER'S DEGREE THESIS

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The primary purpose of Charisma University's Master's Degree thesis requirement is to demonstrate the graduate student's capacity and ability to research in his or her field. The University has set the following guidelines for graduate students writing Master's theses to complete their degree. Each student should work closely with her or his advisor to come up with a thesis project of high standards.

## The Thesis Advisor and the Reader

The thesis advisor will guide the Master's student. It is the student's responsibility to consult with his/her Dean and obtain the agreement of a member to serve in this capacity. The thesis advisor must be a Faculty member of the Master's degree program. The student can make alternate arrangements, but this is only by approval of the applicable Dean and the Program Director. After consultation with the thesis advisor, the student should choose a second reader (any member of the graduate faculty). He or she must provide the second reading a draft of his or her work following a strict timetable so that the student can incorporate criticisms and suggestions made by the second reader into the thesis.

## Choosing a Thesis Topic

The initial and arguably most essential step in completing a thesis is choosing a thesis topic. The thesis advisor guides the Master's student in selecting which thesis subject and problem to evaluate. The student should choose a topic that is of intense and direct interest to him or her so that enthusiasm is maintained even in times of extreme pressure and adversity. The graduate student should also realize that various possible subjects are highly suitable. It is always a mistake to spend too much time finding the "optimum thesis topic." Besides, the research topic must allow the student to learn not only about the subject but also about the proper research methods used.

The thesis topic should not be so remote from the student's field of specialized training since acquiring the necessary background can result in an excessive delay. Also, the research topic should add, however modestly, to the professional knowledge in the chosen field. After choosing the topic to focus on, the student submits the "Thesis Subject" form, which describes the general topic and problem of the thesis. The thesis director and the thesis advisor should sign this form. At this time, the student should have already identified the proposed second reader. The student then submits to the thesis director an outline of the thesis and the thesis proposal, usually a draft of the first chapter.

While the University does not require a minimum length for the proposal, it should contain adequate details to clearly define and justify the research problem, as well as the proposed research plan. The student may include preliminary results if available. Concurrently, second readers receive the scope and meet with students to review. If the reader approves the thesis outline and proposal, the student then proceeds to write the thesis.

## Writing the First Draft

The student must make sure that the thesis reflects the guidance of the advisor. There is no minimum length for the thesis. However, it should contain complete detail to clearly define and justify the research problem and the significance of the study, present a comprehensive literature review, discuss the research design and methodology used, as well as the analysis of the results, conclusions, and practical and theoretical recommendations. While the University expects the Master's thesis to contribute to the body of knowledge in the chosen field, the student should also emphasize the competent application of the research design and methodology.

The thesis must use the most current edition of the Publication Manual of the American Psychological Association format in typeface, headings, number of pages, and spacing. The referencing and citation style, as well as the use of graphs, tables, figures, and photos, should follow the APA guidelines. The student advisor and thesis readers should carefully consult and rigorously adhere to the guidelines set by the APA. The student should not use other handbooks, except with the permission of the thesis advisor. If a thesis lacks appropriate use of the latest APA version, the advisor will return the thesis unread and ask the student to correct in-text citations, reference lists, and other matters regarding formatting before the thesis reader starts reading and examining the manuscript. Charisma expects students to uphold high standards of research ethics, including honesty and integrity, in coding, collecting, and analyzing data. The Master's thesis must be an original work. Plagiarism is considered an academic crime. It constitutes grounds for

failing the Master's; the University may apply more severe sanctions if circumstances permit them. It is the responsibility of the student to understand the dangers of plagiarism and why they should avoid it. In order to avoid plagiarism, the University strictly requires the students to use the APA style of documentation, requiring the proper use of the author-date method of documentation. All references used in the text include the reference list found at the end of the manuscript.

## The Final Draft

The Graduate Office receive a progress report from Advisors regarding the thesis and general quality of their work. The student submits the final draft to the thesis advisor. He or she should have identified the third reader by this time. The thesis advisor then sends copies and thesis evaluation forms to the second and third readers. They either approve or disapprove the copy of the thesis, depending on the agreement within the Committee. If disapproved, the student needs to revise the thesis until it meets the standards of the Committee.

## Oral Defense

Once the Thesis Committee deems that the student is prepared to defend his or her work, the advisor will complete the oral defense form, indicating the defense teleconference date and those invited, including the committee members, faculty members, and Master's students in the appropriate department. In the oral defense, the graduate student participates in a real-time conference with the committees and other guests. The telephone conference call is the conventional manner of conferencing. On the day of the oral defense, the teleconference company establishes the conference connection and tape-records the proceedings. During the oral defense,

Thesis Committee members present focus questions related to the research. The presentation of each focus question should take about one minute.

The Master's student will reply to each question. He or she responds in five minutes. Committee members are allowed to give follow-up questions to the student. Each follow-up question should take about one minute for the presentation. The student replies to each follow-up question in not more than three minutes. Under exceptional circumstances, alternative methods of oral defense are more appropriate than telephone conferences. The thesis adviser can arrange acceptable alternatives such as videoconferences or electronic chat, rapid exchanges of e-mail, or face-to-face conferences. Under rare conditions, the oral defense of the thesis occurs by fax or post.

### **Evaluation**

The Master's thesis serves as a demonstration of the capacity of the student to conduct original research. The thesis advisor shall evaluate the complete thesis submitted for assessment. As applicable, student's contribution and their timeliness is an essential component in the evaluation of the thesis. The thesis advisor submits in writing a statement with a proposal for a final grade. The thesis advisor, when preparing the report, may also request statements from the Instructor. In cases where the advisor has proposed the grade of "Excellent," "Satisfactory," or "Fail," the Thesis Committee shall consult another University faculty or adjunct professor knowledgeable in the field when deciding on the student's grade.

# DOCTORAL DISSERTATION

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Students enrolled in a Charisma University doctoral program are required to submit a dissertation to satisfy this critical part of the requirements to complete his/her degree. This manuscript is the most critical requirement of the doctoral program because it is a permanent record of the creative effort or independent research that will give a student his or her degree. The best professional practice and academic tradition require Charisma University to share and preserve the student's work with other academics and scholars. In order to do that successfully, we must uphold high standards of scholarship, and we must require that every student meet those standards.

## Passing the Comprehensive Examination

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses because it is a prerequisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge of the dissertation title they wish to research.

## Intellectual Requirements

Students should come up with a dissertation that makes an original and significant contribution to the field of study. Students can explore previously neglected primary sources, undertake an interpretation of existing literature or original theoretical analysis, or use primary material to develop their critique of past and current scholarly arguments. Merely reviewing the books and scholarly articles and materials that students have collected about the topic is not enough. The dissertation should demonstrate that students can collect research evidence and consider a particular problem or topic in detail, and also that they understand how their chosen topic supports or debunks the works other scholars have done in the field. The review of related literature should demonstrate how the works of others on the same topic relate to each other and where the students' work positions. Also, the analysis should demonstrate an awareness of other researchers and the implications for these positions for a dissertation.

## Writing the Dissertation

Charisma University requires all doctoral students to strictly follow the guidelines of the latest edition of the Publication Manual of the American Psychological Association (APA) format, including guidelines on headings, spacing, margins, typeface, number of pages, citation and reference style, rules in the usage of graphs, figures, tables, and so forth. Doctoral students, as well as their dissertation supervisors and examiners, should carefully consult and rigorously adhere to the APA Handbook. Students should not use other handbooks except with the permission of their supervisors. If students have not prepared a dissertation draft using an approved APA handbook, the Dissertation Committee will return the manuscript unread and will ask that reference lists, citations, and other matters regarding format are revised before the examiners proceed to work with the dissertation. Additionally, students are to uphold high standards of research ethics, including honesty and integrity in coding, to collect and to analyze data. As to the length of the

dissertation, this University has no specific requirement. All dissertations must be in English. Charisma University expects that every dissertation is an original work. Plagiarism is a ground for failing the doctoral program; the University may also apply more severe sanctions if circumstances warrant them. Students are responsible for understanding the concept and consequences of plagiarism. In order to avoid plagiarism, the University strictly requires the students to use the APA style of documentation that requires the author-date style of documentation. The reference list at the end of the manuscript includes all references cited in the text.

### **Preliminary Acceptance of the Dissertation**

Before sending it to the Dissertation Committee, members of the doctoral Supervisory Committee shall declare to the dissertation supervisor one of the below options.

- (1) The work is of adequate quality and substance to warrant that it is ready to be read and reviewed by external examiners and that the doctoral student is prepared to proceed to the oral defense; or
- (2) The work is unsatisfactory, and that the doctoral student is not prepared to proceed to the final oral defense.

This preliminary acceptance of student dissertations protects and maintains the reputation of doctoral programs and Charisma University for excellence in online education. If the supervisory Committee considers a dissertation is ready for examination by external members, the supervisory Committee completes and signs a form. This form states to forward the preliminary acceptance of the dissertation to the Academic Unit graduate program designate. The Academic Unit graduate program representative then completes and submits the same form before inviting external examiners to read and examine the dissertation, and before the scheduled oral defense.

### **Dissertation Committee**

The Dissertation Committee comprises of two qualified external members (who are research active). The third committee member is usually a member of the Charisma University research staff. The dissertation supervisor, in collaboration with the doctoral student, is responsible for forming the Committee. The dissertation supervisor will present the proposed dissertation committee members or external examiners to Charisma University's Dissertation Council before the proposal defense. The Dissertation Council will then review the application and make a recommendation to the Dean of the applicable college, who will make the final decision whether the proposed external members are of an acceptable standard. The decision basis is on three criteria:

- (1) The member is an expert in the specific focus area of the doctoral student's research, with a strong academic record of high-quality works and publications related to the topic.
- (2) The member has typically graduated their doctoral students.
- (3) The member is generally from a department that grants Doctorate's degrees.

Once approved, the Dean sends a letter to the external members or examiners, inviting them to act as the external role, including participation in the oral defense using virtual technology.

### **Oral Defense**

Once the Dissertation Committee deems that the student is prepared to defend his or her work, the supervisor will send the oral defense form to the applicable Dean, indicating the defense teleconference date and those invited, including the Dissertation Council, the committee members, faculty members and graduate students in the appropriate department. In the oral defense, the graduate student participates in a real-time conference with the committees and their guests. The telephone conference is the conventional manner of meeting.

During the oral defense, Committee members present focus questions related to the research. The presentation of each focus question takes about one minute.

- (1) The doctoral student responds to each question.
- (2) They are allowed five minutes per response.
- (3) Committee members may provide follow-up questions to the student.
- (4) Each follow-up question takes no more than a minute for presentation.
- (5) The student replies to each follow-up question in less than three minutes.

Under exceptional circumstances, alternative methods of oral defense are more appropriate than telephone conferences. The supervisor can arrange acceptable alternatives such as videoconferences or electronic chat, rapid exchanges of e-mail, or face-to-face conferences.

Under rare conditions, the dissertation defense occurs by fax or post. Following the completion of the oral defense at which the student passes the dissertation, the candidate makes the needed revisions and submits the approved dissertation within the timelines established by the examination committee, and the Dissertation Committee. If the student fails to submit the final copy and the necessary forms on or before the approved time limit, they may not graduate. After the Dissertation Committee receives the completed dissertation and forms indicating that the student has passed the dissertation and the oral examination, which endorses the candidate.

# TRANSFER CREDIT POLICIES

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## Maximum Number of Transfer Credits Accepted

Military Assessment (ACE)	30 Credits Bachelors
	6 Credits Master's (evaluated as graduate credits)
	4 Credits Doctorates (evaluated as graduate credits)

NOTE: Courses accepted under this clause lists as a PASS and carry no GPA designation

Transfer from other Colleges	90 Credits Bachelors
	9 Credits Master's
	12 Credits Doctorates

NOTE: Courses accepted under this clause lists as a transfer and carry no GPA designation.

Maximum combined Military or Transfer credits cannot exceed 90 credits for Bachelors, nine (9) credits for Master's, and 12 credits for doctorates applied toward any degree program. Graduate-level credit(s) transfer should not be older than ten (10) years from the date of entry into the program.

Charisma University accepts credits from accredited colleges or universities. Students that have completed their previous educations at universities/colleges where English was not the official language of instruction must forward their transcripts/credentials to any of the following agencies for evaluation:

Josef Silny & Associates, Inc - [www.jsilny.org](http://www.jsilny.org)

Worldwide Education Consultant Services (WECS) - [wecseval.com](http://wecseval.com)

International Education Research Foundation (IERF) - <http://ierf.org/>

Students will forward completed credentials evaluation by any of the above evaluation agencies to the University directly from the agency providing the evaluation service(s).

Charisma University voluntarily complies with the principles and criteria of Servicemembers Opportunity College (SOC) and provides full opportunity for inter-institutional transfer of credits received at other SOC Colleges and Universities, to the published limits regarding the transfer of credits. Further, the University fully respects and grants the transfer of Military acquired Skills and Knowledge from the American Council on Education (ACE).





### **Credit by Examination**

A maximum of 24 undergraduate credits is acceptable toward the degree from Internal and External subject examinations. Charisma University recognizes the following examination programs: College Level Examination Program (CLEP); Advance Placement (AP) Examinations; University of the State of New York Subject Exams; and Thomas A. Edison State Subject Exams.

### **Experiential Learning**

Charisma University does not sponsor experiential learning. The University awards no credits based on life experience.

# ENROLLMENTS AND ADMISSIONS

# ADMISSIONS REQUIREMENTS

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Charisma University does not discriminate against any person based on age, sex, religion, race, color, disability, national or ethnic origin, or political affiliation in its admission policies, its employment opportunities, or other policies or practices.

All degree and non-degree seeking students must meet the following admissions requirements before getting admitted or provisionally admit into the University:

1. A completed admissions application;
2. A completed letter of intent (for doctoral students) stating which doctoral you plan to complete and the reason for your seeking the degree;
3. Doctorate applicants are required to provide documentation attesting to two years of professional experience, in the form of resumes or letters of recommendation;
4. Official transcripts from accredited colleges, universities, or other institutions attended and have earned any credit sent directly to Charisma University;
  - A. The University accepts unofficial copies of transcripts for provisional admissions provided the receipt of the official transcripts within eight (8) weeks of acceptance.
  - B. Students admitted under provisional status will not be allowed to take more than 12 credits courses for undergraduate classes or 6-8 credits courses for graduate classes until the removal of their provisional status.
5. Adherence to the GPA Policies;
  - A. Master's degree-seeking students must have earned a Bachelor's degree with a minimum GPA of 2.0 from accredited colleges or universities.
  - B. Doctorate seeking students must have earned a Master's degree with a minimum GPA of 3.0 from accredited colleges or universities. At the discretion of the school Dean, Doctorate seeking students with less than 3.0 GPA of Master's degree may be conditionally admitted into the program and required to maintain a minimum of 3.3 GPA for 12 consecutive semester hours in the program.
6. Proof of High School Diploma/Certificate or GED (Required from all undergraduate degree-seeking students);
7. Official documents that support the granting of college or university credit from sources such CLEP, DANTES, and college-level GED, advanced placement examinations, Achievement Tests (AT), University of the State of New York Subject Exams, and Thomas Edison State Subject Exams;
8. Non-traditional transfer credits that meet the University requirements;
  - A. Evaluation of armed services-credits evaluated using the American Council on Education (ACE) guide <http://militaryguides.acenet.edu/>

- B. Formal educational programs and courses sponsored by non-collegiate organizations whose credits meet the recommendations established by the American Council on Education
- C. Charisma University accepts credits from accredited colleges or universities. Students that have completed their previous educations at universities/colleges where English was not the official language of instruction must forward their transcripts/credentials to any of the following agencies for evaluation:
- Josef Silny & Associates, Inc - [www.jsilny.org](http://www.jsilny.org)
  - Worldwide Education Consultant Services (WECS) - [wecseval.com](http://wecseval.com)
  - International Education Research Foundation (IERF) - <http://ierf.org/>.
- \*NOTE: Completed credentials evaluation by any of the above evaluation agencies must be forwarded directly to Charisma University by the agency providing such evaluation service(s).

10. English Proficiency requirement met through one of the following ways:

- A. Undergraduate applicants (Associate/Bachelors' degrees) whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-Based Test (IBT), or a 6.0 on the International English Language Test (IELTS)
- B. Graduate applicants (Master's' degrees) whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on the Internet-Based Test (IBT) or 6.5 on the International English Language Test (IELTS)
- C. Graduate applicants (Doctorates' degrees) whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL PBT) or 80 on the Internet-Based Test (IBT) or 6.5 on the International English Language Test (IELTS)

### Language of Instruction

Prospective students should be aware of the fact that English is the language of instruction at this University. The University emphasizes continued improvement in speaking, writing, and reading skills throughout the student's course of study. Students from these countries have met the University's English proficiency requirements:

Antigua and Barbuda	Bermuda	Cameroon (English-speaking part)
Australia	Botswana	Canada except for Quebec
Bahamas	British	Cayman Islands
Bangladesh	Caribbean	Cook Islands
Barbados	British West Indies	Dominica
Belize	Brunei	

Fiji  
The Gambia  
Ghana  
Gibraltar  
Grenada  
Guyana  
Hong Kong  
India  
Ireland  
Jamaica  
Kenya  
Lesotho  
Liberia  
Malawi

Malta  
Mauritius  
Micronesia  
Namibia  
Nauru  
New Zealand  
Nigeria  
Niue  
Northern Marianas  
Pakistan  
Papua-New Guinea  
Philippines  
St. Christopher-Nevis  
St. Lucia

St. Vincent  
Seychelles  
Sierra Leone  
Solomon Islands  
South Africa  
Sri Lanka  
Swaziland  
Tanzania  
Trinidad - Tobago  
Uganda  
United Kingdom  
United States  
Zambia  
Zimbabwe

Students from countries not listed above may have to fulfill the University's English proficiency requirement, as stated in the enrollments/admissions section. The University does **not** provide English language services.

### HIGH SCHOOL CERTIFICATE/DIPLOMA/GED REQUIREMENTS BY COUNTRY

#### Afghanistan

- \* Baccalauria with a minimum average of 65%

#### Albania

- \* Dëftesë Pjekurie (Certificate of Maturity) with a minimum average of 6 or "shtatë."

#### Argentina

- \* Bachillerato with a minimum average of five (5) (scale of 1-10)
- \* **Victoria** - Certificate of Education with "B" or 70%
- \* **Western Australia** - Certificate of Secondary Education with "B"

#### Australia

- \* **Australian Capital Territory** - Year 12 Certificate with minimum "B" or "High Achievement."
- \* **New South Wales** - Higher School Certificate
- \* **Northern Territory** - Senior Secondary Studies Certificate with "B" or 14
- \* **Queensland** - Senior Certificate with "High Achievement"
- \* **South Australia** - Certificate of Education with minimum "B," "High" or 14
- \* **Tasmania** - Certificate of Education with "H"

#### Austria

- \* Reifeprüfungsezeugnis (Maturity Examination Certificate) with a minimum of three (3) or "Befriedigend" (Satisfactory)

#### Bahamas

- \* High school transcript with a minimum average of 70%; BGCSEs with a minimum grade of "C."

**Bahrain**

- \* Shahadat itmaam al-diraasa al-thaanawiya al-aamma (Secondary School Certificate) and tawjihi exam results with a minimum average of 70% or "Very Good."

**Bangladesh**

- \* Higher Secondary Certificate with a minimum Second Division or 50% (First Division or 60% in required courses)

**Barbados**

- \* CXC with a minimum grade of three (3) or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Belarus**

- \* Atestat ab agul' naj sjarednjaj adukatsyl (Certificate of Completion of General Secondary Education) with a minimum four (4) (scale of 2-5) or "Dobra" (Good)

**Belgium**

- \* Certificat d'Enseignement Secondaire Superior/Getuigschrift van Hoger Secundair/Abschlußzeugnis der Oberstufe des Sekundarunterrichts (Certificate of Higher Secondary Education) with a minimum 11

**Belize**

- \* CXC with a minimum grade of three (3) or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Benin**

- \* Baccalauréat with a minimum 10 (scale of 1-20)

**Bermuda**

- \* IB Diploma - a minimum overall score of 15; American Curriculum - a minimum "C."

**Bolivia**

- \* Bachiller en Humanidades (Bachelor in the Humanities) with a minimum grade of "5" (scale of 1-7) or "Bueno" (Good)

**Botswana**

- \* Cambridge Overseas School Certificate with grades of five (5) or better

**Brazil**

- \* Certificado de Conclusão de Segundo Grau (Secondary Education Conclusion Certificate) with a minimum grade of five (5) (scale of 0-10)

**Brunei Darussalam**

- \* At least two GCE A levels with grades of "C" or better, or Matriculation Examination results

**Bulgaria**

- \* Diploma za Sredno Obrazovanie (Diploma of Secondary Education) with a minimum grade of three (3) (scale of 2-6)

**Burkina Faso**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Bachelor of Secondary Education) with a minimum 14 (scale of 0-20)

**Burundi**

- \* Diplôme des Humanités Complètes with min 70% or "grande distinction" required

**Cameroon**

- \* Secondary Anglophone - at least two GCE A Levels with a minimum grade of "C."
- \* Secondary Francophone - Baccalauréat de l'Enseignement Secondaire (Baccalaureate of Secondary Education) with a minimum average of 10 (scale of 0 - 20)

**Canada**

- \* High School Diploma or GED. SAT or ACT is acceptable to substitute a GED. However, completion of high school is a condition for acceptance of either SAT or ACT.

**Central Africa Republic**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Secondary School Bachelor) with a minimum 10 (scale of 0 - 20)

**Chad**

- \* Baccalauréat (Baccalaureate) with a minimum 10 (scale of 0 - 20)

**Chile**

- \* Licencia de Educación Media (License of Middle Education) with a minimum five (5) required (scale of 0 - 7)

**China**

- \* Senior/Upper Middle School Graduation Certificate with a minimum average of 70%

**Columbia**

- \* Bachiller (Bachelor) a minimum average of 5 required (scale of 0 - 10)

**Congo**

- \* Baccalauréat (Baccalaureate) with a minimum 14 (scale of 0 - 20)

**Costa Rica**

- \* Diploma de conclusión de Estudios de educación diversificada (Certificate of the conclusion of diversified education studies) or Bachillerato (Bachelor) with 70/100, 7/10

**Cote d'Ivoire**

- \* Baccalauréat (Baccalaureate) / Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Bachelor of Secondary Education) with 10 (scale of 0 - 20)

**Croatia**

- \* Secondary School Leaving Diploma with a minimum 3/5 or "Dobar" ("Good")

**Cuba**

- \* Bachiller/Bachillerato (Bachelor/Baccalaureate) or Diploma de Graduado Pre-Universitario (Pre-University Graduate Diploma) with a minimum 70%

**Cyprus- South (Greek-Cypriot)**

- \* Apolyterion (Certificate of Completion - Upper Secondary School) with a minimum 11/20

**Cyprus- North (Turkish-Cypriot)**

- \* Lise Diploması (Secondary School Diploma) with a minimum 7/10

**Czech Republic**

- \* Vysvědčení o Maturitní Zkoušce (Certificate or Maturity Examination) with a minimum 2/5 or "Chvalitebný" (Very Good)

**Denmark**

- \* Studentereksamen (Student Examination); Højere Forberedelseksamen or "HK" (Higher Preparatory Examination); Højere handelseksamen or "HHK" (Higher Commercial Examination); or Højere teknisk eksamen or "HTX" (Higher Technical Examination) with a minimum 6.5/13

**Dominican Republic**

- \* Bachillerato en Ciencias y Letras (Bachelor in Sciences and Letters)

**Ecuador**

- \* Bachillerato (Baccalaureate) with a minimum 6/10

**Egypt**

- \* Thaanawiya (Certificate of Completion of General Secondary Education) with a minimum 70%

**El Salvador**

- \* Bachiller (Bachelor) with a minimum 5/10

**Eritrea**

- \* School Leaving Certificate with a minimum grade of 70%

**Estonia**

- \* Secondary School Certificate with a minimum 3/5

**Ethiopia**

- \* Ethiopian School Leaving Certificate Examination (ESLCE) with a minimum B or 70%

**Fiji**

- \* Form 7 Examination with a minimum of 70%

**Finland**

- \* Ylioppilastutkintotodistus / Studentexamensbetyg (Matriculation Examination Certificate) with a minimum 7/10

**France**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education); Diplôme de Bachelier de Technicien (Diploma of Baccalaureate of



Technician), depending on course complement; or Baccalauréat Professionel (Vocational Baccalaureate), depending upon course complement, with a minimum grade of 10/20

**Gabon**

- \* Baccalauréat (Baccalaureate) or Baccalauréat Technique (Technical Baccalaureate), depending on course complement, with a minimum grade of 10/20

**Gambia**

- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of C5 or better.

**Georgia**

- \* Sashualo ganatlebis atestati (Certificate of Completion) with a minimum grade of 3/5

**Germany**

- \* Zeugnis der Allgemeinen Hochschulreife (Certificate of General University Maturity) / Abitur examination with grades of 3 or lower (scale of 6-1) on Certificate and eight (8) or better (scale of 0-15) on Abitur

**Ghana**

- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of C5 or better.

**Greece**

- \* Apolyterio (Certificate of Completion - upper secondary school) with a minimum grade of 10/20

**Grenada**

- \* CXC's with a minimum grade of three (3) (scale of 1-6)

**Guatemala**

- \* Bachiller en Ciencias y Letras (Bachelor in Science and Letters) with a minimum 70%

**Guyana**

- \* CXC's with a minimum grade of three (3) (scale of 1-6)

**Haiti**

- \* Baccalauréat (Baccalaureate) or Diplôme d'Enseignement Secondaire (Diploma of Secondary Instruction) with a minimum 70%

**Honduras**

- \* Bachiller en Ciencias y Letras (Bachelor in Sciences and Letters) or Bachillerato (Baccalaureate) with a minimum 70%

**Hong Kong**

- \* At least two A levels with grades of C or better

**Hungary**

- \* Gimnaziumi Erettsegi Bizonyitvány (Secondary School Maturity Certificate) with a minimum grade of 3/5

**Iceland**

- \* Studentsprof (Matriculation Examination) with a minimum 5/10

**India**

- \* Higher Secondary Certificate with min Second Class or Division ranking and a minimum 50%

**Indonesia**

- \* Surat Tanda Tamat Belajar Sekolah Menengah Unum (Certificate of Completion of Upper Secondary School) with a minimum grade of 5/10

**Iran**

- \* Pre-University Year with a minimum grade of 10/20

**Iraq**

- \* Baccalaureate with a minimum grade of 70%

**Ireland**

- \* Leaving Certificate with at least two higher-level grades of C or better

**Israel**

- \* Teudat Bagrut with 7/10 or 70%

**Italy**

- \* Diploma dell' Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore with a minimum grade of 7/10

**Jamaica**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Japan**

- \* Kotogakko Sotsugyo Shosho (Diploma of Graduation) with a minimum grade of three (3) (scale of 1-5)

**Jordan**

- \* Tawjihi (General Secondary Education Certificate) with a minimum of 60%

**Kazakhstan**

- \* Atestat o Srednem Obrazovanii or Diplom o Srednem Spetsialnom Obrazovanii (Certificate of Complete Secondary Education) with a minimum grade of 3/5

**Kenya**

- \* A minimum "B" average on Kenya Certificate of Secondary Education (KCSE) exams

**Korea (South)**

- \* Immungye Kodung Hakkyo Choeupchang (Academic Upper Secondary School Certificate) with "C" average or 70%

**Kuwait**

- \* Shahadat Al-Thanawiya-Al-A'ama (Secondary School Leaving Certificate) with a minimum of 60%

**Latvia**

- \* Atestāts par vispārējo vidējo izglītību (Certificate of General Secondary Education) with a minimum 6/10

**Lebanon**

- \* Baccalauréat II with a minimum grade of 10/20

**Lesotho**

- \* Five courses including with a minimum grade of 4.5 (scale of 9 - 1) Liberia
- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of credits or better.

**Liechtenstein**

- \* Matura (Maturity Certificate)

**Lithuania**

- \* Maturity Certificate
- \* Luxembourg: Diplôme de Maturité or Diplôme de Fin d'Études Secondaire

**Macedonia**

- \* Svidetelstvo za Zavreno Sredno Obrazovanie (Certificate of Completion or Secondary Education) with a minimum 60% or 6/10

**Madagascar**

- \* Baccalauréat de l'Enseignement du Second Degré with a minimum 10/20

**Malawi**

- \* Malawi Certificate of Education with at least five grades of 4.5 or better (scale of 9 - 1)

**Malaysia**

- \* Sijil Tinggi Persekolahan Malaysia (STPM) with 60%

**Mali**

- \* Baccalauréat Malien with a minimum of 10/20

**Malta**

- \* Matriculation Certificate or at least two (2) A levels at grade "C" or better

**Mauritania**

- \* Baccalauréat de l'Enseignement du Second Degré with a minimum of 10/20

**Mauritius**

- \* GCE with at least two A levels at grade C or better or French Baccalauréat with a minimum 10/20

**Mexico**

- \* Bachillerato

**Moldova**

- \* Diploma de Bacalaureat (Diploma of Baccalaureate) or Atestat de Studii Medii (Certificate of Secondary Studies) with a minimum 5/10

**Mongolia**

- \* Certificate of Complete Secondary Education with excellent grades or one year of study from a recognized university

**Montserrat**

- \* CXC grades of 3 or better or at least two GCE A levels with grades of "C" or better

**Morocco**

- \* Baccalauréat de l'Enseignement Secondaire with a minimum 10/20

**Mozambique**

- \* Certificado de Habilitação es Literarias (Secondary School Leaving Certificate) with a minimum 10/20

**Myanmar**

- \* One year of study from a recognized university with a minimum 60%

**Namibia**

- \* GCE results with at least two A levels at grades of "C" or better or one year of study beyond GCSEs

**Nepal**

- \* Proficiency Certificate with 60%

**Netherlands**

- \* HAVO Diploma (Hoger Algemeen Voortgezet Onderwijs) with a minimum 5/10

**New Zealand**

- \* National Certificate of Educational Achievement (NCEA) Level III

**Niger**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education) with 10/20

**Nigeria**

- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of credits or better.

**Norway**

- \* Vitnemål fra den videregående skolen (Certificate from Upper Secondary School) with a minimum grade of 3/6

**Oman**

- \* Thanawiya amma (Secondary School Leaving Certificate) with 70%

**Pakistan**

- \* Higher Secondary Certificate or Intermediate Certificate with 50% or Second Division standing (60% in required courses)

**Panama**

- \* Bachiller (Bachelor) with a minimum 3/5

**Papua New Guinea**

- \* Higher School Certificate with 60%

**Paraguay**

- \* Bachiller (Bachelor) with a minimum 3/5

**Peru**

- \* Bachiller (Bachelor) with a minimum 10/20

**Philippines**

- \* A minimum one year of study from a recognized university or High School Diploma

**Poland**

- \* Świadectwo Dojrzałości (Maturity Certificate) with 3/6

**Portugal**

- \* Certificado de Fim de Estudos Secundárias (Certificate of Completion of Secondary Studies) with 10/20

**Qatar**

- \* Thanawiya aam Qatari (Qatari General Secondary Education Certificate) with 60%

**Romania**

- \* Diplomă de Bacalaureat (Baccalaureate Diploma) with 5/10

**Russian Federation**

- \* Attestat o Srednem Obrazovanii (Certificate of Secondary Education) with 3/5

**Rwanda**

- \* Certificat des Humanities Générales

**St. Kitts and Nevis**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**St. Lucia**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**St. Martin/St. Maarten**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education) with a minimum 10/20

**St. Pierre and Miquelon**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education) with a minimum 10/20

**St. Vincent and The Grenadines**

- \* CXC with a minimum grade of three (3) or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Saudi Arabia**

- \* Tawjihiyah (General Secondary Education Certificate) with a minimum of 70%

**Scotland**

- \* Scottish Certificate of Education at the Higher Level, or at least two GCE A levels with grades of "C" or better

**Senegal**

- \* Baccalauréat or Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education) with 14/20

**Serbia and Montenegro**

- \* Diploma o Završenoj Srednjoj Školi (Diploma of Completion of Secondary School)

**Seychelles**

- \* At least two GCE A levels with grades of "C" or better or one year of study beyond O levels

**Sierra Leone**

- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of C5 or better.

**Singapore**

- \* Sijil am Pelajaran Singapore-Cambridge (Singapore-Cambridge General Certificate of Education) with Ordinary and Advanced level grades of C5 or better

**Slovakia**

- \* Vysvedčenie o Maturitnej Skúške (Maturity Certificate) with a minimum grade of two (2) (scale of 5-1)

**Slovenia**

- \* Maturiteno spričevalo (Maturity Examinations Certificate) with a minimum 3/5

**Solomon Islands**

- \* At least two GCE A levels at grade "C" or better

**Somalia**

- \* At least two GCE A levels at grade "C" or better

**South Africa**

- \* Senior Certificate with Matriculation Endorsement with a minimum 70% or "B" average

**Spain**

- \* Título de Bachiller with a minimum average of 6/10

**Sri Lanka**

- \* Sri Lanka General Certificate of Education Advanced Level or General Certificate of Education with at least two grades at "C" or better

**Sudan**

- \* Cambridge Overseas School Certificate or GCE A levels with at least two grades at "C" or better

**Suriname**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Swaziland**

- \* Cambridge Overseas School Certificate or GCE A levels with at least two grades of "C/5" or better

**Sweden**

- \* Slutbetyg Från Gymnasieskola (Upper Secondary School Leaving Certificate) with Väl Godkänd/VG (Pass with Distinction)

**Switzerland**

- \* Maturitätszeugnis, Certificat de Maturite, or Attestato di Maturita (Maturity Certificate)

**Syria**

- \* Baccalauréat or Al Shahada Al Thanawiya (Secondary School Leaving Certificate)

**Taiwan**

- \* Senior High School Leaving Certificate and A minimum 70% (B) average Tajikistan
- \* Attestat o Srednem Obrazovanii (Certificate of Secondary Education) with a minimum 3/5

**Tanzania**

- \* National Tanzanian Examination results at Advanced Level or GCE A level results with at least two grades of "C" or better

**Thailand**

- \* Matayom VI with a minimum average of 2/4

**Togo**

- \* Baccalauréat (Baccalaureate) with a minimum average of 10/20

**Trinidad and Tobago**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Tunisia**

- \* Baccalauréat (Baccalaureate) with a minimum average of 10/20

**Turkey**

- \* Devlet Lise Diploması (State Secondary School Diploma) or Lise Bitirme Diploması (Secondary School Completion Diploma) with a minimum 3/5

**Turkmenistan**

- \* Attestat o Srednem Obrazovanii (Certificate of Secondary Education) with a minimum 3/5
- \* CXC grades of 3 or better or at least two GCE A levels with grades of "C" or better
- \* Uganda Advanced Certificate of Education, Cambridge Overseas Higher School Certificate or East African Advanced Certificate of Education with grades of "C" or better

**Ukraine**

- \* Attestat pro povnu zagal' nu seredno osbitu (Certificate of Completed Secondary Education) with a minimum 3/5

**United Arab Emirates**

- \* Thanawiya (Secondary School Leaving Certificate) with a minimum of 70%

**United Kingdom (England, Wales and Northern Ireland)**

- \* GCE Advanced level with at least two grades of C or better

**United States of America**

- \* High School Diploma or GED. SAT or ACT may substitute a GED. However, completion of high school is a condition for the acceptance of either SAT or ACT.

**Uruguay**

- \* Bachiller or Bachillerato with a minimum 6/12

**Uzbekistan**

- \* Attestat o Srednem Obrazovanii (Certificate of Secondary Education) with 3/5

**Venezuela**

- \* Bachiller with a minimum average of 10/20

**Vietnam**

- \* Bang Tốt Nghiệp Phổ Thông or Bang TuTai Hai (Baccalaureat II) with a minimum average of 5/10

**Yemen**

- \* Thanawiya (General Secondary School Certificate) with a minimum average of 70%

**Zambia**

- \* Zambian School Certificate with at least five grades of "5" or better (including that for "English Language")

**Zimbabwe**

- \* General Certificate of Education (GCE) with at least two A levels at grade "C" or better



# PROVISIONAL ADMISSIONS

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Charisma provisionally admits and registers students that have not met all of the admissions requirements, provided they deliver copies of unofficial transcripts in advance. The maximum time allowed for students on provisional admissions status to provide their official transcripts is eight (8) weeks. Students under this provisional admission status that have failed to submit official transcripts after the maximum allowable time are not eligible to continue attending classes until adherence to all admissions requirements. Charisma does not permit students admitted under provisional status to register for more than 12 credits total for courses in undergraduate programs or 6-8 credits total for courses in graduate programs.

## RE-ADMISSIONS

Students on academic suspension, or who have withdrawn from the University for six (6) months or more must submit a petition for re-admission. File a re-admissions application or petition for an evaluation fee of \$25.00. The petition requires the applicant to justify their decision to return to the University and the benefits of higher education.

## NON-DEGREE SEEKING STUDENTS

Charisma University welcomes students that wish to take single courses to fulfill their academic degree programs with other Universities/Colleges or meet employment requirements. Students under this category classify as non-degree seeking students. Admission as a non-degree seeking does guarantee credit-bearing or degree-seeking admissions into the University academic programs. Non-degree seeking students interested in changing their status to degree-seeking follow the standard University admissions procedures. Transfer credits apply when only apply to the requirements when relating to a student's currently enrolled program.

## COURSE REGISTRATION

The Registrar's office registers students that are in academic and financial good standing with the University. Academic good standing is maintaining a minimum GPA of 2.0 for the undergraduate degree programs and 3.0 for graduate degree programs at every quarter. Financial good standing defines students that (i) are in full compliance with payment arrangements entered into with the University; and, (ii) have fully paid their tuition fees.

NOTE: Students on academic probation are also eligible to take classes.

## COURSE LOAD

Undergraduate and Master's degree-seeking students should not register for more than two (2) courses per session (6 credits) until they receive approval from the School Dean. Doctorate-seeking students should not register for more than one (1) course per session (3-4 credits) unless approved by the School Dean. Each session lasts for eight (8) weeks, and the University expects that students enroll in every session for at least one (1) course to maintain their academic status and avoid



administrative withdrawal from the program. The school Dean grants exceptions for students on a leave of absence.

## Academic Calendar

# 2021 Academic Calendar

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## 2021 Academic Calendar

### SPRING I, 2021 SESSION

- + Session begins: January 25, 2021
- + Last day for tuition fees: January 11, 2021
- + Last day to register for classes by petition: February 1, 2021
- + Last day to withdraw without "W": February 15, 2021
- + Last day to withdraw with "W": March 10, 2021
- + Session ends: March 21, 2021
- + Final grades posted: March 26, 2021

### SPRING II, 2021 SESSION

- + Session begins: March 29, 2021
- + Last day for tuition fees: March 14, 2021
- + Last day to register for classes by petition: April 05, 2021
- + Last day to withdraw without "W": April 12, 2021
- + Last day to withdraw with "W": May 8, 2021
- + Session ends: May 23, 2021
- + Final grades posted: May 28, 2021

### SUMMER 2021 SESSION

- + Session begins: May 31, 2021
- + Last day for tuition fees: May 11, 2021
- + Last day to register for classes by petition: June 7, 2021
- + Last day to withdraw without "W": June 17, 2021
- + Last day to withdraw with "W": June 24, 2021
- + Session ends: July 25, 2021
- + Final grades posted: July 30, 2021

**FALL I, 2021 SESSION**

- + Session begins: July 26, 2021
- + Last day for tuition fees: July 11, 2021
- + Last day to register for classes by petition: August 2, 2021
- + Last day to withdraw without "W": August 15, 2021
- + Last day to withdraw with "W": September 7, 2021
- + Session ends: September 26, 2021
- + Final grades posted: October 01, 2021

**FALL II, 2021 SESSION**

- + Session begins: September 27, 2021
- + Last day for tuition fees: September 11, 2021
- + Last day to register for classes by petition: October 04, 2021
- + Last day to withdraw without "W": October 13, 2021
- + Last day to withdraw with "W": November 10, 2021
- + Session ends: November 28, 2021
- + Final grades posted: December 03, 2021

**WINTER, 2021 SESSION**

- + Session begins: November 29, 2021
- + Last day for tuition fees: November 15, 2021
- + Last day to register for classes by petition: December 04, 2021
- + Last day to withdraw without "W": December 14, 2021
- + Last day to withdraw with "W": January 10, 2022
- + Session ends: January 30, 2022
- + Final grades posted: February 5, 2022

## GRADUATION REQUIREMENTS



Students who are two sessions (16 weeks) away from meeting their graduation requirements are required to petition for graduation. A fee of \$500 shall apply for each graduation application. The graduation application form is available via the students' portal. Below are the minimum graduation requirements.

Degree Level	Total Number of Credits	GPA (Acceptable for graduation)	Grad. Duration (months) (Grad time-not guaranteed. Must meet all financial obligations.)	Max. time (months) (Allowed to complete the degree program)
Associate Degree (AA)	60 Total Credits (includes 33 credits in general education courses)	2.0 or better	Within 18-24	48
Bachelors degree	120 Total Credits (includes 51 credits in general education courses)	2.0 or better	within 36-48	96
Master's (MS, MA, MBA, EMBA, MPH, M.Ed.) degree	36-54 Total Credits (includes 6-12 credits in theses)	3.0 or better	within 12-18	48
Doctorate (Ph.D., or Ed.D.) degree	63-90 Total Credits (includes 14 credits in dissertation and one credit in comp exam)	3.0 or better	within 36-60	84-96
Doctorate (PsyD)	60-90 Total Credits	3.0 or better	within 36-60	84-96

## DEGREE PROGRAM EXTENSION POLICY

Students wishing to be granted an extension on their degree completion time may do so in the [Student Support Center](#). The School Dean has the highest authority to either approve or deny such an extension. Students also receive approvals if they were on military leave, have had medical reasons, or family issues. Extensions are granted for a maximum of 12 months unless otherwise noted.

## DEGREE CONFERRAL DATES

Charisma University degree conferral dates are at every month.

### ACADEMIC HONORS AND AWARDS

Charisma University recognizes students that have graduated with high GPAs. Below are the details of how the University awards academic honors.

Academic Honor	GPA
Summa Cum Laude	3.95 to 4.00
Magna Cum Laude	3.89 to 3.94
Cum Laude	3.80 to 3.88
Distinction	3.60 to 3.79

### Residency Requirements

While there is no physical residency at Charisma University required for the degree programs, there is a minimum number of credits required under the direction of the University – 30 credits for the Bachelors; 27 credits for the Master's degree (where the Master degrees requires 36 credits); and 51 credits for the Doctorate (where the doctoral degree requires 63 credits). The minimum number of credits for degrees requiring a different number of credits for completion will be adjusted appropriately. The minimum number of credits indicated for each degree is related to the Transfer Credit Policy. Charisma University considers each course completed as completed in-residence.

### Transcript Request Policy

Students who wish to make requests for official transcripts may do so in the Student Support Center located on Charisma's main webpage. The University processes the first request for an official transcript at no charge. Subsequent requests attract a fee of \$15 per request. Transcripts and course registrations receive a **“hold”** status for students that have not satisfied their financial obligations with the University.



# TUITION & FEES

# TUITION AND FEES

***Application fee for admission	\$10.00
**Re-admission evaluation fee	\$150.00
**Transfer Credit Evaluation Fee	\$45.00
**Program Change Processing	\$25.00
Library fee per session	\$0.00
*Graduation Application fee	\$500.00
Transcript processing Fee	\$15.00
Undergraduate Fee per Credit	\$200.00
Master's Course Fee p/Credit	\$275.00
Doctorate Course Fee p/Credit	\$425.00
Technology Fee per Course	\$45.00
*Dissertation Fee (Ph.D. Programs)	\$2500.00
*Thesis Fee (Master's Program)	\$1200.00
Return check charge	\$35.00

*\*\*\*One-time payment only - thesis and dissertation courses do not cost per credit, but rather are flat tuition fees of \$1200 & \$2500, respectively. For example, an MS program in Economics of 42 credits is cost as follows: \$275 per credit for the 30 credits non-thesis courses, and a one-time, flat rate of \$1,200 for the thesis cost; which brings it to a total program cost of \$9,450. Likewise, a Ph.D. in Business Administration of 63 credits is cost as follows: \$425 per credit for the 48 credits non-dissertation courses, and a one-time, flat rate of \$2,500 for the dissertation cost; which brings it to a total program cost of \$22,900.*

\* Non-refundable

\* Non-refundable - credited towards the student's first session tuition fee

Per session = 8 weeks of academic course work

All fees paid using USD.

## Refund Policy

The effective date of official withdrawal from the university is the last day of recorded attendance. Students notify the registrar in writing before or upon the date of complete withdrawal. The University retains a fixed registration fee equal to 20% of the tuition but not to exceed \$200 for students that cancel the enrollment agreement after seven

business days (excluding Saturday and Sunday). Refunds are to be made only on tuition as follows:

During the first week	100% Refund is issued
During the second week	80% Refund is issued
During the third week	60% Refund is issued
During the fourth week	50% Refund is issued
During the fifth week	20% Refund is issued
After the fifth week	0% Refund is issued

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later. Students may cancel the enrollment agreement by submitting written notice of such cancellation to the University at its address shown on the contract. Notices shall be received by the University not later than midnight of the seventh business day (excluding Sundays and holidays) following the signing of the enrollment agreement. It is acceptable to deliver personally, or otherwise the written note within that timeframe. In the event of a dispute over timely notice, the burden to prove service rests on the sender.

## Resources

### Student Services

Charisma University offers various student services. These services are all designed to provide the support that students may need to have the best chance for success.

### Orientation Program

Charisma University offers an orientation program wherein new students receive a tutorial about the different processes and procedures of the University. The Charisma University website offers a means by which to reach out to administrative contacts, with whom each has an open-door policy.

### Testing

The purpose of testing is to provide students an overall assessment regarding their personalities and chosen careers so that they may gain greater insight about their potential and the characteristics that are essential for professionals in an international environment.



## Information Services

Efficient information services ensure the students of their options and the methodology for the right choices in their professional and personal lives.

## Personal Counseling

Personal counseling is available for students to guide them towards maximum self-realization and development as they become fully integrated and mature societal contributors

## Follow-up Services

Follow-up services are also available, as the University's services do not cease with just an orientation and one-time counseling.

## Academic Advising

Academic advising and career development services assist students by guiding students while enrolled at the University. Academic advisors can help in several ways.

1. Acts as a humanizing agent whose interaction with students occur outside the classroom, and in an informal setting, so the student feels comfortable seeking the advisor out
2. Functions as a counselor or mentor to help guide students through academic policy and procedure, offers advice and listens, and refers to support when needed
3. Works as an educator or instructor to teach students strategies for success and helps them understand the curriculum, the purpose of their academic program, and encourages problem-solving critical thinking, and decision-making

There are also unique options for students with disabilities.

## Research and Evaluation

Research and evaluation are continuous to ensure the effectiveness of student services that are offered by Charisma University.

## LIBRARY SERVICES

The Charisma University Library concentrates on fostering an information-literate Charisma community. We support the educational goals and research needs of Charisma's faculty and staff by providing access to resources, instruction, and services necessary for academic success. The Library teaches skills for finding, analyzing, and using the information to build a community of lifelong learners. For our library, we provide students with secure access journals through the LIRN (library and information resources network) and open access through the DOAJ (Directory of Open Access Journals). We now have a partnership with Wiley and Sons to provide us with e-textbooks for our courses, and we are working on numerous other partnerships with academic publishers to ensure that our students have the resources they need.

## Secure Access Journals (LIRN)

The Library and Information Resources Network is a consortium of educational institutions that have joined to share access to information resources. The LIRN collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books 24x7, and more, covering topics for General Education, Business, and Medical programs.

Charisma's membership with LIRN provides access to its authentication gateway (a portal to subscription resources for students, provides a list of available resources, along with a description of the resource). Additionally, the LIRN platform allows the production of COUNTER-compliant library resource usage reports (are usage reports that are formatted as defined in the COUNTER Code of Practice and use defined ways to count usage) and technical support.

COUNTER is known as the Code of Practice that ensures vendors/publishers provide usage data that is consistent, credible, and comparable to the library. So, it provides the standard that enables the knowledge community to count the use of electronic resources. With this information, the library experts can compare statistics from different vendors to make better-informed purchasing decisions and further cater to the needs of our students.

With LIRN, Charisma has access to LIRN Search, a search engine that students can use to query all LIRN databases, a specific subject area, or resource with a single search. The University's Library website houses this search engine; therefore, students need only to use the link to access the databases.

Charisma also provides LIRN training through a series of seminars and webinars held throughout the year, which has been very helpful for us in keeping updated and relevant. Students can contact the Director of Library at [library@charisma.edu.eu](mailto:library@charisma.edu.eu) with any additional questions or more significant guidance. The library's website contains all of this information.

### Technical Support Services

Charisma University students, staff, and faculty members should use the [Support Center](#) to report any technical problems with the login credentials to the classes, library, writing center, and e-mail address.

### WRITING CENTER

Charisma University aims to equip its students with superior written and oral communication skills. Hence, the university has a Writing Center that will assist students in cultivating quintessential writing skills, at no additional cost. Charisma University's Writing Center (WC) is a writing lab available online 24 hours a day, seven days a week, to university students. Outstanding writing skills are indispensable to students who strive for professional and scholastic success, and the WC can help students write in a manner that is comprehensible, concise, structured, cohesive, and articulate. Through the WC, our students have the tools that they need to be more effective communicators, which establish a marked advantage embarking upon entry into the chosen professional work environment.

## WC Service

### 1) Paper Review

Most of the University's course requisites entail considerable writing on various research papers like essays, critiques, case studies, term papers, theses, and dissertations. The AWC offers review services handled by a staff of competent and experienced professionals, who have had extensive training in guiding students in their writing assignments. Students may upload their papers at the appropriate section provided in the university's students' portal, and within 24 to 48 hours, they will receive feedback on their paper(s) regarding grammar and usage, citation, format structures, and general sentence construction. The completed and reviewed paper contains comments, written in a different color so that the suggested changes are easily detected. Students are free to submit multiple papers if needed.

### 2) Plagiarism Check

Charisma University has a stringent policy against plagiarism of any kind and cautions students to submit only plagiarism-free papers. If in doubt, the students may upload their papers at the appropriate section provided in the university's writing center for plagiarism check using special software. Within a few seconds of uploading, the students may expect results on the plagiarism check done on their papers. Students are encouraged to take advantage of the WC plagiarism check before submitting their papers to Professors. Plagiarism check promotes originality in student's written works and enhances their research skills. If the plagiarism check conducted by the WC is positive, the paper will be free from any plagiarism. Multiple submissions are allowed.

### 3) Tutorials

The WC has a comprehensive section on writing tutorials and guidelines, which students may access 24 hours a day, seven days a week. The links in the WC Tutorials section provides thorough information and guidelines on basic grammar principles, getting started on writing an assignment, formatting styles, and guidelines for writing various essays, theses, and dissertations.

Students can contact the Director for the academic writing center at [writing@charisma.edu.eu](mailto:writing@charisma.edu.eu) for additional support. The writing center's website also contains all of this information.

## Study Suggestions

Distance learning provides different learning experiences for students. Moreover, it poses many challenges: there is little or no face to face contact with instructors; there might be a lack of social communication with classmates except for some occasional chat room and discussion board conversations, and there is limited opportunity for oral communication. Given these considerations, a student at Charisma University can still succeed in learning and completing an online course with the exercise of proper discipline, good study habits, and efficient time management.

The following study suggestions will further help students in completing each online course successfully and will also improve and increase their ability to learn:

- (1) Learn to manage time more efficiently. Create a study schedule by keeping a calendar. Take note of requirements to be submitted and the due dates not to miss deadlines.
- (2) Participate in chat room discussions related to online courses' topics. Since there is not much social interaction in distance learning, chat room discussions allow a learning community at hand.
- (3) Join an online collaborative project dealing with matters of interest to provide an environment for sharing viewpoints and knowledge with student learners similarly situated.
- (4) Select a study location that will be conducive to learning. Organize a study spot by arranging necessary tools systematically (e.g., laptop, computer, notes).
- (5) In reviewing materials, make use of study techniques and methods such as mnemonics and making associations. These techniques are beneficial, especially when memorizing information.
- (6) Realize the internal personal style of studying. Know which technique or method makes it easier to study a lesson.

# UNIVERSITY POLICY

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## Disability Policy

Charisma University is committed to providing an education that does not discriminate based on the disabilities of faculty, staff, students, or other stakeholders. The University's disability policy has a direct impact on the usage of media, technologies, and materials for online learning courses, especially concerning our hard-of-hearing and deaf students. All online course media and materials with an audio component are either transcribed or captioned before we assign them (usually before the classes start) to provide reasonable accommodation for hard-of-hearing and deaf students. Since instructors may not know whether they have a hard-of-hearing or deaf students enrolled in their class until the end of the Drop/Add period, they are required to choose and develop accessible materials when they design their courses. Reasonable accommodations for students with hearing disabilities currently do not exist when instructors use synchronous audio communication technologies within a course. For example, the University does not use online learning telephone conferencing systems when students with hearing disabilities register in a course, even when student participation is not necessary or anticipated.

## Affirmative Action Policy

Charisma University recognizes the need for Affirmative Action. It pledges its commitment to take on positive actions to address the effects of past practices or barriers to equal educational opportunity and to achieve the fair and full participation of people with disabilities, women, minorities, and older persons. The University also further states that it will conform to the anti-discrimination provisions of the Federal regulations and laws.

Charisma recognizes the education difficulties experienced by minorities, people with disabilities, many older persons, and where appropriate, Charisma set program goals to overcome the present effects of past discrimination to achieve the full and fair teaching and learning of such persons. In order to implement affirmative action policies, our staff has prepared an Affirmative Action Plan that includes programs aimed at eliminating discrimination and promoting fairness. The Affirmative Action Plan incorporates specific objectives, goals, actions, timetables, as well as a complaint procedure.

## Sexual Harassment & Gender Discrimination

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Charisma University has zero-tolerance for sexual harassment from any staff, faculty members, and students. The university will follow proper protocol, including appropriate notification, if it is reasonable to cause to believe that sexual harassment has occurred.

## Ethical Computer Use

Charisma University upholds our standard procedure regarding the ethical use of computers. Everyone within the community who uses the University communications and computing facilities is responsible for using them in a professional, legal, and ethical manner, meaning that every user agrees to the following conditions: Users must respect the integrity of the systems and must recognize that some data are confidential. They must also respect the rules and regulations that govern the use of equipment and facilities, and they must not obtain unauthorized access to the accounts and files of others. Users must also respect the intended use of all accounts, and they must follow the guidelines for and familiarize themselves with appropriate usage for the systems they access.

## Copyright Policy and Procedures

Charisma University has a strict policy regarding copyrights and patents. Any student who engages in a research project that involves significant use of facilities, equipment, funds, or materials of the University, or one that is subject to terms and conditions of a sponsored project or other contracts between the University and another party, shall assign this project as well as all its patents and applications to the University unless the project releases to the researcher per the patent policy provisions.

When a student completes a research project that does not involve significant use of facilities, equipment, funds, or materials of Charisma University, and one that is not under the terms of a sponsored research project or other contracts between the University and another party, the University will waive its rights. The research project will be the exclusive property of the student, the terms of financial aid received, such as scholarships, external sponsorship, fellowships, or any other financial aid provided, do not change his or her rights in the project, whether or not the University administers the project. The Provost or his designee is the one responsible for administering intellectual property matters that are related to patents, inventions, trademarks, publications, and copyrights. The Provost shall represent the University in any matter regarding intellectual property that may substantially affect the institution's relationships with the public, government, and industry. It is the responsibility of the University President to advise and make recommendations to the Provost relating to intellectual property matters that arise from the activities of students conducting research. The rights determination between faculty/student researchers and the University, as well as the disposition of patent rights, is determined on a case-by-case basis.

## Student Code of Conduct

### *Section I: Scope*

This policy applies to all students at Charisma University.

### *Section II: Guiding Principles*

The University, in all its programs, is committed to:

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- (1) Providing a learning experience that meets the needs of the students by the provision of some technical assistance as well as library and information services online,
- (2) Recognize the importance of critical thinking, exchange of ideas and open inquiry; thus different venues for online students' providing interaction, and
- (3) Continuous pursuit of high academic standards and quality education.

### ***Section III: Academic and Ethical Conduct***

All students enrolled in a university program will observe and conform to the University's requirements concerning academic matters and ethics and behavior in dealing with online instructors as well as personal conduct with other students in chat room discussions. Given these considerations, students:

- (1) Should observe respect and proper behavior towards his/her online instructor during lectures and fellow students during chat room and online board discussions, and
- (2) Use all resources and materials provided by the University for academic purposes. Using these resources and materials for any other purpose without the permission of the University shall be punishable by disqualification from the program.
- (3) Observe scholastic honesty in all academic submissions. Plagiarism is strictly prohibited and could result in student disqualification from the program.

### ***Section IV: Implementation***

The above policies shall be implemented and made available to all Charisma University students.



# PROGRAMS





# School of Business

# Welcome to Charisma University!

On behalf of the faculty and staff, Welcome to the School of Business! Charisma University's business programs establish an academic environment where learners are empowered to develop creative solutions to essential human, professional, and societal problems.

The University's learning-focused educational philosophy emphasizes the connection between professional relevance and scholarly excellence. The university is committed to providing an exceptional educational experience.

We look forward to helping to positively impact local, national, and international communities through the success of our business graduates. All of us at the university are eager to assist in ensuring the achievement of predetermined academic and individual goals at the initiation of these exciting and critical career paths.

Sincerely,

**La'Sondrick Bridges**

Dean, *School of Business*

### *Mission Statement for the School of Business*

The primary purpose of establishing the School of Business is to develop students as professionals who are well suited and prepared for careers in either the private sector or in public practice and have attained the expertise and diversity necessary to serve as potential executives for major corporations. The School of Business develops potential managers with the unique advantage of exceptional readiness in their profession, be it in financial, industrial, nonprofit, or government institutions. The courses seek high-caliber candidates, that is, students with the discipline and interest to develop their leadership and managerial potentials. To achieve its goal, the School of Business has a broad-based curriculum that balances technical training and practical problem-solving.

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## Associate of Arts in Business Administration

An Associate in Arts in Business Administration is a degree education program that offers fundamental yet practical training in business and organization. The courses under this program cover all fields of business administration, including accountancy and finance. With such diverse offerings, students, upon completion of the program, gain the opportunity to obtain entry-level clerical positions in the fields of Human Resources, Management, Bookkeeping, Benefits Administration, and Public Records Supervisors. Graduates are also qualified to pursue a four-year course on Business Administration or other related fields. The program aims to produce competent departmental supervisors with the necessary abilities of leadership, oral and written communication, business principles, critical thinking, and conflict resolution. Focus is on the gamut of tools that are necessary for dealing with actual business situations. This program also aims to aid students in deciding which specialization suits their interests and abilities.

### Program Learning Outcomes

- Use professional communication skills within a business environment.
- Determine business problems based on credible evidence and data.
- Apply foundational business principles and operations in a business environment.
- Course Requirements

### Core Courses (15 Credits)

*Students must complete all the required core courses.*

BUS 100 Introduction to Business  
BUS 251 Operation Management  
BUS 150 Business Ethics  
BUS 175 Organizational Behavior  
BUS 217 Strategies in Decision Making

### Electives Section A (9 Credits)

BUS 241 Human Resource Management  
BUS 203 Industrial Organization  
BUS 236 Global Business Environment Strategy  
MKT 203 Marketing Strategy

### Electives Section B (6 Credits)

*Students must complete two courses from Electives Section B. Each course values as 3 Credits.*

FIN 235 Management Accounting and Control  
ECON 203 Industrial Organization  
ECON 230 Consumer Economics



*Total Credits required for Associate of Arts in Business Administration is 63. This includes 33 credits from general education courses. Please refer to the University Catalog or website for admissions requirements, transfer credits policy, and tuition fees.*

## Bachelor of Science in Accounting

The Bachelor of Science in Accounting program equips students with core knowledge of accounting principles that are applicable in the different areas of accountancy, including corporate and governmental accounting and information systems. The program intends to develop accountants who can efficiently perform various accounting functions of diverse business projects and competently adapt to changes in technology used for accounting systems. Graduates of this degree program may choose to enter both public and private practice in the fields of commerce, academe, and government. Furthermore, this program instills the necessary knowledge and skills that will prepare students to be successful with the licensure examination for certified public accountants. This program also imparts business ethics and values that will aid students in adjusting to the fluctuating demands of the business. Graduates of this program are well prepared in related fields of management and entrepreneurship.

### Program Learning Outcomes

- Use professional communication skills to express an understanding of accounting principles and practices to diverse audiences.
- Evaluate accounting and business information by using analytical and critical thought processes.
- Apply concepts, principles, and practices of accounting, including proficiency in auditing methods and fiscal planning.

### Core Courses (48 Credits)

***Students must complete all the required core courses (48 Credits). Each course values as three (3) credits***

ACCT 100 Introduction to Accounting I  
ACCT 102 Introduction to Accounting II  
ACCT 115 Applied Macro and International Economics I  
ACCT 122 Applied Macro and International Economics II  
FIN 235 Management Accounting and Control  
ACCT 309 Accounting Information Systems  
ACCT 306 Income Tax Accounting  
ACCT 307 Accounting Theory  
ACCT 331 Financial Accounting I  
ACCT 332 Financial Accounting II  
ACCT 400 International Accounting  
ACCT 411 Taxes and Business Strategy I  
ACCT 412 Taxes and Business Strategy II  
ACCT 404 Advanced Accounting Problems  
FIN 423 Financial Analysis  
URES 499 Capstone Project for undergraduate studies

### Business Core Courses (21 Credits)

*Students must complete seven business core courses. Each course values as three (3) credit.*

BUS 100 Introduction to Business

BUS 150 Business Ethics

BUS 217 Strategies in Decision Making

BUS 251 Operation Management

BUS 316 Business Enterprise Management

FIN 332 Managerial Analysis

BUS 450 Strategic Management

*Total Credits required for Bachelor of Science in Accounting is 120. This includes 51 credits from general education courses.*



## Bachelor of Business Administration

The Bachelor of Business Administration undergraduate program is proud to offer various opportunities to students who are aspiring to obtain intellectual ability in business policies and principles through the integration of core subjects covering organizational management, economics, finance, business law, and ethics, among a host of other relevant offerings. With today's progressive globalization, the program, being a general management course and multidisciplinary, opens doors to a vast array of career options in the various fields of business, such that graduates expect to gain a competitive edge with the performance of the duties typically required of professional managerial and entrepreneurial positions with respected business firms. The program seeks to develop business professionals with sufficient training in organizational management and with specialized knowledge and skill in a functional area of business activity. As such, the program seeks to instill social responsibility in students, without compromising personal satisfaction through the potentials of getting into high earning challenging careers in the industry.

### Program Learning Outcomes

- Use professional communication skills to express an understanding of business principles and practices with diverse audiences.
- Formulate appropriate solutions to business problems based on credible evidence and data.
- Apply sound theoretical business principles in a competitive global environment.

### Course Requirements

#### Core Courses (42 Credits)

***Students must complete all the required core courses (42 Credits). Each course values as three (3) credit***

BUS 100 Introduction to Business  
BUS 251 Operation Management  
BUS 150 Business Ethics  
BUS 175 Organizational Behavior  
BUS 217 Strategies in Decision Making  
BUS 310 Business Taxation  
BUS 425 Leading Organizations  
BUS 327 Transformational Leadership  
BUS 471 Corporate Risk Management  
BUS 450 Strategic Management  
BUS 241 Human Resource Management  
ECON 410 Economic Analysis of Social Issues  
ECON 411 Negotiation and Conflict Management  
URES 499 Capstone Project for Undergraduate Studies

### Electives Section A (3 Credits)

*Students must complete one course from Electives Section A. Each course values as three (3) credit.*

MKT 409 Global Markets

MKT 403 Early Stage Capital

MKT 115 Real Estate Capital Markets

### Electives Section B (6 Credits)

*Students must complete two courses from Electives Section B. Each course values as three (3) credit.*

ECON 401 Collective Choice

ECON 463 Econometrics

ECON 445 International Trade

### Electives Section C (9 Credits)

*Students must complete three courses from Electives Section C. Each course values as three (3) credit.*

FIN 412 Capitalism and Its Critics

FIN 235 Management Accounting and Control

FIN 310 Introduction to Financial Management

ACCT 405 Business Accounting

FIN 423 Financial Analysis

### Electives Section D (9 Credits)

*Students must complete three courses from Electives Section D. Each course values as three (3) credit.*

FIN 439 Finance for Decision Making

BUS 236 Global Business Environment Strategy

BUS 316 Business Enterprise Management

FIN 332 Managerial Analysis

FIN 405 Global Finance

BUS 355 People and Organizations

*Total Credits required for the Bachelor of Business Administration is 120. This includes 51 credits from general education courses.*

## Bachelor of Economics

The Bachelor of Science in Economics program offers in-depth lessons on economic principles and policies that are necessary to develop problem-solving and critical thinking skills. This is made possible through several subjects concentrated on logical thinking and proper utilization of appropriate data for economic observation and inference. Graduates of this program may seek challenging, rewarding career opportunities in various fields in both government and private sectors. These include economic, strategic planning, consultation, education, and research. Given the background knowledge that students acquire in this program, graduates may also opt to pursue master's degree in fields related to economics such as Law, Business Administration, and Management. Hence, the program aims to produce economists who are keen on utilizing data to make appropriate inferences, thereby allowing them to formulate solutions to economic-related problems in various industries. In addition, the program also seeks to equip students with skills that will help them present their ideas based on these inferences. Graduates of this program are skillful and competent economic analysts who have the formidable ability to analyze current economic issues that affect various business settings.

### Program Learning Outcomes

- Use professional communication skills to express an understanding of economic theories
- Frame testable hypotheses based on micro and macro-economic theory
- Apply concepts and tools of economic theory to analyze organizational behavior and issues

### Course Requirements

#### Core Courses (48 Credits)

***Students must complete all the required core courses (48 Credits). Each course values as three (3) credit***

ECON 100 Introduction to Economics

ECON 210 Economic Analysis for Business Decisions

ECON 230 Consumer Economics

FIN 235 Management Accounting and Control

ECON 321 Principles of Macroeconomics

ECON 120 Principles of Economics I

ECON 121 Principles of Economics II

ECON 310 Intermediate Macroeconomics Theory

ECON 367 Law and Economics

ECON 368 Antitrust and Regulation

ECON 463 Econometrics

ECON 401 Collective Choice

ECON 403 Benefit Cost Analysis

ECON 426 Public Economics

ECON 453 Comparative Economics

URES 499 Capstone Project for Undergraduate Studies

### Business Core Courses (21 Credits)

*Students must complete seven business core courses. Each course values as three (3) credit.*

BUS 100 Introduction to Business

BUS 251 Operations Management

BUS 150 Business Ethics

BUS 217 Strategies in Decision Making

BUS 316 Business Enterprise Management

FIN 332 Managerial Analysis

BUS 450 Strategic Management

*Total Credits required for Bachelor of Business Administration is 120. This includes 51 credits from general education courses*

## Bachelor of Science in Finance

The Bachelor of Science in Finance program incorporates application to the theory of finance in establishing core knowledge on economics and accountancy. Graduates of this program may seek career opportunities in research, governmental and non-governmental organizations and other business firms. The program may also serve as a precursor to post-graduate studies in business, economics and other related fields. This program hones students with fundamental intellectual and professional skills that are necessary in formulating managerial decisions. More specifically, it aims to inculcate basic skills on cash flow statements, financial reports and balance sheets from which these managerial decisions will be primarily grounded. The program aims to produce highly resourceful and innovative finance analysts who have extensive skills in providing exceptional solutions for complex business problems.

### Program Learning Outcomes

- Use professional communication skills to express an understanding of financial management theory to diverse audiences.
- Make informed financial decisions based on credible evidence and data.
- Interpret economic information and data using statistics, accounting, and/or economic theories.

### Core Courses (48 Credits)

***Students must complete all the required core courses (48 Credits). Each course values as three (3) credit***

FIN 121 Financial Team Projects I

FIN 150 Financial Team Projects II

FIN 210 Generating Business Value from Information Technology

FIN 215 The Law of Corporate Finance and Financial Markets

FIN 235 Management Accounting and Control

FIN 310 Introduction to Financial Management

FIN 332 Managerial Analysis

FIN 405 Global Finance

FIN 423 Financial Analysis

ACCT 400 International Accounting

ACCT 405 Business Accounting

ECON 426 Public Economics

FIN 450 Microeconomic Issues and Policy Models

FIN 412 Capitalism and Its Critics

FIN 439 Finance for Decision Making

URES 499 Capstone Project for undergraduate studies.

### Business Core Courses (21 Credits)

*Students must complete seven business core courses. Each course values as three (3) credit.*

BUS 100 Introduction to Business

BUS 150 Business Ethics

BUS 175 Organizational Behavior

BUS 217 Strategies in Decision Making

BUS 251 Operation Management

BUS 316 Business Enterprise Management

BUS 450 Strategic Management

*Total Credits required for Bachelor of Science in Finance is 120. This includes 51 credits from general education courses.*

## Bachelor of Arts in Marketing

The Bachelor of Arts in Marketing program prepares students for career opportunities in marketing industries such as e-commerce, advertising and supply management by providing strong core knowledge of marketing theory and practices. Students who enroll in this program present numerous methods by which they may formulate powerful strategic plans designed to promote a business and increase market share. Charisma University professors work diligently to present instructional methods that are designed to enhance oral and written communication skills and to increase knowledge on relevant technology that will further aid students as they are called upon to reach out to the global community and encourage “thinking outside the box.” The curriculum is designed to meet the primary objective of causing students to attain the vital knowledge and skills necessary for a career where marketing is of utmost importance. Equally important, it aims to instill appreciation in students regarding the importance of marketing in support of corporate longevity. The program seeks to develop highly competent and creative marketing professionals with adequate training in marketing analysis, strategic planning, sales and finance management.

### Program Learning Outcomes

- Use professional communication skills to express understanding of marketing principles to diverse audiences.
- Employ problem-solving skills and decision-making techniques to identify marketing and related business issues.
- Develop strategic plans that respond to organization marketing needs.

### Core Courses (48 Credits)

***Students must complete all the required core courses (48 Credits). Each course values as three (3) credit***

MKT 100 Introduction to Marketing

MKT 115 Real Estate Capital Markets

ECON 210 Economic Analysis for Business Decisions

MKT 215 Operations Strategy

MKT 203 Marketing Strategy

MKT 275 Entrepreneurial Marketing

MKT 309 Patents, Copyrights, and the Law of Intellectual Property

MKT 306 Introduction to Pricing

ACCT 309 Accounting Information Systems

ECON 446 International Economics

MKT 409 Global Markets

MKT 403 Early Stage Capital

BHIT 400 Business Statistics

FIN 412 Capitalism and Its Critics

MKT 411 Negotiation and Conflict Management

URES 499 Capstone Project for undergraduate studies

**Business Core Courses (21 Credits)**

*Students must complete seven business core courses. Each course values as three (3) credit.*

BUS 100 Introduction to Business

BUS 251 Operation Management

BUS 150 Business Ethics

BUS 316 Business Enterprise Management

FIN 332 Managerial Analysis

BUS 450 Strategic Management

*Total Credits required for Bachelor of Arts in Marketing is 120. This includes 51 credits from general education courses.*



## Bachelor of Science in Human Resource Management

Through the Bachelor of Science in Human Resource Management program, students gain understanding about organizational policies and guidelines, as well as how to use tools and techniques for the development of transformational work environments. This program prepares students to deal with human resources concepts and issues, including motivation, organizational change, recruitment and selection, and training and development.

### Program Learning Outcomes:

- Demonstrate appropriate decision-making regarding employees in the workplace.
- Assess employee and organizational performance.
- Evaluate unethical behavior in the workplace according to Human Resources industry standards.
- Critically discuss core concepts in Human Resources Management.

### Core Courses (48 Credits)

***Students must complete all the required core courses (48 Credits). Each course values as three (3) credit***

HRM 100 Organizational Theory and Practice

HRM 105 Labor Relations and Union Management

HRM 109 Employee Performance Management

HRM 113 Legal Aspects of Human Resource Management

HRM 207 Human Resource Development and Staffing Strategies

HRM 218 Professional Writing

HRM 225 Conflicts Resolution Strategies

HRM 304 Employee Benefits and Compensations

HRM 319 Collective Bargaining

HRM 402 Intercultural Management

HRM 415 Employee Engagement

HRM 429 Strategic Management in Human Resources

HRM 432 Safety in the Workplace

HRM 437 Team Leadership

HRM 455 Employee Training

URES 499 Capstone Project for Undergraduate Studies

### Business Core Courses (21 Credits)

***Students must complete seven business core courses. Each course values as three (3) credit.***

BUS 100 Introduction to Business

BUS 251 Operation Management

BUS 150 Business Ethics

BUS 217 Strategies in Decision Making

BUS 316 Business Enterprise Management

FIN 332 Managerial Analysis

BUS 450 Strategic Management

***Total Credits required for Bachelor of Science in Human Resource Management is 120. This includes 51 credits from general education courses.***

## **Bachelor of Arts in Hospitality and Tourism Management**

The Bachelor of Arts in Hospitality and Tourism Management program is designed to prepare students for entry into management positions with global hospitality organizations. Students learn the principles of hospitality and tourism management, along with concepts in marketing, revenue management, law, ethics and strategic planning disciplines. This program is flexible enough to allow students to select their specializations from room accommodations, food service, meeting and event planning, and tourism. This course has an optional concentration in Culinary Arts.

### **Program Learning Outcomes:**

- Understand the theories and principles of hospitality service excellence,
- Apply these theories to hospitality and tourism operations, including marketing, law, and strategic planning,
- Gain understanding about current political, economic, and social issues affecting rooms, food, beverage and tourism industries,
- Apply strategic management principles to achieve goals and objectives of hospitality and tourism operations,
- Evaluate hospitality characteristics and principles relevant to the global context, and
- Critically discuss models used in evaluating quality of service related to hospitality and tourism.

### **Course Requirements (48 Credits)**

Students must complete all the required core courses (48 Credits). Each course values as three (3) credit

BHT 100 Introduction to Tourism and Hospitality Management

BHT 110 Sustainability in Tourism and Hospitality

BHIT 117 Marketing for Hospitality and Tourism

BHIT 205 Information Technology for Strategic Tourism Management

BHIT 209 Tourism Geography

BHIT 215 Revenue Management for Hospitality Industry

BHIT 226 Tourism and Community Development

BHIT 304 Leadership in Hospitality and Tourism

BHIT 311 Business Writing for Hospitality Industry

BHIT 400 Business Statistics

BHIT 406 Quality Management for Hospitality Industry

BHIT 423 Global Issues in Travel and Tourism

BHIT 435 Legal Aspects of Hospitality and Tourism Management

BHIT 444 Managerial Accounting for the Hospitality Industry

ECON 445 International Trade

URES 499 Capstone Project for Undergraduate Studies

**Business Core Courses (21 Credits)**

*Students must complete seven business core courses. Each course values as three (3) credit.*

BUS 100 Introduction to Business

BUS 251 Operation Management

BUS 150 Business Ethics

BUS 217 Strategies in Decision Making

BUS 316 Business Enterprise Management

FIN 332 Managerial Analysis

BUS 450 Strategic Management

*Total Credits required for Bachelor of Arts in Hospitality and Tourism Management is 120.  
This includes 51 credits from general education courses.*

## Master of Science in Accounting (Optional: Specialization in Forensic Accounting)

The Master of Science in Accounting program caters to graduates of business degrees who seek to enhance their accounting skills. They are typically student learners who have gained an understanding of the value they add to a business entity with the addition of a more refined skillset. With this increase in proficiency, the expectation is that higher-level coursework assists with advancing their professional careers in a competitive business environment. The program provides students with an in-depth understanding of numerous business issues related to accounting. Specific attention and emphasis is placed on the development of critical reasoning skills. In addition, students are refreshed with new technical and analytical ideas that are suitable for the robust changes and challenges of modern business practices. This degree program also prepares graduates for accounting examinations that are instrumental in obtaining industry certifications and credentials in this field. The program primarily aims to enhance the proficiency of accountants in terms of technical principles, communication skills and critical thinking abilities. As such, a desired outcome is to further enhance the established credibility of students who have already acquired an undergraduate degree in Accountancy. The program also aims to help accounting professionals to progress in their career with increased preparation and enhanced skills in performing various functions in constantly evolving business environments, especially in terms of competition and technological advances. Our program offers optional specialization in [Forensic Accounting](#).

### Program Learning Outcomes

Use professional communication skills to express understanding of accounting principles and practices and related accounting management practices to diverse audiences.

- Devise solutions for accounting problems using logical reasoning patterns for evaluating information, materials, and data.
- Apply comprehensive knowledge of accounting principles, professional standards, and regulatory demands necessary for financial reporting.
- Apply techniques in identifying, collecting, and examining quantitative and non-quantitative evidence related to financial misrepresentation, transaction reconstruction, and tax evasion.

### Foundation Courses (30 Credits)

***Students must complete all the required foundation courses. Each course values as three (3) credit.***

FIN 655 Financial Accounting  
ACCT 615 Management Accounting and Control  
ACCT 605 Business Accounting  
ACCT 664 Cost Accounting  
MGT 501 Business Ethics  
MBA 538 Managerial Accounting  
MBA 600 Human Resource Management

MGT 632 Business Taxation

GRES 690 Master's Thesis (must be taken at the last semester of the program, **valued as 12 credits**); [thesis guidelines](#)

### Electives Courses (6 Credits)

***Students must complete two courses from Electives. Each course values as three (3) credit.***

MBA 510 International Marketing

MBA 515 International Economics

MGT 600 Social Issues Management

MBA 524 Organizational Behavior

### **Specialization in Forensic Accounting (12 Credits)**

Corporate fraud has become an alarming development in the world of business and has become more prevalent in all parts of the world. Charisma University's Forensic Accounting specialization was developed to help accounting and security professionals gain the core competencies and expertise required in undertaking forensic accounting examinations. Specifically, this specialization focuses on the student learners' development of core skills necessary for the identification, detection, and prevention of fraud. Through this specialization, students will also learn how to build the evidence base that can support a fraud case by means of litigation support and expert testimony methods.

### Forensic Accounting Learning Outcomes

- Acquire skills in identifying and detecting fraud.
- Thoroughly comprehend fraud schemes and how these are perpetrated.
- Skillfully detect signs of fraudulent financial reporting.
- Adeptly recognize signs when assets are misappropriated.
- Gain the abilities to build an evidence base supporting a fraud case.
- Plan and design internal systems that mitigate potentiality for fraud.

### Forensic Accounting Specialization Courses (12 Credits)

***Students must complete all the four courses from this specialization. Each course values as three (3) credit.***

ACCT 515 Forensic Accounting and Fraud

ACCT 538 Forensic Accounting and the Legal Environment

ACCT 547 Analysis and Ethics in Accounting Fraud

ACCT 563 Fraud Auditing

Total Credits required for Master of Science in Accounting is 42 or 54 for Forensic Accounting Specialization. Please refer to the University Catalog [University Catalog](#) or website for [admissions requirements](#); [transfer credits policy](#); and [tuition fees](#).

## Master of Science in Economics

The Master of Science in Economics program is a unique offering for highly qualified students who have completed an undergraduate degree in a related field. As such, it is composed of courses that enhance the student's knowledge in the theory of economics and its underlying empirical methods. Our program enhances the students' expertise in applying principles of economics in practical settings. Graduates of this program attain more complex skills and knowledge in the core principles of Economics, which, in turn, prepares them to be better suited for various employment opportunities in the U.S. and abroad. This program also aims to enable professionals working in the field of economics and related areas to obtain more substantial training with the application of knowledge about acceptable processes for analyzing economic issues and the problems with which businesses must contend systematically.

### Program Learning Outcomes

- Use professional communication skills to express understanding of economic theories and related economic management practices to diverse audiences.
- Conduct comprehensive analyses of economic hypotheses.
- Apply concepts, tools, and economic theory in the resolution of real-world problems faced by businesses and government.

### Course Requirements

#### Foundation Courses (30 Credits)

*Students must complete all the required foundation courses. Each course values as three (3) credit.*

ECON 661 Capitalism and its Critics

ECON 667 Economic Institutions and Growth Policy Analysis

ECON 669 Real Estate Economics

ECON 660 Urban and Regional Economics

MGT 501 Business Ethics

FIN 623 Financial Analysis

MBA 600 Human Resource Management

MGT 632 Business Taxation

GRES 690 Master's Thesis (must be taken at the last semester of the program, valued as 12 credits)

#### Electives: Quantitative Methods in Economics (3 Credits)

*Students must complete one course from quantitative methods in economics. Each course values as three (3) credit.*

ECON 539 Economic Statistics

ECON 547 Mathematical Economics

ECON 515 Business Forecasting

ECON 662 Econometrics

Electives: (3 Credits)

*Students must complete one course from management in economics. Each course values as three (3) credit.*

MGT 538 Strategies in Decision Making  
MGT 571 Global Business Environment Strategy  
MGT 641 Business Enterprise Management  
ECON 613 Managerial Economics

*Total Credits required for Master of Science in Economics is 42 Credits.*



## Master of Business Administration (MBA)

The Master of Business Administration program provides graduate students with advanced knowledge on business and related fields that will enable them to advance in their professional careers. The program encompasses the fields of Operations Management, Accountancy, Human Resources and Marketing. The program increases the potential for graduates to acquire executive positions in world-class business institutions. The program aims to produce highly qualified graduates with sought-after abilities and expertise in business administration. Aside from this, it seeks to enhance the students' leadership abilities as they deal with rigorous business situations in today's unstable economy. A primary focus of the program is the production of more competent and adept experienced professionals who exhibit strong leadership and managerial skills.

### Program Learning Outcomes

- Use professional communication skills to express understanding of business principles and related management practices to diverse audiences.
- Execute comprehensive solutions to business problems based on qualitative and quantitative methods of reasoning and analysis.
- Apply skills of business management and collaboration necessary to accomplish functional, organizational, and professional goals.

### Course Requirements

#### Foundation Courses (30 Credits)

*Students must complete all the required foundation courses. Each course values as three (3) credit.*

MBA 538 Managerial Accounting

MBA 510 International Marketing

MBA 515 International Economics

MBA 580 International Financial Management

MBA 605 Strategic Management

MBA 625 Statistical Decision Making

MBA 673 International Business Law

MBA 667 Entrepreneurship

MBA 619 Operation Management

MGT 501 Business Ethics

MBA 600 Human Resource Management

GRES 690 Master's Thesis (must be taken at the last semester of the program, *valued as 12 credits*).

### Electives (6 Credits)

*Students must complete two courses from electives. Each course values as three (3) credit.*

MBA 608 Negotiations and Conflict Resolution

MBA 655 Excellence in Customer Services

MGT 600 Social Issues Management

MBA 524 Organizational Behavior

MGT 648 Transformational Leadership

*Total Credits required for Master of Business of Administration (MBA) is 48 Credits.*

## Master of Science in Finance

The Master of Science in Finance program expands on previous finance training at the undergraduate level and focuses on providing more comprehensive training with methodologies for incorporating the theories of finance into practice. As such, students will be introduced to the changing theoretical models of finance as it applies to business. Moreover, the program is also multidisciplinary in nature, such that it also covers economics, management and mathematical problems associated with business taxation. The career opportunities for individuals completing this degree encompass positions ranging from Financial Analyst to Chief Financial Officer. Customary job responsibilities may include financial analysis, data collection for research and development, communicating relevant financial metrics through reports and seminars, etc. Given this, our program enhances the abilities of students in applying the theories that they learned into everyday business situations. These are tasks that require the skills of those who are familiar with applying the appropriate methodologies, which may only be demonstrated through adequate knowledge and rigorous training. The program intends to strengthen a cumulative body of skills and expertise unique to finance professionals, attained through advanced training.

### Program Learning Outcomes

- Use professional communication skills to express understanding of financial management theory and related practices to diverse audiences.
- Apply advanced understanding of financial decisions based on the analysis of data and founded upon relevant theories of financial economics.
- Apply financial management principles in ways that optimize organizational resources and ensure business sustainability.

### Foundation Courses (30 Credits)

*Students must complete all the required foundation courses. Each course values as three (3) credit.*

FIN 631 Entrepreneurial Finance

FIN 645 Investment

FIN 655 Financial Accounting

FIN 679 Financial Analysis

MGT 501 Business Ethics

MBA 600 Human Resource Management

MGT 632 Business Taxation

MBA 580 International Financial Management

GRES 690 Master's Thesis (must be taken at the last semester of the program, *valued as 12 credits*); [thesis guidelines](#)

### Electives Courses (6 Credits)

*Students must complete two courses from electives. Each course values as three (3) credit.*



MGT 538 Strategies in Decision making  
MBA 510 International Marketing  
MBA 515 International Economics  
MGT 600 Social Issues Management  
MBA 524 Organizational Behavior

*Total Credits required for Master of Science in Finance is 42 Credits.*

## Master of Science (MS) in Human Resource Management

Through the Master of Science in Human Resource Management program, students adopt the perspectives of both employees and employers in relation to the effective management of people. Students gain valuable insights pertaining to employee capabilities, human resource management theories and models, as well as the dynamics of an effective human resource management program within the confines of a business entity.

### Program Learning Outcomes:

- Provide expert, insightful advice pertaining to core areas of Human Resource Management.
- Develop, implement, monitor, and effectively evaluate core HR policies, procedures, and processes.
- Critically analyze the applicability of statutory and legal requirements regarding the administration of HR policies and procedures.
- Fully understand what it means to be change agents who lead change within organizations.

### Core Courses (36 Credits)

*Students must complete all the required foundation courses. Each course values as three (3) credit.*

HRM 500 Managing Change in Human Resource

HRM 503 Employee Recruitment Strategies

HRM 515 Human Resource Metrics

HRM 528 Employment Regulations

HRM 533 Compensation and Benefits Management

HRM 601 Conflicts Management

HRM 607 Global Human Resource Management

HRM 614 Cultural Diversity Management

HRM 636 Internship in Human Resource Management

HRM 648 Research Methods for Human Resource Professionals

GRES 690 Master's Thesis (must be taken at the last semester of the program, *valued as 12 credits*); [thesis guidelines](#)

*Total Credits required for Master of Science (MS) in Human Resource Management is 42. Please refer to the University Catalog [University Catalog](#) or website for [admissions requirements](#); [transfer credits policy](#); and [tuition fees](#)*

## Master of Science in Information Technology Management

The Master of Science in Information Technology Management is a degree program intended for professionals who seek to undertake management positions in information technology fields and research in computer technology. The program directly aims to further develop and strengthen the skills of trained individuals in Information Technology. Likewise, the students of the program are required to come up with a publishable research which focuses on the application and usefulness of computer science to various areas or fields of their organization or community.

### Program Learning Outcomes

- Widen students' understanding and appreciation of their responsibilities as computer professionals.
- Enhance students' technical skills and analytical skills about problem solving and decision-making tasks in a variety of business settings.
- Further train students to become substantially familiar of the theories and adept with the practical skills needed in information and technology applications.
- Further develop the students' attitude and interest in computer and technology research.
- Strengthen students' set of values and ethical principles already inculcated in them.
- To gain a solid foundation in the theory of computer science.
- To apply the theory to the practice of computing.
- To achieve productive long-terms careers in government, industry, and academia.
- To develop the foundation for continuing education and growth in the field of computer science.
- To become key contributors to computer science research and applied computer science and further their education by enrolling at a doctoral degree program.
- To accomplish a postgraduate research program focusing on applications of computer science and mathematics in telecommunications.
- To achieve effective quality software development in teams.

### Foundation Courses (24 Credits)

***Students must complete all the required foundation courses. Each course values as three (3) credit.***

MCA 500 Introduction to Operating Systems

MCA 510 Information Technology Management

MCA 525 Project Management

MCA 600 Computer Organization

MCA 620 Technical Writing  
MENG 600 Project Costing  
MCA 630 Computer Science Theory  
MCA 669 Computer Ethics  
GRES 690 Master's Thesis (must be taken at the last semester of the program, valued as 12 credits);  
[thesis guidelines](#)

### Electives Courses (6 Credits)

*Students must complete two courses from electives. Each course values as three (3) credit.*

MCA 654 Introduction to Parallel Computing  
MCA 675 Programming for Artificial Intelligence  
MCA 625 Advanced UNIX

*Total Credits required for Master of Science in Finance is 42 Credits.*

## Master of Arts in Marketing

This program is specially designed for students who seek to further enhance their abilities and skills in certain aspects of marketing activities, which include the fields of E-commerce, Advertising, and specialized marketing campaigns. Given the advanced skills acquired through the program, graduates are expected to be competent candidates for executive positions with marketing firms. The program aims to instill more advanced knowledge and skills within students, thereby enhancing their career opportunities in several related fields. This program envisions providing the supports for developing marketing professionals who are substantially equipped with formidable marketing strategies as well as advanced training in effective advertising and E-commerce.

### Program Learning Outcomes

- Use professional communication skills to express understanding of marketing principles and related management practices to diverse audiences.
- Resolve complex marketing decisions in a dynamic business environment.
- Design comprehensive marketing strategies that solidify a brand, achieve financial goals, and gain a competitive advantage.

### Foundation Courses (24 Credits)

*Students must complete all the required foundation courses. Each course values as three (3) credit.*

MKT 505 Marketing Research

MBA 510 International Marketing

MKT 623 Services Marketing

MKT 635 Marketing Digital Analytics

MGT 501 Business Ethics

MGT 538 Strategies in Decision Making

GRES 690 Master's Thesis (must be taken at the last semester of the program, *valued as 12 credits*); [thesis guidelines](#)

### Electives Courses (12 Credits)

*Students must complete five courses from Electives. Each course values as three (3) credit.*

MGT 571 Global Business Environment Strategy

MBA 600 Human Resource Management

MGT 632 Business Taxation

MGT 641 Business Enterprise Management

MBA 673 International Business Law

MGT 600 Social Issues Management

MBA 524 Organizational Behavior

*Total Credits required for Master of Arts in Marketing is 42 Credits.*



## Master of Arts (MA) in International Relations & Cultural Diplomacy

This program provides a firm foundation for International Relations and Cultural Diplomacy. The program relies on a historical and case study approach that makes use of frameworks that are based on international relations theory as well as political science. The Master of Arts in International Relations & Cultural Diplomacy program highlights multiple disciplines associated with international relations and diplomacy and discusses the methods by which principles may be applied to the public and private sector as well as civil society.

### Program Learning Outcomes

- Gain better understanding about international relations.
- Gain better understanding about cultural diplomacy.
- Learn about contemporary international issues through lectures, visits and meetings with foreign officials.
- Gain basic understanding of foreign affairs.
- Critically analyze fundamental principles of international relations within the political science framework.
- Practice the basic tenets of cultural diplomacy.

### Course Requirements

#### Core Courses (36 Credits)

***Students must complete all the required foundation courses. Each course values as three (3) credit.***

MIR 500 Introduction to International Relations

MIR 503 International Conflicts Management

MIR 517 International Relations in Global Issues

MIR 525 Foreign Policy in World Politics

MIR 530 International Relations Theory

MIR 609 International Relations and World Politics

MIR 613 International Organizations

MIR 638 Global Threat in Terrorism

MBA 673 International Business Law

MIR 655 Human Rights and Global Diversity

GRES 690 Master's Thesis (must be taken at the last semester of the program, ***valued as 12 credits***); [thesis guidelines](#)

***Total Credits required for Master of Arts (MA) in International Relations and Cultural Diplomacy is 42. Please refer to the [University Catalog](#) or website for [admissions requirements](#); [transfer credits policy](#); and [tuition fees](#).***

## Doctor of Philosophy (Ph.D.) in Business Administration

The Doctor of Philosophy (Ph.D.) degree in Business Administration represents Charisma University's highest achievement in education for those individuals who aspire to be executives, civil servants, or entrepreneurs equipped with world-class skills and knowledge to not only survive, but to thrive in a competitive business environment. As such, our program provides the most comprehensive training on various managerial theories and practices, which encompass research methodologies and other, related disciplines that are vital to advanced business decision-making. Successful completion of our program may serve as a catalyst for businessmen who desire top executive positions in first-rate multinational companies. The program is a fundamentally sound educational opportunity, grounded on its primary aim to further expand the students' appreciation of national and international management issues. The course concentration will help students who desire to perform on the international stage with personal efforts to improve our global society. Consistent with this objective is the aim to inculcate outstanding competence, based on theory and practice, in dealing with administrative conflicts associated with numerous management issues. The program aims to produce business professionals who are well equipped and active in the field of applied business research.

### Program Learning Outcomes

- To undertake a scholarly research with an aim to devise a new strategic management plan for a specific corporation in support of its existing developmental design;
- To conduct lectures or seminar about a study undertaken which focuses on providing business resolution and growth strategies of an organization;
- To provide trainings in several private and government groups as to practice knowledge gained in various business disciplines and instill positive changes in managerial attitude and work ethics;
- To gain thorough knowledge of scholarly and scientific research methods and their application in business settings;
- To acquire critical thinking, conceptual and analytical skills;
- To grasp both the seminal theories and the latest practices in business and public sector management;
- To obtain intensive knowledge of practice and theory in a chosen field of business or public management;
- To utilize tools to perform original applied research that advances knowledge;
- To appreciate ethical, cultural and global issues and their impact on business theory and practices;

- To develop skills necessary for effective decision making in complex environments through integrating practical knowledge with theoretic insights;
- To develop enhanced skills in the research, teaching, entrepreneurial, managerial and strategic knowledge in business;
- To be capable of examining any formal organization and determine its strengths, weaknesses, opportunities and threats; and utilize these discoveries to make accurate business decisions and recommendations and;
- To cultivate visionary thoughts in managing change within a dynamic business environment.

## Course Requirements

### Course Outlines

BUS 835 Integrated eSystems and Global Information Systems  
BUS 860 Law for the Entrepreneur and Manager  
BUS 907 Business Economics  
BUS 885 Competitive Decision-Making and Negotiation  
BUS 893 Global Strategy and Organization  
BUS 800 Advanced Managerial Communication  
BUS 810 Managerial Psychology  
BUS 906 Organizational Processes  
BUS 911 Building and Leading Effective Teams  
  
BUS 917 Managing Transformations in Work, Organizations, and Society  
BUS 925 Financial Management  
BUS 938 Doctoral Seminar in Research Methods

### Comprehensive Examination (1 Credit)

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses, because it is a pre-requisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge on the dissertation title they wish to research.

### Dissertation Courses (14 Credits)

*The following courses in dissertation are all required for graduation from Doctor of Philosophy (Ph.D.) in Business of Administration Program. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session.*

BUS 960a Dissertation - Practical Research I (Proposal)  
BUS 960b Dissertation - Practical Research II (Review of Related Literature & Methodology)  
BUS 960c Dissertation - Practical Research III (Data Collection & Analysis)  
BUS 960d Dissertation - Practical Research IV (Dissertation complete and Oral Defense)



*Each non-dissertation and dissertation course are valued as 4 credits except for dissertation complete and oral defense that is valued as 2 credits; comprehensive examination is valued as 1 credit. Total Credits required for Doctor of Philosophy (Ph.D.) in Business of Administration Program is 63.*

## Doctor of Philosophy (Ph.D.) in Cyber Security Administration

The Doctor of Philosophy (Ph.D.) in Cyber Security Administration is a degree program intended for professionals who are passionate about the use of technology as a tool that may be used to detect cybercrimes and protect confidential data shared across computer networks. The specific design intent of the program is such that students may expect that through intricate details they will be provided with advanced training in the field of computer science using robust models that enhance the learning process. The rapidly advancing field of computer science and information technology demands this rigorous requirement and Charisma University aims to deliver it. The purpose of establishing this program is to respond to the recognized need of industries and firms for supports that assure productivity improvement, enhanced global competitiveness, information technology security, and technology upgrading. Further, we also seek to respond to the established need in government for expert assistance in the specialized field of cyber security administration and the role these professionals play with policy analysis, technology planning, forecasting, assessment, project and program management.

### Program Learning Outcomes

- Evaluate symmetric and asymmetric encryption systems and their susceptibility to attack.
- Plan and develop hybrid systems.
- Analyze the different types of cybercrime and how these activities are perpetrated.
- Analyze and critique the current international legal issues of self-defense and cyber armed conflict.
- Demonstrate effective use of biometric authentication technologies.
- Plan effective use of firewalls and intrusion detectors and analyze their architectures.

### Course Outlines (48 Credits)

CSA800 Information Security Governance  
CSA805 Networking and System Security  
CSA815 Information System Risk Management  
CSA821 Business Law  
CSA827 Computer Ethics  
CSA833 Cybercrime  
CSA845 Legal Issues in Cyber Security  
CSA902 Biometric Authentication Technologies  
CSA906 Information System Intrusions  
CSA915 Forensic Investigation in Information System  
CSA923 Cyber Security Policy  
CSA 938 Doctoral Seminar in Research Methods

### Comprehensive Examination (1 Credit)

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses, because it is a pre-requisite of the

dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge on the dissertation title they wish to research.

### Dissertation Courses (14 Credits)

*The following courses in dissertation are all required for graduation Doctor of Philosophy (PhD) in Cyber Security Administration. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session.*

### Dissertation Guidelines

CSA 960a Dissertation - Practical Research I (Proposal)

CSA 960b Dissertation - Practical Research II (Review of Related Literature & Methodology)

CSA 960c Dissertation - Practical Research III (Data Collection & Analysis)

CSA 960d Dissertation - Practical Research IV (Dissertation complete and Oral Defense)

*Each non-dissertation and dissertation course are valued as 4 credits except for dissertation complete and oral defense which is valued as 2 credits; comprehensive examination is valued as 1 credit. Total Credits required for Doctor of Philosophy (Ph.D.) in Cyber Security Administration is 63. Please refer to the University Catalog or website for admissions requirements; transfer credits policy; and tuition fees.*

## Doctor of Philosophy (Ph.D.) in Forensic Accounting

This program is designed to provide students with the knowledge and skills in the field of forensic accounting and auditing. This degree includes courses in forensic accounting techniques, fraud detection, data management, cyber forensics, business valuation, and the ethical aspect of this profession. The program integrates case studies and real-world exercises.

### Program Learning Outcomes

- Identify and apply ethics, law, and rules and procedures to forensic accounting.
- Investigate and discover accounting and auditing fraud through forensics.
- Communicate the results of forensic investigation, orally and in writing.
- Designs ways to detect and prevent fraudulent activities.

### Course Outlines (48 Credits)

ACCT 800 Detecting Accounting Fraud: Analysis and Ethics (4 Credits)  
ACCT 805 Accounting Professional Ethics and Responsibilities (4 Credits)  
ACCT 810 Digital Forensics Accounting (4 Credits)  
ACCT 815 Forensic Valuation (4 Credits)  
ACCT 820 Financial Statement Misrepresentation (4 Credits)  
ACCT 825 Accounting Fraud Risk Assessments (4 Credits)  
ACCT 830 Criminal Investigative Techniques in Forensic Accounting (4 Credits)  
ACCT 835 Accounting Fraud in Government (4 Credits)  
ACCT 840 Internal Controls and Accounting Information System (4 Credits)  
ACCT 845 Role of the Expert and the Expert Report (4 Credits)  
ACCT 850 Auditing for Financial Reporting Fraud (4 Credits)  
ACCT 855 Complex Discovery and Data Management (4 Credits)  
ACCT 860 Allegations of Audit Failure (4 Credits)

### Internship

ACCT 865 Internship in Forensic Accounting (6 Credits)

### Comprehensive Examination (1 Credit)

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses, because it is a pre-requisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge on the dissertation title they wish to research.

### Dissertation Courses (14 Credits)

*The following courses in dissertation are all required for graduation Doctor of Philosophy (PhD) in Cyber Security Administration. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session.*

## Dissertation Guidelines

BUS 960a Dissertation - Practical Research I (Proposal)

BUS 960b Dissertation - Practical Research II (Review of Related Literature & Methodology)

BUS 960c Dissertation - Practical Research III (Data Collection & Analysis)

BUS 960d Dissertation - Practical Research IV (Dissertation complete and Oral Defense)

*Each non-dissertation and dissertation course are valued as 4 credits except for dissertation complete and oral defense which is valued as 2 credits; comprehensive examination is valued as 1 credit. Total Credits required for Doctor of Philosophy (Ph.D.) in Forensic Accounting and Audit is 73. Please refer to the University Catalog or website for admissions requirements; transfer credits policy; and tuition fees.*



# School of Business Course Description

**BUS 100 Introduction to Business (3 Credits)**

This course gives the students a comprehensive background to essential concepts of business within an organizational, managerial, and financial context. Real world examples will be used to teach business concepts. The course will also be divided into parts like firms, business environment, markets, management, as well as international issues under such divisions relevant issues would be tackled according to the needs of the present and the near future.

**BUS 251 Operation Management (3 Credits)**

This course focuses on the area of business that is concern with the production of goods and services. It also teaches the students of the responsibilities of business operations as well as the management of resources, the distribution of goods and service to customers.

**BUS 150 Business Ethics (3 Credits)**

This course will focus on applied ethics as an art as the students learn ethical principles as well as encounter moral and ethical problems that arise in a business context. It will be presented as a normative and descriptive discipline that reflects on the different degrees of interaction with non-economic social values.

**BUS 175 Organizational Behavior (3 Credits)**

This course tackles the application of concepts regarding how individuals and groups act within an organization. It trains students in a systematic approach by which the relationship of people organizations could be better understood. Students learn how to build better relationships that will achieve the objectives of the organization.

**BUS 217 Strategies in Decision Making (3 Credits)**

This course will present an up-to-date look at how actual companies act strategically and organize themselves. The authors of our textbook provide the reader with a richness of theory, a richness of practice, and a strong basis for linkage between the two. We will combine a case study approach with theory that will provide the accumulated benefits of many years of careful research and thought about management processes, and emphasizes the textbook authors' belief that in this complex world of organizations a range of concepts is needed to cut through and illuminate particular aspects of that complexity.

**BUS 310 Business Taxation (3 Credits)**

This course discusses a wide range of taxation concepts and legislations. Students learn the role of taxation in decision-making and business. They will also learn how to deal with international aspects of the company's taxation.

**BUS 425 Leading Organizations (3 Credits)**

This course will use Gill Hickman's Leading Organizations from SAGE Publications. The book features several discussions from different business authors. Thus, students will be introduced mainly to these divisions: inherent leadership context and concepts, relationship between leader

and participant in organizations, strategic management and implementation, and organizational cultures.

### **BUS 327 Transformational Leadership (3 Credits)**

Students will acquire necessary skills, values, and knowledge in implementing positive change in a business firm. Focus will be on the enhancement of motivational skills, moral and ethical values, and performance. Elements of transformational leadership - individualized consideration, intellectual stimulation, inspirational motivation, and idealized influence - will be explored and evaluated.

### **BUS 471 Corporate Risk Management**

Students will analyze risks in management fields to develop possible risk treatment and ways of risk avoidance. Creation of a risk management plan will be the focus of this course accompanied by an implementation and evaluation process. Students will also apply cardinal rules of risk communication in a practice field.

### **BUS 450 Strategic Management (3 Credits)**

Students will learn the fundamental concepts in strategic planning processes such as environmental scan, strategy formulation, plan implementation, and activity control. Plan drafting and evaluation are the key skills in this course. Psychological bases of strategic management and management failures will also be explored and analyzed.

### **BUS 241 Human Resource Management (3 Credits)**

This course includes theoretical concepts about recruiting and training the best employees. It trains students to fill the needs of the corporation. Students learn the personnel and management practices.

### **ECON 410 Economic Analysis of Social Issues**

Economic Analysis of Social Issues aims at looking at how social activities impact the economy of a nation or a community. Examples of social activities include farming, mining, and industrialization. These activities are beneficial to a society as they create job opportunities for the natives and this creates a source of income for various households. On the other hand, the activities can have adverse effects to the society such as pollution which can cause health complications and depletion of natural resources which will lead to the loss of employment as there will be no more resources to mine or sell. The course primarily seeks to understand the social problems and their impact on the economy of the society or the nation. An analysis is meant to determine whether something is working effectively or whether it is adding value which can be and not limited to monetary value to an individual or a company. In addition to the aim of the course stated above, Economic Analysis of Social Issues also tends to understand whether the measures put in place to curb the social issues are effective or beneficial to the society. If not, other solutions or recommendations are given to help better the situation or the condition.

**ECON 411 Negotiation and Conflict Management (3 Credits)**

The course presents negotiation and conflict management theory within a marketing context. Students will use role-playing simulations covering a wide range of topics. Students will also test their negotiation and conflict management skills in difficult situations, including racism, sexism, abrasiveness, emergencies, and whistleblowing.

**URES 499 Capstone Project for Undergraduate Studies (3 Credits)**

This course is specifically designed to bring out the best work possible for undergraduate students. This would exhibit and culminate the different experiences that the student has acquired for the year. This would encompass all of what they have learned while relating societal, ethic and environmental impacts for their work.

**MKT 409 Global Markets (3 Credits)**

Building on the basics of marketing, this course provides introduction to the context of the highly globalize environment. It critically examines the social, cultural, financial, political, legal, and geographic facets of the globalize marketplace. Students will use qualitative and quantitative methodologies to assess the integration and effects of globalization in marketing strategies and programs. Students will also look into global financial markets and the determinants of competition in global financial services industries - money markets, foreign exchange market, international capital market, global equity market, and markets for swaps and forward contracts. Basic principles of finance will be employed in the explanation and analysis of activities among these markets.

**MKT 403 Early Stage Capital (3 Credits)**

Students will examine the nature of raising early stage capital, with emphasis on early stages of company development and on start-up ventures. This course prepares business students to maximize the use of outside advisors as well as to build long-term relationships with funding sources.

**MKT 115 Real Estate Capital Markets (3 Credits)**

This course introduces the major public capital market real estate vehicles, mortgage-backed securities, and real estate investment trust (with major emphasis on commercial mortgage-backed securities). It also covers basic equilibrium asset pricing and modern portfolio theory. This course is designed to provide students with an elementary introduction to the public capital real estate, as well as how markets value capital investments.

**MKT 203 Marketing Strategy (3 Credits)**

The course helps students to examine the marketing mix along the line of the firm's strategy. The students will develop marketing strategies, evaluate opportunities of a firm, anticipate competitive dynamics, and assess the sustainability of competitive advantages. The course is helpful to students pursuing careers in consultancy, investment analysis, entrepreneurship, and product management.

**ECON 203 Industrial Organizations (3 Credits)**

Students will investigate the strategic behavior of business firms, the structure of markets, and the interaction between these two using a descriptive approach to industrial organization and price theories. Organization of firms and their competitive endeavors will also be looked into.

**ECON 401 Collective Choice (3 Credits)**

This course introduces to students' major formal approaches in rational choice theory, focusing on collective choice theory. Students will investigate the properties of processes for gathering individual preferences into social preference or into a clear criterion for collective choice by a society. Students will also examine collective choice through voting.

**ECON 463 Econometrics (3 Credits)**

This course is an introduction to econometric techniques and models, program evaluation, and simultaneous equations based on regression analysis. It covers advanced topics such as linear panel models, nonlinear probability, time series regressions, instrumental variables, limited dependent variable models, censored outcomes models, and measurement error.

**FIN 423 Financial Analysis (3 Credits)**

The course enables the students to conduct assessments of viability, stability and profitability of the business. Students learn the basic principles by which these analyses are made according to financial statements and other reports. They will also be taught to make business decisions according to such analysis.

**ACCT 411 Taxes and Business Strategy I (3 Credits)**

This requires the student to use the third edition of *Taxes and Business Strategy: A Planning Approach* by Scholes, et al. The first division of the course will focus on chapters 1-9 of the book. This primarily focuses on the fundamentals of tax strategy and tax law. Tax planning and decision-making strategies will be applied in this course.

**ACCT 412 Taxes and Business Strategy II (3 Credits)**

Students will develop their conceptual framework for evaluating tax rules. The course will focus on the remaining chapters of *Taxes and Business Strategy: A Planning Approach*. Tax planning strategies is applied to more specific areas such as multinational tax planning, corporation formation and capital structure, acquisitions, and divestitures. *Prerequisite* ACCT 411

**ACCT 115 Applied Macro and International Economics I (3 Credits)**

Students will use case studies to investigate the international and macroeconomic environment in which companies operate. It is divided into two sections. The first section develops the fundamental tools of macroeconomic management (fiscal and monetary policy). It is followed by evaluations of various strategies of economic development, discussing topics that range from natural resources and technological progress to exchange rates.

**ACCT 122 Applied Macro and International Economics II (3 Credits)**

Students will examine several the most recent crises in emerging economies; evaluate the causes of these crises and ways to avoid such crises from occurring again in the future. Students will also evaluate challenges confronting developed economies, such as the European Union, the US “new economy”, slow economic growth in Japan, as well as disputes over globalization and trade.

***Prerequisite ACCT 115***

**FIN 235 Management Accounting and Control (3 Credits)**

Various parts of accounting systems and management control will be analyzed in this course. Students will focus on learning to apply accounting data, instead of preparing data. Students will also focus on the motivational and behavioral effects of different management accounting systems. Case discussions will help students to better understand concepts like responsibility accounting, transfer prices, and variance analysis.

**ACCT 215 International Accounting and Management (3 Credits)**

This course provides students with an international view about accounting and management theories and practices. It focuses on the evaluation of the efforts to have global harmonization of accounting standards as well as the effects of leading standard-setting authorities. Students will analyze accounting and management for Multinational Companies.

**ACCT 309 Accounting Information Systems (3 Credits)**

Students will have a comprehensive study of how IS knowledge is applied to the accounting environment. The course emphasizes upon developing the abilities of the students to understand how to process accounting data and the controls necessary to assure reliability and accuracy of the data that the accounting system processes.

**ACCT 306 Income Tax Accounting (3 Credits)**

This course covers accounting periods and accounting methods. Topics include inventories (including valuation, costing, and the requirements to maintain inventories), requests to change methods, prepaid income, income recognition principles, constructive receipt and cash equivalency, special methods that involve long-term contracts, prepaid expenses, estimated expenses, depreciation, and capitalizing vs. expensing costs. Students will analyze these topics from both a tax policy viewpoint and technical perspective.

**ACCT 307 Accounting Theory (3 Credits)**

This course introduces the structure and rationale of accounting models and theories. It provides students with conceptual arguments that dominate in today’s accounting thought and current debates and recent controversies about selected accounting issues. Students will critically examine the wider societal and economic implications of financial accounting.

**ACCT 400 International Accounting (3 Credits)**

The course introduces students to the theoretical framework, principles, and practice of international accounting. Students will be exposed to the modern research methodology and the latest quantitative and qualitative research techniques used to examine practices in international corporate reporting. Students will gain insight into the issues that confront accounting information preparers and users in a highly globalized reporting environment.

### **ACCT 100 Introduction to Accounting I (3 Credits)**

This course discusses the accounting model, evaluates the accounting standards employed in financial reporting, and examines their effects on managerial decisions. This course focuses on the important role of accounting in planning, decision-making, control, and evaluation of performance. Students will also examine the ethical issues concerning the available alternatives one encounters when making major accounting decisions.

### **ACCT 102 Introduction to Accounting II (3 Credits)**

This course emphasizes corporations, partnerships, investments, long-term liabilities, investments, financial statement analysis, and cash flows statements. This course also covers cost allocation, managerial accounting, budgets, and analysis of cost-volume-profits. This hands-on course requires students to prepare entries and financial statements. *Prerequisite ACCT 10*

### **ACCT 403 Communication in Accounting Business (3 Credits)**

This course discusses theoretical and applied features of managerial and financial accounting for business. This course includes the preparation and communication of vital financial information. It also covers the important uses of accounting data in planning as well as controlling activities of business organizations and other kinds of organizations.

### **ACCT 404 Advanced Accounting Problems (3 Credits)**

This course covers topics such as business combinations, consolidations, how to prepare consolidated financial statements, foreign exchange, and other current accounting issues. Students will comprehend, analyze, and work with complicated financial accounting transactions that involve multiple related entities in mergers and consolidations, international transactions, and investments with substantial influence.

### **ACCT 331 Financial Accounting I (3 Credits)**

This course teaches the students to audit financial statements as well as to examine independent third-party financial statements. Students will know the importance of financial audits and how they function for businesses.

### **ACCT 332 Financial Accounting II (3 Credits)**

This course provides a continuation of the previous financial accounting course. Long-term assets and current liabilities would be major concepts in this course. Partnerships, corporate accounting and additional topics like cash flows will also be discussed. *Prerequisite ACCT 331*

### **ECON 445 International Trade (3 Credits)**



This course provides students with understanding of international trade theories. Focus is on alternative approaches used to explain the terms and pattern of trade. Students will examine the gains from commercial and trade policy. The course covers strategic trade policy, economic integration, and issues of protectionism.

**FIN 412 Capitalism and Its Critics (3 Credits)**

Students will examine the socio-political implications of financial theories for organizations in the framework of the historical evolution of industrial economies. Students will discuss the theories of the following thinkers: Milton Friedman, Ayn Rand, Max Weber, Karl Marx, John Kenneth Galbraith, and Joseph Schumpeter.

**FIN 235 Management Accounting and Control (3 Credits)**

Students will examine management accounting and analytical methodologies for control and decision making in profit-directed organizations. This course defines budgetary control systems and product costing. It also defines evaluation systems for planning, directing, and checking the performance of a business.

**FIN 310 Introduction to Financial Management (3 Credits)**

This introductory course covers the basic theories, principles, and applications of Investment and Corporate Finance. The course focuses on the role that the CFO plays as a decision maker, and how he or she might proceed in a certain situation.

**ACCT 405 Business Accounting (3 Credits)**

This course covers topics such as business combinations, consolidations, how to prepare consolidated business financial statements, foreign exchange, and other current accounting issues in business environments. Students will comprehend, analyze, and work with complicated financial accounting transactions that involve multiple related entities in mergers and consolidations, international business transactions, and investments with substantial influence.

**FIN 423 Financial Analysis (3 Credits)**

The course enables the students to conduct assessments of viability, stability and profitability of the business. Students learn the basic principles by which these analyses are made according to financial statements and other reports. They will also be taught to make business decisions according to such analysis.

**FIN 439 Finance for Decision Making (3 Credits)**

This course enables the students to understand financial data that would affect the profitability of the company. The interpretation of such data must be mastered in order to be considered for decision-making and value creation. Students learn how to comprehend managerial accounting concepts, identify cost inputs for decision-making as well as participate in finance planning and budgeting.



**FIN 100 Real Estate Economics (3 Credits)**

The course describes the three primary approaches to estimating real property value: market comparison, the cost approach, and the income approach. Students will also examine real estate market operations as well as the different theories of determining land price. The student will analyze how factors that affect real estate demands interact with the factors that affect real estate supply.

**FIN 121 Financial Team Projects I (3 Credits)**

This course is a seminar on current financial management topics. Students are required to organize a team and propose a project to be presented in class. The class will invite professionals and experts in the finance industry to give a lecture.

**FIN 150 Financial Team Projects II (3 Credits)**

This course is a seminar on advanced financial management topics. Students are required to organize a team and propose a project to be presented in class. The class will invite professionals and experts in the finance industry to give a lecture. *Prerequisite FIN 121*

**FIN 210 Generating Business Value from Information Technology (3 Credits)**

This course takes the general manager's strategic viewpoint and studies how top companies get value from their investments in information technology. It does not focus on the technical details, but on the impact as well as the business value that one can achieve. Students will also learn about issues on governance.

**FIN 215 The Law of Corporate Finance and Financial Markets (3 Credits)**

Much of this course concentrates on management and accounting and the law-sensitive features of financial markets and financial services. This course is designed to introduce to student's business law that discusses and examines the fundamentals, such as liability, contracts, employment, regulation, and corporations.

**FIN 235 Management Accounting and Control (3 Credits)**

Students will examine management accounting and analytical methodologies for control and decision making in profit-directed organizations. This course defines budgetary control systems and product costing. It also defines evaluation systems for planning, directing, and checking the performance of a business.

**FIN 270 Finance Theory I (3 Credits)**

This course equips students with the basic concepts and tools in modern finance. It provides a broad range of topics that include introduction to finance, valuation of real and financial assets, asset pricing and portfolio choice models, and introduction to derivative securities.

**FIN 301 Finance Theory II (3 Credits)**

In this course, students will critically examine the financing decisions of firms and their major implications. Economic Theory makes up the fundamentals of the course. Students will also discuss several empirical evidence that support (or not) the theories. Students will also link academic work to actual business decisions. **Prerequisite FIN 270**

### **FIN 310 Introduction to Financial Management (3 Credits)**

This introductory course covers the basic theories, principles, and applications of investment and corporate finance. The course focuses on the role that the CFO plays as a decision maker, and how he or she might proceed in a certain situation.

### **FIN 332 Managerial Analysis (3 Credits)**

This course provides students with an understanding of the analytical tools that bear directly on the firm's economic decisions. It emphasizes industrial performance and market structure, including the firm's strategic interaction. In addition, students will also examine the behavior of individual markets.

### **FIN 411 Labor Economics and Public Policy (3 Credits)**

The introductory course in Labor Economics will help students think critically about public policy and research. It centers on empirical analysis and applied microeconomics. It covers topics such as taxes and transfers, labor supply and demand, human capital, unions and strikes, income distribution, minimum wages, unemployment, incentives, and discrimination.

### **FIN 406 Medieval Economic History in Comparative Perspective (3 Credits)**

Students will survey the changing socio-economic relations and the overall conditions of material life in Europe during the Medieval period with reference to the comparative perspective of contemporary Chinese, central Asian, and Islamic experiences. The course emphasizes the study of institutional and technological factors that have contributed to the development of economic growth and capitalism in Western Europe.

### **FIN 434 Foundations of Development Policy (3 Credits)**

Students will study the different aspects of human development: health, family, education, gender, land relations, formal and informal norms, and institutions. Students will discuss the decisions of deprived households in developing economies and the scope for policy (by international organizations, government, or NGOs).

### **FIN 450 Microeconomic Issues and Policy Models (3 Credits)**

The course covers wide range of topics that include technology, education quality, social and private returns to education, market equilibrium and education policy, productivity effects of health, public finance, gender discrimination, firms and contracts, decision making in families, land, markets for savings and credit, and labor and migration.

**FIN 412 Capitalism and Its Critics (3 Credits)**

Students will examine the socio-political implications of financial theories for organizations in the framework of the historical evolution of industrial economies. Students will discuss the theories of the following thinkers: Milton Friedman, Ayn Rand, Max Weber, Karl Marx, John Kenneth Galbraith, and Joseph Schumpeter.

**ECON 403 Environmental Economics**

It explores the central questions of whether markets work and what must be done if they fail. It covers theory and evidence on government responses to market failure. Special emphasis is on developing and applying tools in evaluating environmental policies.

**ECON 417 Information Technology and the Labor Market (3 Credits)**

Students will explore how IT reshapes the labor market in America: the mix of occupations, how work is organized, skills required to perform an occupation, wage levels, wage inequality, and labor productivity. Students will investigate the current limitations on the ability of computers as substitute human skills, discuss human skills that technology complements, and evaluate net effect of such forces on the labor market.

**FIN 405 Global Finance (3 Credits)**

This is a course designed to discuss international finance. It is considered as one of the growing areas of study. A

background in global finance is important, as it will provide any student of economics or finance an understanding of global financial activities and their implications.

**BUS 236 Global Business Environment Strategy (3 Credits)**

This course includes sessions for interdisciplinary research. It also includes the needs and demands of global business strategies that are currently being employed in the global arena.

**BUS 316 Business Enterprise Management (3 Credits)**

This course creates awareness for students on the concepts for planning and deploying critical infrastructure that will help their companies achieve sustained competitive advantage. It includes case studies and research methods that will train them with fundamental business procedures.

**FIN 332 Managerial Analysis (3 Credits)**

This course provides students with an understanding of the analytical tools that bear directly on the firm's economic decisions. It emphasizes industrial performance and market structure, including the firm's strategic interaction. In addition, students will also examine the behavior of individual markets.

**FIN 405 Global Finance (3 Credits)**

This is a course designed to discuss international finance. It is considered as one of the growing areas of study. A background in global finance is important, as it will provide any student of economics or finance an understanding of global financial activities and their implications.

**BUS 355 People and Organizations (3 Credits)**

Students will examine the evolution and development of human and organizational contexts. Challenges in the management profession will be evaluated and students will acquire and apply critical skills needed in negotiation tasks, team values building, and leadership. Advanced concepts and instrument used in work analysis and leadership will also be introduced.

**ECON 100 Introduction to Economics (3 Credits)** This course introduces the basic concepts in order to understand the economy. The first part focuses on microeconomics, to study individual consumer and firm behavior. The second part focuses on macroeconomics, to study the economy, especially issues related to output, unemployment, productivity, inflation, and growth.

**ECON 210 Economic Analysis for Business Decisions (3 Credits)**

Students will acquire analytical tools needed in evaluating economic decisions of market firms with a focus on market formation, industrial performance, and strategic communication. Behavior of individual markets concentrating on cost analysis and demand/supply determinants will be examined. Implications of regulatory policies and economics on business activities will also be investigated.

**ECON 230 Consumer Economics (3 Credits)**

This is a specialized course designed to prepare students to understand the economic system in the United States and how it affects individuals as consumers, producers, and citizens.

**ECON 226 Applied Economics for Management (3 Credits)**

This course examines economic concepts useful to management. Topics include the following: incorporating risk into evaluations, techniques for financial evaluation of proposed investments, theory of demand, concepts from game theory, competitive markets, cost functions, production functions, competitive markets, and other market structures.

**FIN 235 Management Accounting and Control (3 Credits)**

Students will examine management accounting and analytical methodologies for control and decision making in profit-directed organizations. This course defines budgetary control systems and product costing. It also defines evaluation systems for planning, directing, and checking the performance of a business.

**ECON 321 Principles of Macroeconomics (3 Credits)**

This course includes the aspect of economics that deals with principles that apply to economy. This includes general price levels, output, and income as well as interrelations among different sectors of the economy.

**ECON 120 Principles of Economics I (3 Credits)**

This course provides the theoretical concept of how the economy worked. This course will analyze the economy as well as the economic actors. Students will be trained to use basic methods and concepts economists employ in analysis.

### **ECON 318 Intermediate Microeconomics Theory (3 Credits)**

The course introduces students to microeconomic theory as well as its application in daily life. It explains how individual producers and consumers determine the quantities and the prices of goods in the marketplace. Students will explore the underlying incentives of firms to produce products and of consumers to buy output. Students will also look at the impact of lack of competition using a welfare perspective.

### **ECON 121 Principles of Economics II (3 Credits)**

This is a course designed to study the basic concepts of microeconomics. Consumer behavior, firm behavior, economic growth as well as market structures are only a few of a lot of concepts that will be discussed. *Prerequisite ECON 120*

### **ECON 318 Intermediate Microeconomics Theory (3 Credits)**

The course introduces students to microeconomic theory as well as its application in daily life. It explains how individual producers and consumers determine the quantities and the prices of goods in the marketplace. Students will explore the underlying incentives of firms to produce products and of consumers to buy output. Students will also look at the impact of lack of competition using a welfare perspective.

### **ECON 367 Law and Economics (3 Credits)**

This course introduces the study of law and economics. There will be assigned readings -- mostly theoretical and policy-oriented material, rather than cases or statutes-as well as engagement in the sort of academic writing and commentary typical of advanced seminars.

### **ECON 368 Antitrust and Regulation (3 Credits)**

This course will explore boundaries of the organization, oligopoly, and relevant antitrust legislation, as well as introduce economic regulations (including capture). This course will also explore the different regulatory institutions and franchises and their functions.

### **ECON 415 Economic Statistics (3 Credits)**

This course will serve as an introduction to statistical reasoning. Focus will be on concepts rather than in-depth coverage of traditional statistical methods. Topics include sampling and experimentation, descriptive statistics, probability, binomial and normal distributions, estimation, single sample and two sample hypothesis tests for means and proportions.

### **ECON 403 Environmental Economics (3 Credits)**

It explores the central questions of whether markets work and what must be done if they fail. It covers theory and evidence on government responses to market failure. Special emphasis is on developing and applying tools in evaluating environmental policies.

**ECON 426 Public Economics (3 Credits)**

The emphasis is on theory and evidence on expenditure policies of the government. Topics include education, local and state public goods, the theory of public goods, welfare and redistribution policy, political economy, health care policy, and social insurance programs like unemployment insurance and social security.

**ECON 453 Comparative Economics (3 Credits)**

This course examines basic economic concepts and how these impacts the individual, families, and their immediate communities. This course also analyzes national and global economic models, actions, and impact.

**ECON 123 Political Economy (3 Credits)**

This course provides a foundation in political economy concepts, theoretical framework, as well as their application. This course prepares students for advanced research in political economy. It focuses on econometric methods (treatment estimation, panel data, random coefficients, nonlinear models, factor analysis, and duration models) with applications to political and economic development, war economic interdependence, economic voting, corruption, social networks, and legislative behavior. Students will discuss historical and recent issues regarding the nature of political economy. Students will also discuss different methodological approaches and their pros and cons.

**ECON 155 Urban Labor Markets (3 Credits)**

This course discusses the broad historical trends in the urban labor markets and employment. Students will examine how urban labor markets operate, private and public training policy, labor market programs, and the connection of labor market policy with economic development.

**FIN 406 Medieval Economic History in Comparative Perspective (3 Credits)**

Students will survey the changing socio-economic relations and the overall conditions of material life in Europe during the Medieval period with reference to the comparative perspective of contemporary Chinese, central Asian, and Islamic experiences. The course emphasizes the study of institutional and technological factors that have contributed to the development of economic growth and capitalism in Western Europe.

**ECON 403 Environmental Economics (3 Credits)**

It explores the central questions of whether markets work and what must be done if they fail. It covers theory and evidence on government responses to market failure. Special emphasis is on developing and applying tools in evaluating environmental policies.

**ECON 417 Information Technology in Economics (3 Credits)**

Students will explore how IT reshapes the labor market in America: the mix of occupations, how work is organized, skills required to perform an occupation, wage levels, wage inequality, and labor productivity. Students will investigate the current limitations on the ability of computers as

substitute human skills, discuss human skills that technology complements, and evaluate net effect of such forces on the labor market.

### **FIN 100 Real Estate Economics (3 Credits)**

The course describes the three primary approaches to estimating real property value: market comparison, the cost approach, and the income approach. Students will also examine real estate market operations as well as the different theories of determining land price. The student will analyze how factors that affect real estate demands interact with the factors that affect real estate supply.

### **MKT 100 Introduction to Marketing (3 Credits)**

This introductory course in marketing theory and application covers topics such as the 5Cs in marketing and product development: company skills, customer needs, collaborators, context, and competition. The course combines readings, discussions, and case studies to provide a mix of concepts and hands-on application.

### **MKT 120 Strategic Management I (3 Credits)**

This course equips students with the core concepts, theoretical frameworks, and techniques of strategic management. This will allow students to have better understanding of what managers should do to manage an organization (profit or non-profit) to achieve better performance. The course evolves simultaneously around a theoretical and practical base.

### **MKT 175 Strategic Management II (3 Credits)**

This course extends the theories and topics covered in MKT 120, Strategic Management I. The purpose is to allow students to apply strategic management concepts and frameworks. Throughout the course, the appropriate concepts, methodologies, and tools relevant to strategic analyses will be discussed. Students will discuss applications in real-life settings. **Prerequisite MKT 120**

### **MKT 203 Marketing Strategy (3 Credits)**

The course helps students to examine the marketing mix along the line of the firm's strategy. The students will develop marketing strategies, evaluate opportunities of a firm, anticipate competitive dynamics, and assess the sustainability of competitive advantages. The course is helpful to students pursuing careers in consultancy, investment analysis, entrepreneurship, and product management.

### **MKT 215 Operations Strategy (3 Credits)**

The course provides an overview of major analytical and diagnostic tools for solving strategic operating issues), structuring the operating system. Students will examine major issues firms face in establishing operations strategy and discuss managing operational focus. The students will discuss how firms must approach the implementation of fundamental changes in operating systems.

### **MKT 275 Entrepreneurial Marketing (3 Credits)**

It clarifies major marketing concepts, strategic issues, and methods relevant for early-stage and start-up entrepreneurs. Students will face major marketing and new venture questions. This course



gives students a broad understanding of topics such as identification and evaluation of marketing opportunities, achieving competitive advantages, and marketing tools most useful in entrepreneurial setting.

### **MKT 307 Listening to the Customer (3 Credits)**

The Listening to the Customer course deals with the customer, with emphasis to qualitative methods (focus groups, interviews, focus groups, survey, voice of the customer) as well as quantitative methods (sampling, execution of survey, interpretation of quantitative data, factor analysis, conjoint analysis).

### **MKT 309 Patents, Copyrights, and the Law of Intellectual Property (3 Credits)**

This course examines major concepts of intellectual property law in the United States, with special focus on copyrights and patents and a look at trademarks and trade secrets. The course also highlights current issues that concern business methods and information technologies.

### **MKT 306 Introduction to Pricing (3 Credits)**

Topics covered include price and the concept of value, determining market price, the demand curve, demand fluctuations, competition-oriented pricing, selection of pricing policies, determining specific price, regulatory and legal aspects of pricing, price wars, profit margins, and rival brands.

### **ECON 446 International Economics (3 Credits)**

This course provides students with an understanding of the principles and applications of international economics, so that they will be prepared to face the future complexities of the world economy. This course will focus on the law of comparative advantage, the gains from trade and models such as the Ricardian model.

### **MKT 400 National Politics and the Competitive Advantages of Firms (3 Credits)**

Students will analyze how the government and social and political institutions impact competitive advantages of firms embedded in national setting. Using critical readings and case studies on different industries and companies, students will also examine public institutions and policies that mold competitive outcomes. Students will use case studies in investigating national policies, and the competitive advantage of firms. Students will analyze developed and developing countries within an analytical framework. Group projects aims at integrating knowledge, analysis, and understanding of the cases. Students will investigate the opportunities and risks that business firms are currently facing. The students will be provided with conceptual tools for analyzing how institutions such as the government and society influence competition among business firms and different industries.

### **HRM 105 Labor Relations and Union Management (3 Credits)**

This course introduces students to the perspectives, theories, and concepts in the field of labor and employment relations. Attention will be given to U.S. labor, laws, and work institutions, to



understanding contemporary developments in the United States and other countries operating in a global framework.

**HRM 109 Employee Performance Management (3 Credits)** This course introduces students to employee performance management and appraisal. Attention is given to differences between performance management and performance appraisal, performance management tools and employee variables that need to be evaluated for the benefit of HR and the organization.

**HRM 113 Legal Aspects of Human Resource Management (3 Credits)**

This course provides a critical overview about the relevant international laws applicable to HRM. Through this course, students develop understanding about compliance requirements and issues.

**HRM 207 Human Resource Development and Staffing Strategies (3 Credits)**

Through this course, students will learn about the different recruitment and selection strategies needed to attract the appropriate candidates, including, tools that use information technology. This course also introduces students to the most suitable selection strategies to fill vacancies in an organization.

**HRM 218 Professional Writing (3 Credits)**

This course introduces students to professional writing relevant to HRM. Attention will be given to the appropriate terminology, legal perspectives as well as research methods.

**HRM 225 Conflicts Resolution Strategies (3 Credits)**

This course provides students the opportunity to learn relevant theories and methods in conflicts resolution. Attention is on the use of skills and tools in mediation as well as conflict resolution.

**HRM 304 Employee Benefits and Compensations (3 Credits)**

Through this course, students are introduced to employee compensation and benefits as part of successful retention and motivation of all staff. Attention is given to rewards program to ensure alignment with business objectives.

**HRM 319 Collective Bargaining (3 Credits)**

This course provides students with knowledge pertaining to the collective bargaining process. Through this course, students can experience the collective bargaining process by means of hands-on participation in a simulated negotiation.

**HRM 402 Intercultural Management (3 Credits)**

This course introduces students to intercultural management in light of a highly globalized working environment. Through this course, students learn about how diversity may be managed within an organization in ways that respect diverse peoples, governments, histories, and natural systems.

**HRM 415 Employee Engagement (3 Credits)** This course introduces students to the significance of employee engagement and how this is achieved.

**HRM 429 Strategic Management in Human Resources (3 Credits)**

This course explores the relationships between the management of people and pursuit of organizational strategic goals and objectives. Attention will be given to human resource planning and strategy, job analysis and job design, equipment and selection, performance appraisal and performance-related pay, learning and career management, and employment relations.

**HRM 432 Safety in the Workplace (3 Credits)**

This course is outcomes-based which means that students should attain certain knowledge and skills in order to successfully complete this course. Attention will be given to how safety in the workplace may be achieved.

**HRM 437 Team Leadership (3 Credits)**

This course introduces students to team leadership and how it is achieved through different frameworks. Attention will be given to theories on leadership.

**HRM 455 Employee Training (3 Credits)**

This course provides a critical overview about employee training and development, when it is needed and how it is delivered. Attention will be given to factors that impact employee training, including, customer service, productivity, safety, employee retention and growth, economic uncertainty and use of new technology. The course also helps students to master improvisation tools in leadership learning.

**MKT 411 Negotiation and Conflict Management (3 Credits)**

The course presents negotiation and conflict management theory within a marketing context. Students will use role-playing simulations covering a wide range of topics. Students will also test their negotiation and conflict management skills in difficult situations, including racism, sexism, abrasiveness, emergencies, and whistleblowing.

**MKT 416 Introduction to Marketing Strategy (3 Credits)**

This course introduces basic marketing principles and practices, with an aim to build critical skills for strategic decision-making. The course helps students to understand how marketing relates to other organizational functions and to the external environment, develop marketing strategies using case studies, design strategies for 4Ps, and strengthen teamwork, communication, and problem-solving skills.

**MGT 501 Business Ethics (3 Credits)**

This is an advanced course that focuses on applied ethics as an art as the students learn ethical principles as well as encounter moral and ethical problems that arise in a business context. It will be presented as a normative and descriptive discipline that reflects on the different degrees of interaction with non-economic social values.

**MBA 524 Organizational Behavior (3 Credits)** This is an advanced course that will tackle the application of concepts regarding how individuals and groups act within an organization. It trains students in a systematic approach by which the relationship of people organizations could be better understood. The student will know how to build better relationships to achieve the objectives of their organizations.

### **BHT 100 Introduction to Tourism and Hospitality Management**

This course provides students with an overview of the tourism, hospitality and leisure industry through an understanding of basic concepts and principles. Through this course, students will understand current trends and practices in the tourism industry as well as the mechanisms of a global distribution system currently in use by organizations in this industry.

### **BHT 110 Sustainability in Tourism and Hospitality**

This course shows students how to build and communicate a case for sustainability in hospitality and tourism, in order to secure support from management, customers, colleagues and vendors through case studies and real-life examples. Attention is given to necessary resources by means of internal budgeting, government incentives, and capital investment.

### **BHIT 117 Marketing for Hospitality and Tourism**

This course builds upon the fundamental principles of marketing and seeks to develop students' abilities in analyzing the marketing needs of services. This course uses practical, real world case studies on different areas of marketing to provide students a broader knowledge of key issues as well as an overview of the business environment to which decision-making skills may be applied.

### **BHIT 205 Information Technology for Strategic Tourism Management**

This course is an introduction to information technologies relevant to strategic tourism management. These information technologies encompass e-commerce, e-marketing, and e-research, which students will examine, critique, and apply to a tourism context. Be able to select appropriate software applications and apply their use in solving problems confronting firms in tourism.

### **BHIT 209 Tourism Geography**

This course studies worldwide tourism destinations. It provides comprehensive knowledge regarding major characteristics of the regional geography of destinations. Locate and identify countries, main cities and physical features of the world continents with specific emphasis on North America, Europe, and Asia.

### **BHIT 2115 Revenue Management for Hospitality Industry**

This course introduces students to the pertinent economic models and how they are applied to tourism. Real case scenarios will be used in order to enhance student engagement.

### **BHIT 226 Tourism and Community Development**

This course will enable students to design, implement, and evaluate tourism services that facilitate targeted human experiences that embrace personal and cultural dimensions of diversity. Attention will be given to theories of community development and their applications.

### **BHIT 304 Leadership in Hospitality and Tourism**

This course builds upon recent leadership theories and models as applied to the tourism industry. Through this course, students will learn the most applicable leadership approaches to ensure success in tourism firms.

### **BHIT 311 Business Writing for Hospitality Industry**

This course introduces students to the acceptable standards and protocols used in business writing for the hospitality industry. This course focuses on written communication in business: practice within the hospitality industry, such as, writing memos, letters, electronic correspondence, reports and other practical communication.

### **BHIT 400 Business Statistics**

This course introduces students to a whole range of statistical techniques that are applied to relatively simple practical examples. Students also learn how to use these statistical techniques using Microsoft Excel and other tools such as SPSS.

### **BHIT 406 Quality Management for Hospitality Industry**

This course introduces students to quality and sustainable development so that they could learn the fundamental concepts of sustainable products and services development. This course seeks to help students develop management competencies and how to analyze quality and the environment in ecological and sociocultural terms.

### **BHIT 423 Global Issues in Travel and Tourism**

This course introduces students to global issues in travel and tourism. This course provides a critical overview of the past, present and future impacts of tourism and emphasizes 21<sup>st</sup> century tourism management issues.

### **BHIT 435 Legal Aspects of Hospitality and Tourism Management**

This course provides a critical overview about the relevant international laws applicable to tourism and hospitality. Through this course, students develop understanding about compliance requirements and issues.

### **BHIT 444 Managerial Accounting for the Hospitality Industry**

This course introduces students to recent developments of accounting theory. Students will be provided with a critical overview of the theory of firms; apply management reporting systems as well as harness appropriate tools of general accountancy to the tourism system.

### **MGT 538 Strategies in Decision Making (3 Credits)**

This is an advanced course designed to give the students actual scenarios that will train them for analysis, synthesis, and application of critical thinking within an organization. There will be an emphasis on preparing students to deal clearly, rationally as well as creatively under diverse circumstances.

**MGT 571 Global Business Environment Strategy (3 Credits)** This is an advanced course that will include sessions for interdisciplinary research. This will include the needs and demands of global business strategies that are currently being employed in the global arena.

**MBA 600 Human Resource Management (3 Credits)**

This course seeks to help students understand the dynamic environment of human resources management and the complex decisions that all managers must make when managing employees. Topics covered include managing employees for competitive advantage, legal compliance, job design, workforce planning, recruitment, selection, training, development, performance management, compensation, incentives, and labor unions.

**MBA 619 Operation Management (3 Credits)**

The intent of this course is to provide students with a broad framework for evaluating operations management practices and understanding the major decisions made in operations and the connections of operations decisions to other functions. Topics covered include supply chains issue and strategy, quality management, demand and supply planning, inventory deployment/control, and transportation networks optimization. The course combines cases, discussions, readings, and projects to provide real world application of business concepts.

**MGT 632 Business Taxation (3 Credits)**

This is an advanced course designed to discuss a wide range of taxation concepts and legislations. Students will learn the role of taxation in decision-making and business. They will also learn how to deal with international aspects of the company's taxation.

**MGT 641 Business Enterprise Management (3 Credits)**

This is an advanced course that will create awareness for students on the concepts for planning and deploying critical infrastructure that will help their companies achieve sustained competitive advantage. It will include case studies and research methods that would train them with fundamental business procedures.

**MGT 648 Transformational Leadership (3 Credits)**

This is an advanced course that discusses leadership style that enables individuals to lead on another level of motivation and morality. Students will be trained to look beyond short-term goals and focus on higher and intrinsic needs. They will also learn concepts about idealized influence, inspirational motivation as well as intellectual stimulation.

**GRES 690 Master's Degree Theses (12 Credits)**

This course is designated for the Master's degree program. The value of both practical engagement and research-oriented activities would be conducted to provide background for the thesis project that would provide the students' degrees.

**MBA 515 International Economics (3 Credits)**

This course provides students with knowledge of the theories and applications of international economics. The course covers the comparative advantage law, the Heckscher-Ohlin theory, the Ricardian model, tariff and non-tariff barriers, alternative trade theories, customs unions, internationalization of financial markets, fixed and flexible exchange rates, and international capital mobility.

**MBA 538 Managerial Accounting (3 Credits)** Topics revolve around the study of managerial accounting for decision-making and internal reporting. The course uses a business management approach in developing and using accounting information. Topics include accounting for decentralized operations, cost analysis, cost behavior, control measures, and profit planning.

**MBA 605 Strategic Management (3 Credits)**

This course involves the discussion and the

implementation of critical decisions which are meant to change the course of business or operations to give the business a competitive advantage. The process involves a look at both the external and the internal environment to better the future. Strategic management is the best approach to understand the current position of a company and the direction it is expected to take to ensure the objectives are met. Therefore, course involves molding the current methods of doing business or operations to a better approach that will promote overall success and give the organization a competitive advantage over other players in the same business

**MBA 625 Statistical Decision Making (3 Credits)**

This course provides students with an analytical framework so that they can evaluate problems in a structured manner as well as equip students with tools for the management of uncertainties that pervade and complicate business processes. It covers statistical concepts commonly used by managers. Emphasis of the course will be on the interpretation of the meaning of statistical analyses in order to inform decision making in a business and managerial setting.

**MBA 580 International Financial Management (3 Credits)**

It applies economic and finance theories to analyze challenges the international financial environment poses to financial managers. The course highlights the management feature of international financial corporations. Topics include balance of payments, international monetary system, globalization and the MNCs, international banking, market for exchange rates, international portfolio management, foreign direct investment international tax environment, and exports and imports.

**MBA 608 Negotiations and Conflict Resolution (3 Credits)**

The course presents negotiation and conflict management theory within an employment

context. Students will use role-playing simulations covering a wide range of topics. Students will also test their negotiation and conflict management skills in difficult situations, including racism, sexism, abrasiveness, emergencies, and whistleblowing.

### **MBA 655 Excellence in Customer Services (3 Credits)**

This course introduces students into the diverse and exciting service industry. The course provides an understanding of the complexity and scope of the industry. It covers major customer service issues, human resource management definitions, organizational structures, history of the service industry, and standards in customer services.

### **MBA 667 Entrepreneurship (3 Credits)**

This course introduces models about the major jobs of the manager who integrates product development, marketing, strategic planning, operations, human, and financial dimensions of the enterprise. These models are employed to understand the causes of the challenges managers are facing.

### **MBA 673 International Business Law (3 Credits)**

This is a course in business law that applies to business transactions in the international political legal setting. It includes a study of

Inter-relationships among business laws of different countries as well as the legal impact on business organizations. It covers agency agreements, regulations of imports and exports, regional transactions, technology transfers, intellectual property, legal organization, and product liability.

### **ECON 661 Capitalism and its Critics (3 Credits)**

Students will examine the socio-political implications of economic theories for organizations in the framework of the historical evolution of industrial economies. Students will discuss the theories of the following thinkers: Milton Friedman, Ayn Rand, Max Weber, Karl Marx, John Kenneth Galbraith, and Joseph Schumpeter.

### **ECON 667 Economic Institutions and Growth Policy Analysis (3 Credits)**

A course designed specifically for students interested in the practical problems of operating in formal organizations, either from a research or operational perspective. As the title suggests, the course focuses upon different forms of economic institutions and organizations in developed and developing economies and the theories that might help in understanding them.

### **ECON 669 Real Estate Economics (3 Credits)**

The course describes the market comparison, cost approach, and income approach to estimating real property value. Students will examine real estate market operations and theories of determining land price. The student will analyze how factors that affect real estate demands interact with the factors that affect real estate supply.

### **ECON 662 Econometrics (3 Credits)**



This introductory course to econometric techniques and models, program evaluation, and simultaneous equations based on regression analysis covers advanced topics such as linear panel models, nonlinear probability, time series regressions, instrumental variables, limited dependent variable models, censored outcomes models, and measurement error.

**FIN 623 Financial Analysis (3 Credits)**

This course introduces the framework for financial statement analysis. Students will learn major accounting concepts and policies, which determine the numbers and figures presented on financial statements. In addition, the course will also help students learn basic financial analysis techniques.

**ECON 539 Economic Statistics (3 Credits)**

This course aims to introduce students to the theory of statistics building upon previous knowledge they have gained through previous mathematics courses and furnishing them with the fundamentals to accomplish more advanced work. Modern economists are required to operate in the global environment and are expected to possess various skills in economic analysis and forecasts in the private and public sectors. This course consists of two parts. The first part concentrates on theoretical concepts and their practical applications. The second part focuses on topics that economic statisticians or economists regularly encounter in their routine work. This course aims to provide students with the fundamental skills they need as they aim to be global economists.

**ECON 547 Mathematical Economics (3 Credits)**

This course that intends to improve students' comprehension of economic theory, make future economics easier to understand and enhance basic mathematical skills. Mathematics applied to economic theories will empower students to grasp more complicated phenomena due to its preciseness and compactness. Thus, the course considers the mathematics and economic applications of optimization, constrained optimization, differentials, slopes and derivatives and equilibrium. This course will introduce students to calculus and its application to economic theory. Subjects include dynamic models, integrals, constrained optimization, maximization, minimization, elasticity and partial elasticity, as well as static models. Economic applications from microeconomics and macroeconomics are discussed for each mathematical topic.

**ECON 515 Business Forecasting (3 Credits)**

This course aims to provide students with the statistical and econometric techniques relevant to forecasting in a business environment, as well as the computer implementation of the methods. This course is designed for students who want to learn how forecasts are developed and used in the business context, with special emphasis on modern statistical methods that are widely used to generate business forecasts. It concentrates on applications such as exchange rates and interest rates, as well as other dimensions of long- and short-range business planning. Included topics are statistical review, optimal forecast combination, model selection, time-series decomposition, data considerations and exponential smoothing.

**FIN 631 Entrepreneurial Finance (3 Credits)**



This course examines the framework for return on investment calculation and criteria in new ventures, cash management techniques and controls for small businesses; equity and debt sources and their criteria for investment in new businesses.

additional sources of capital and entry strategies for new businesses. This course covers the financial skills needed at each level and phase of a new venture's development. Students review the equity and debt markets for startup firms and alternative entry strategies such as franchising and acquisition.

### **FIN 645 Investment (3 Credits)**

This course investigates a variety of financial instruments as vehicles for effective investment decisions. These instruments include treasury securities, corporate bonds, preferred stock and common stock. Fundamental and quantitative methods of valuation and selection are examined. Efficient methods of portfolio construction, management and performance evaluation are studied. Risk and return characteristic of individual instruments are evaluated and contributions to the overall performance of the investment portfolio are analyzed.

### **FIN 655 Financial Accounting (3 Credits)**

The Financial Accounting course provides an overview of the concepts, theories, and practices of financial reporting and accounting. The course offers a broad range of topics that include the following: accounting for assets, financial statements, accounting cycle, equities, liabilities, expenses, and revenues.

### **FIN 679 Financial Analysis (3 Credits)**

This course introduces the framework for financial statement analysis. Students will learn major accounting concepts and policies, which determine the numbers and figures presented on financial statements. In addition, the course will also help students learn basic financial analysis techniques.

### **ECON 613 Managerial Economics (3 Credits)**

Managerial Economics is the application of economic theory and methodology to managerial decision-making problems in both the public and private sectors. The focus of this course will be on demand analysis and estimation, production, and cost analysis under various market conditions, as well as forecasting and decision-making under uncertain conditions. This course increases students' understanding of economics as they learn to solve business problems pertaining to competitive strategies, profits, revenues, prices, and costs. Thus, the course is divided into three parts: Part one focuses on production and cost theory and the basic decisions of a firm regarding quantity of production and what inputs to use. The second part concentrates on pricing and how consumers respond to price alterations. Part three will be on Game Theory, which is a framework for decision made between a small group of managers or firms (also called business strategy).

### **ECON 660 Urban and Regional Economics (3 Credits)**

This course is concerned about the distance, location, and space in economics. This course aims to provide students with an advanced introduction into the broad range of literature pertaining to

regional and urban economics. This literature has enduring tradition, both empirically and theoretically. The course has a basic theme in which space and distance are determinants in the outcomes of economic processes. Critical issues in regional and urban economics encompass location decision, possible rationale for clustering of economic activity, spatial patterns of regional economic governance and divergence, the role of geographic elements in explaining economic growth performance of regions, the effect of spatial externalities of knowledge production, and the role that transaction costs play in molding patterns of global trade and foreign direct investments.

### **MKT 505 Marketing Research (3 Credits)**

This course involves gathering information which is meant to create a link among consumers, producers, and sellers. It seeks to identify opportunities and problems in the market. The information gathered is then used to reorganize business plans and come up with better solutions that will promote the success of the business. This information is also used in strategic meetings which seek to evaluate and redefine the goals of a business.

### **MKT 623 Services Marketing (3 Credits)**

This course focuses both on businesses and consumers to make the groups aware of the existence of services such as health care services, professional services, financial services, and entertainment services. It seeks to manage customer relationships by identifying value and communicating and delivering the same to the consumers. It, therefore, seeks to ensure consumers have a pool of services available for them.

### **MKT 635 Marketing Digital Analytics (3 Credits)**

This course involves the use of technology to analyze both qualitative and quantitative data. Advanced technology has made it possible to perform tasks which were previously done by people. The advantage of using technology is that it saves time. Marketing digital analytics involves gathering marketing data and using technology such as cloud computing or connected devices such as tablets and computers to carry out an analysis with an aim of improving competition and the online experience of consumers. This course not only focuses on the data but also information gathered from customer interactions through emails, and social media. Most consumers shop for their goods and services online as they can also have access to product reviews which influence their purchasing decisions.

### **MGT 600 Social Issues Management (3 Credits)**

This course provides students with a framework for identifying, analyzing, and resolving ethical dilemmas in business. It is an integration of multiple disciplines and value systems that impact and determine the appropriate role of business in satisfying the needs of customers, employees, suppliers, stockholders, government, community, creditors, managers, and the public. This course will investigate business ethics from multiple perspectives. First, the wide-angle lens perspective will be explored, wherein the appropriate role of business in society will be discussed, as well as the ethical responsibilities of businesses to their constituents. The second perspective will be organizational design, in which the focus will be on management practices, company culture and

formal systems like corporate ethics programs and how these impact the potential of employees to behave ethically or unethically. The microscope perspective will also be studied, to identify the ethical responsibilities of individual business managers, and how they should make decisions pertaining to ethical issues.

### **FIN 655 Financial Accounting (3 credits)**

The Financial Accounting course provides an overview of the concepts, theories, and practices of financial reporting and accounting. The course offers a broad range of topics that include the following: accounting for assets, financial statements, accounting cycle, equities, liabilities, expenses, and revenues.

### **ACCT 615 Management Accounting and Control (3 credits)**

This course is a study of the fundamental managerial accounting concepts and techniques that aid in management decision-making, performance evaluation, planning and controlling operations. The emphasis is on the use of accounting data as a management tool rather than on the techniques of data accumulation. The course deals with such topics as cost behavior patterns, budgeting and cost-volume-profit relationships. Quantitative methods applicable to managerial accounting are studied.

### **ACCT 605 Business Accounting (3 Credits)**

This course focuses on how business use corporate accounting information for making business decisions. Major topics include the use of financial statements and accounting information to determine profitability and financial performance, risk, differences in structure and business models, and the relationship of cash flow statements to the balance sheet and income statements, and the use of ratios to assess the quality of a company's accounting information, and the use of internal operating metrics.

This course uses writing assignments readings, and lectures to teach students how to be action-takers in complicated organizational settings. BUS students may gain the management and analytical tools needed to guide businesses. Key topics covered include ethical violations and the theory and practice of hiring.

### **ACCT 664 Cost Accounting (3 credits)**

The fundamental cost accumulation techniques for manufacturing and non-manufacturing companies are studied. Emphasis is on job and project costing, direct, and standard, by-product and joint product and process costing. Quantitative methods applicable to cost accounting are studied. This course trains students to develop accounting systems that will enhance performance measurements and decision making within the firm.

### **MIR 500 Introduction to International Relations (3 Credits)**

This course is an introduction to basic principles of international relations within the political science framework. The course examines theories of realism and liberalism in the context of world politics.

**MIR 503 International Conflicts Management (3 Credits)**

This course provides students the opportunity to learn relevant theories and methods in international conflicts management. Focus is on the use of skills and tools in mediation as well as conflict engagement.

**MIR 517 International Relations in Global Issues (3 Credits)**

This course allows students to engage with complex, interdependent global systems and legacies. These include natural, social, cultural, physical, economic, and political systems and their impacts on people's lives as well as the earth's sustainability.

**MIR 525 Foreign Policy in World Politics (3 Credits)**

This course introduces students to the core concepts in foreign policy analysis in the world context. Students get to develop their comparative skills of analysis of differing foreign policies in practice today.

**MIR 530 International Relations Theory (3 Credits)**

Through this course, students will gain substantial knowledge and understanding of historical development of international relations and theories. Students will learn how to apply these theories in the study of International relations, entailing analysis of political ideas, practices and issues in the global arena.

**MIR 609 International Relations and World Politics (3 Credits)**

Through this course, students will obtain the opportunity to analyze and explain contemporary international phenomena, including the identification and assessment of positions and interests of key international subjects. Students will draw on theoretical insights from more than one discipline.

**MIR613 International Organizations (3 Credits)**

This course will enable students to gain understanding of the major theoretical and empirical aspects of the role of international organizations in international politics. Attention will be given to the impacts of international organizations on international cooperation and conflict; international peace and security; and, the management of international economic relations.

**MIR 638 Global Threats in Terrorism (3 Credits)**

This course focuses on the exploration of the origins and motivations of terrorism based on theoretical understandings of individual and group behavior. Students gain the opportunities to explore the impacts of the threat of terrorism on individuals and communities as well as strategies for the prevention, deterrence, mitigation, and response to terrorist threats.

**MIR 655 Human Rights and Global Diversity (3 Credits)**

This course seeks to equip students with knowledge of the diverse peoples, governments,

histories, and natural systems that comprise the world as well as how human rights are respected in each context. This course produces students that respect many groups making up a global society so that they could understand how their own behavior affects and is affected by larger world patterns.

### **BUS 800 Advanced Managerial Communication (4 Credits)**

This course introduces interactive interpersonal and oral communication skills that are important to managers. These include listening, running meetings, presenting to a hostile audience, and group decision-making.

### **BUS 810 Managerial Psychology (4 Credits)**

This course offers students the opportunity to gain insight at the science of how individuals and groups of people behave at work. It gives students with a theoretical knowledge and skills used in organizational psychology. Students will learn about training, organizational development, health and safety, employee relations, and human-machine interaction.

### **BUS 906 Organizational Processes (4 Credits)**

This course uses writing assignments, readings, and lectures to teach students how to be action-takers in complicated organizational settings. BUS students may gain the management and analytical tools needed to guide businesses. Key topics covered include ethical violations and the theory and practice of hiring.

### **BUS 911 Building and Leading Effective Teams (4 Credits)**

This course is an introduction to leadership, teams, and learning communities. Students will use various experiential exercises to develop individual and team skills and to build supportive relationships. Students will discuss the idea of the images, experiences, and thoughts that are internal to every leader.

### **BUS 917 Managing Transformations in Work, Organizations, and Society (4 Credits)**

Topics cover the integrating family and work, evolving social contract at work, and managing diversity and strategic labor-management partnerships. Topics also cover managing relationship between the firm and its stakeholders. BUS 917 focuses on skills required to adapt to sweeping changes in the workplace and the workforce.

### **BUS 925 Financial Management (4 Credits)**

The course focuses on corporate finance and capital markets. It emphasizes the financial facets of managerial decisions and delves into all areas of finance, such as the valuation of financial and real assets, financial derivatives and risk management, and dividend policy and corporate financing.

### **BUS 860 Law for the Entrepreneur and Manager (4 Credits)**

In this course, we will examine how the current legal environment, government regulation, and e-commerce environment impact today's business decisions. The cases in the text are cutting-edge, exciting, and engaging, and the reasoning of each case is presented in the language of the court.

Specifically, we will focus on presenting the legal environment and ethics in a way that will spur students to ask questions and go beyond basic memorization to develop a greater understanding of the applicability to their business life.

**BUS 907 Business Economics (4 Credits)**

This is an advanced course in economic analysis, with emphasis on organizations and their respective operating environments. The primary objective of this course is to help students learn and comprehend business economic concepts and principles and to apply them to a range of economic situations. Topics to be covered in the course are pricing and output decisions as well as cost and profit determination in competitive, imperfectly competitive, and monopolistic markets. Discussions will also encompass macroeconomic dimensions and policies impacting business activity in an open economy.

**BUS 885 Competitive Decision-Making and Negotiation (4 Credits)**

This course will provide an innovative, skills-based approach to needs development, negotiating, and presentation that students can learn and use to achieve effective and focused application of personal strengths. It will enable them to understand the skills and processes necessary to meet both the logical and emotional requirements of people and organizations, while respecting operational time constraints.

**BUS 835 Integrated eSystems and Global Information Systems (4 Credits)**

This course provides an overview of computer applications in business organizations. Students expand their scope and domains of business practices using information systems. This course teaches students the use of data, information, and technology in a new way that will favor their organizations and shape the world business future.

**BUS 893 Global Strategy and Organization (4 Credits)**

Simply put, this course addresses the most challenging task faced by multinational companies—how to deal with globalization and the resulting need for globally integrated strategies. To answer this question, we will first look to understand global strategy. The remainder of our study will focus on diagnosing what the global market needs and how to foster growth in a competitive manner through competitive decision-making and strategy.

**BUS 938 Doctoral Seminars in Research Methods (4 Credits)**

This course lays the foundations of good research in the field of social sciences. It deals with the logic and assumptions underlying social research. Students will become exposed with various approaches to research design and methods. The course will help students to develop their own projects.

**BUS 960a Dissertation- Practical Research I (Proposal) (4 Credits)**

The course requires students to select research problem through execution of authentic research until the preparation of a completed report along with practical suggestions based on a solid



theoretical framework and sound pedagogy. Study goals and objectives as first part of dissertation are the main requirements of the course.

**BUS 960b Dissertation- Practical Research II (Review of Related Literature & Methodology) (4 Credits)**

The course is a follow up to Practical Research I. The student is asked to perform preliminary literature review. Practical Research II involves methods of literature selection where students employ different modes of literature scanning. Students must also propose a research methodology.

**BUS 960c Dissertation- Practical Research III (Data Collection & Analysis) (4 Credits)**

This course is taken after Practical Research II. Students carry out their approved research proposal by performing the proposed methodology. Results are collected and analyzed, and a report of the study is prepared for the next step of the dissertation.

**BUS 960d Dissertation- Practical Research IV (Dissertation complete and Oral Defense) (2 Credits)**

This is the final stage in the Practical Research series. In this part of the dissertation, the student is expected to have completed the research requirements and is ready for oral presentation. Defense is done in the presence of selected members of a panel.

**CSA800 Information Security Governance (4 Credits)**

This course will discuss the requirements for information security governance. It will thoroughly discuss the required software, hardware, personnel, infrastructure and business processes to ensure that security is functionally able to help an organization in meeting strategic objectives.

**CSA805 Networking and System Security (4 Credits)**

Networking and System Security focuses on networking and network communication protocol principles. This course will undertake in-depth discussions on TCP/IP security problems; discuss threats to the security of communication networks as well as the countermeasures employed.

**CSA815 Information System Risk Management (4 Credits)**

Information System Risk Management discusses the major components of risk to an information technology (IT) structure. This course will explore the different risk identification techniques as well as effective risk management strategies.

**CSA821 Business Law (4 Credits)**

Business law traces the history and development of the judicial system as well as the social and legal environment of business. This course will discuss principles of government regulation of business, business legal ethics and corporate social responsibilities, securities law, employment law, consumer protection law, labor law, and environmental law and analyzed through use of cases and problems.

**CSA827 Computer Ethics (4 Credits)**

Computer Ethics focuses on the ethical dilemmas that present when people, information objects, and social computing technologies interact. This course explores emerging ethical models from historical and cross-cultural perspectives and then applies these models to different new and emerging technologies. Students will explore the technological underpinnings of associated technology systems and examine the mechanics of ethical and unethical behaviors.

**CSA833 Cybercrime (4 Credits)**

This course will focus on economic and other crimes perpetrated over the Internet as well as telecommunications networks. Cybercrime will analyze crimes that range from social engineering to auction fraud and email scams as well as and phishing. There will also be discussions on network forensics and investigative techniques on cybercrime.

**CSA845 Legal Issues in Cyber Security (4 Credits)**

This course will explore the various impacts of cybercrimes on national security, critical infrastructure, and emerging sovereignty rules. This course will also discuss legal trends and issues of cyber risks to internet-based and networked computer systems.

**CSA902 Biometric Authentication Technologies (4 Credits)**

Biometric Authentication Technologies is an introduction to authentication and identification technologies. This course discusses the fundamentals of biometric technologies and explores topics such as system performance assessment, usability evaluation of biometric technologies and biometric standards and their impacts.

**CSA906 Information System Intrusions (4 Credits)**

Information System Intrusions will discuss threats to security from a network, security strategies and policies, firewall architecture as well as the appropriate intrusion detection systems. This course will also explore pattern matching and artificial intelligence versus computer immunology, read and analyze log files and audits and IP-spoofing and sequence guessing.

**CSA915 Forensic Investigation in Information System (4 Credits)**

Forensic Investigation in Information System will teach technical investigative skills pertaining to the collection of information from compromised systems. This course covers skills and technologies required for collecting information and draw inferences from that data regarding the attack as it occurred or as it unfolds.

**CSA923 Cyber Security Policy (4 Credits)**

Cyber security Policy provides students the necessary domain knowledge in order for them to serve in decision-making roles throughout the cyber security industry. There will be analyses of cyber security risks, as well as discussion on how to develop appropriate protection & response options, and assess operational requirements for government, military, critical infrastructure, and commercial missions.



### CSA 938 Doctoral Seminar in Research Methods (4 Credits)

This course lays the foundations of good research in the field of social sciences. It deals with the logic and assumptions underlying social research. Students will become exposed with various approaches to research design and methods. The course will help students to develop their own projects

### CSA960a Dissertation - Practical Research I (Proposal) (4 Credits)

The course requires students to select research problem through execution of authentic research until the preparation of a completed report along with practical suggestions based on a solid theoretical framework and sound pedagogy. Study goals and objectives as first part of dissertation are the main requirements of the course.

### CSA960b Dissertation - Practical Research II (Review of Related Literature & Methodology) (4 Credits)

The course is a follow up to Practical Research I. The student is asked to perform preliminary literature review. Practical Research II involves methods of literature selection where students employ different modes of literature scanning. Students must also propose a research methodology.

### CSA960c Dissertation - Practical Research III (Data Collection & Analysis) (4 Credits)

This course is taken after Practical Research II. Students carry out their approved research proposal by performing the proposed methodology. Results are collected and analyzed and a report of the study is prepared for the next step of the dissertation.

### CSA 960d Dissertation - Practical Research IV (Dissertation complete and Oral Defense) (2 Credits)

This is the final stage in the Practical Research series. In this part of the dissertation, the student is expected to have completed the research requirements and is ready for oral presentation. Defense is done in the presence of selected members of a panel.



## SCHOOL OF PHILOSOPHY AND RELIGION

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## Welcome to the School of Philosophy and Religion

Charisma University's School of Philosophy and Religion explores the nature of real world, foundations of human values and basis for human reasoning. This program format allows students to approach these issues by embarking upon a study of historical literature and contemporary developments. This program welcomes students interested in the study of Western and Eastern religious traditions and how they have become major influences on all civilizations. Charisma University's philosophy and religion courses are ideal for students who are seeking to develop and improve writing and analytical skills relevant to religious and philosophical discourse. Students of philosophy and religion eventually become more self-aware and more conscious of the world around them. This program provides the opportunity to learn principles of existence and ultimately climaxes to the application of these principles to human concerns. Moreover, the study of philosophy and religion assists students in developing multiple skills, such as the ability to reason clearly, derive what is essential from large amounts of information and comprehend and analyze complicated texts.

## Master of Arts (MA) in Pastoral Ministry

Charisma University's Master of Pastoral Ministry is a comprehensive course designed to explore the mystery of God's working in society through the people of God. This focused theological vision, emphasized by the Second Vatican Council and through ecumenical conversations, empowers students to fully engage in life and ministry. The Master of Pastoral Ministry at Charisma University develops lay ministers and deacon aspirants who serve in parishes, hospice programs, schools, hospitals, archdiocesan administrative offices, and private practice. Through this program, students are provided with firm theological foundations, fundamental ministerial skills, and resources for ministry. Cast opportunities are available for the development of personal spirituality and a professional ministerial network.

### Program Learning Outcomes

- Gain the competence for social work and pastoral ministry through integration of theological understanding with the theories and practice of social work.
- Demonstrate preparedness for applied learning experiences with professional supervision through two field internships.
- Apply theological reflection as a tool for pastoral planning and personal development.
- Demonstrate ministerial competence appropriate to chosen fields of specialization.
- Discuss specific pastoral issues within particular pastoral settings and cultural contexts.
- Demonstrate personal spiritual maturity.

**Foundation Courses (24 Credits)** *Students must complete all the required foundation courses. Each course values as three (3) credit.*

[ThM 541 Moral Theology](#)

[MPS 510 Pastoral Counseling](#)

[MPS 525 Pastoral Management](#)

[MPS 535 Pastoral Psychology](#)

[MPS 546 Pastoral Ministry for different Perspectives](#)

[MPS 550 Contemporary Religious Thought](#)

[MPS 555 Systematic Theology](#)

[MPS 565 Basic Christian Communities](#)

### **Thesis (6 Credits)**

*Students must complete the thesis course that follows:.*

[GRES 690 Master's Thesis](#) (must be taken at the last semester of the program, *valued as 6 credits*)

### **Electives Section A: Social Justice and Advocacy (3 Credits)**

*Students must complete one course from electives section A. Each course values as three (3) credit.*



[ThM 530 Justice and Peace](#)

[MPS 583 Missiology](#)

[MPS 594 Sociology of Religion](#)

**[Electives Section B: Retreat Directing \(3 Credits\)](#)**

*Students must complete one course from electives section B. Each course values as three (3) credit.*

[MPS 605 Theology of Creation](#)

[MPS 620 Spiritual Theology](#)

*Total Credits required for Master of Arts (MA) in Pastoral Ministry is 36 Credits.*

## Master of Arts (MA) in Philosophy

Charisma University's Master of Philosophy program provides students with research training in a manner that cultivates the development of independent research skills in candidates. The Master of Philosophy program is appropriate for those who have completed postgraduate study in higher education, or who have extensive work experience in higher education. This program enables applicants to expand their development beyond scholarly understanding, intermediate learning practices, rigid teaching concepts, and other issues in higher education, to encompass the capacity to undertake research within an area of interest. Said research fields may be selected from teaching specialties and learning in higher education such as assessment, evaluation, language and literacy or student diversity, curriculum centered strategic planning, technology enabled learning, academic leadership and policy in higher education. The Master of Philosophy program is ideal for those working in higher education that may be engaged in, or currently moving towards leadership roles within the higher education sector.

### Program Learning Outcomes

- Become highly skilled in critical thinking and analysis.
- Expertly discuss concepts of right, wrong, good and bad.
- Demonstrate clear understanding of moral principles and their application in everyday life.
- Demonstrate the ability to read and interpret philosophical texts.
- Demonstrates how to extract a specific topic within its relevant larger philosophical context. Demonstrate proficiency in writing philosophical essays that have coherent theses and acceptable supporting arguments.
- Demonstrate the ability to use conceptual frameworks including epistemological, ethical, metaphysical, as well as other philosophical specializations.

### Foundation Courses (24 Credits)

*Students must complete all the required foundation courses. Each course values as three (3) credit.*

M.Phil 500 Epistemology  
M.Phil 510 Atheism  
M.Phil 525 Philosophy of Religion  
M.Phil 536 Ethics  
M.Phil 543 Social Philosophy  
M.Phil 555 Metaphysics  
M.Phil 565 Political Philosophy  
M.Phil 570 Existentialism

### Thesis (6 Credits)

*Students must complete the thesis course from below. This course is valued as 6 Credits.*



GRES 690 Master's Thesis

Electives (6 Credits)

*Students must complete two courses from electives. Each course values as three (3) credit.*

M.Phil 571 History of Philosophy (ancient, modern, and contemporary)

M.Phil 580 Philosophy of Law

M.Phil 600 Philosophy of Anthropology

M.Phil 615 Symbolic Logic

*Total Credits required for Master of Arts (MA) in Philosophy is 36 Credits.*

## Master of Arts (MA) in Religion

Charisma University's Master of Religion program recognizes that religion is defined in multiple ways. Thus, this interprets the category of religion itself as an intellectually problematic and provocative concept, instead of taking a descriptive historical phenomenological or institutional perspective. The Master of Religion at Charisma University places emphasis not only on the interdependence of religion and culture, but also explores insights from a comparative study of the phenomena, experiences, and theories of religion. Courses include theology, philosophy, and contemporary critical theory, psychology, ethics, feminist theory and theology, religion, rituals, material culture, as well as various historical phenomena and movements reflecting religious periods and traditions. These include Judaic, Christian, Hindu, Graeco-Roman, Buddhist and Islamic perspectives.

### Program Learning Outcomes

- Identify and articulate fundamental principles, problems, or queries for each course with their resolutions wherever possible.
- Demonstrate the ability to discuss integral doctrines and principles, their significance and interrelationship as well as their place in the plan of salvation for each course studied.
- Understand the underlying culture each period studied.
- Demonstrate the ability to research on essential religious issues and trends.
- Gain comprehensive understanding of the phenomena of religion from the perspective of cross-cultural, historical, and interdisciplinary methods.
- Demonstrate ability to conceptualize, analyze, and organize distinct bodies of material regarding the study of religion.
- Explain the genealogy of religious or philosophical ideas and concepts.

### Foundation Courses (24 Credits)

***Students must complete all the required foundation courses. Each course values as three (3) credit.***

M.Rel 508 Christology  
M.Rel 515 Ecclesiology  
M.Rel 520 The Religions of World Series  
M.Phil 525 Philosophy of Religion  
M.Rel 535 Sacred Scriptures (Old & New Testaments)  
M.Rel 539 Revelation and Faith  
ThM 541 Moral Theology  
M.Rel 556 Liturgy

### Thesis (6 Credits)

***Students must complete the thesis course from below. This course is valued as 6 Credits.***





GRES 690 Master's Thesis

Electives (6 Credits)

*Students must complete two courses from electives. Each course values as three (3) credit.*

ThM 530 Justice and Peace

ThM 505 Violence and Forgiveness

ThM 575 The Vatican

ThM 592 Women in the Church

*Total Credits required for Master of Arts (MA) in Religion is 36 Credits*

## Master of Arts (MA) in Theology

Charisma University's Master of Theology program provides teachers of religious education and other professionals in the field of religion, as well as individuals with a general interest in religion, with a comprehensive understanding of contemporary theology and biblical studies. It provides opportunities to reflect on theological dimensions of professional and social life. This program also prepares students for leadership in a wide range of vocations through the cultivation of skills in the study and interpretation of Scripture. Students are trained to develop a personal, systematic theological framework, and gain an understanding of the origin and growth of the Christian tradition in all its richness and diversity. The Master of Theology program also prepares students to undertake a research project that covers a theme of personal interest or significance to their professional work. Students who are successful with such projects will become eligible to pursue a higher degree in Theology.

### Program Learning Outcomes

- Demonstrate thorough understanding of literature and texts of theology or biblical studies from an informed critical perspective.
- Discuss and assess current theory and research in a selected area of study.
- Demonstrate ability to contribute to informed theological academic debate and knowledge.
- Undertake independent research and analytical skills as applied to a research project.
- Demonstrate excellent oral, written and interpersonal communication skills.
- Critically analyze theological theories, concepts and principles.
- Explain the various forms of religious or philosophical argumentation.

**Foundation Courses (24 Credits)** *Students must complete all the required foundation courses. Each course values as three (3) credit.*

ThM 586 Psychotherapy and Spirituality  
ThM 513 New Testament  
ThM 522 The Pentateuch  
ThM 525 Introduction to Buddhist Thought and Practice  
ThM 536 Introduction to Synoptic Gospels  
ThM 541 Moral Ethics  
ThM 557 History of the Modern Christianity  
ThM 563 Church Fathers

### Thesis (6 Credits)

*Students must complete the thesis course from below. This course is valued as 6 Credits.*

GRES 690 Master's Thesis

### Electives (6 Credits)



*Students must complete two courses from electives. Each course values as three (3) credit.*

ThM 530 Justice and Peace

ThM 505 Violence and Forgiveness

ThM 575 The Vatican

ThM 592 Women and the Church

*Total Credits required for Master of Arts (MA) in Theology is 36*

## Master of Sacred Music (M.S.M.)

The Master of Sacred Music (M.S.M.) program combines academic research and musical studies that focus on the history, theory, composition, and performance of music for academic instruction, liturgical and religious purposes.

### Program Learning Outcomes

- Developed the methodological skills and obtain the education necessary to continue on to advanced studies in sacred music/or secular music, such as a Doctorate in Sacred Music/or secular music.
- To gain new insights, perspectives, and practices in liturgical music performances, and the integration of sacred music into liturgical celebrations.

### Course Requirements

#### Course Outlines (27 Credits)

MUS 501 Music Education Fundamentals I

MUS 512 Music Education Fundamentals II

MUS 510 Music Theory

MUS 523 Psychology of Music

MUS 547 History of the Gregorian Chant

MUS 556 History of Sacred Music

MUS 557 Music in the Renaissance

MUS 558 Analysis Techniques

MUS 583 Integration of Music into the Liturgical Celebration

Thesis (6 Credits) Students must complete the thesis course from below. This course is valued as 6 Credits. MUS 598 Research Project and Thesis (must be taken at the last semester of the program, **valued as 6 credits**); [thesis guidelines](#)

***Total Credits required for Master of Sacred Music (MSM) is 36.***

## Master of Divinity (M.Div.)

Charisma University's Master of Divinity (M.Div.) is intended to prepare students for professional work in Christian ministry and Chaplaincy organizations. The M.Div. program provides an in-depth knowledge of biblical leadership principles and methods, and an in-depth study of Scripture and Christian principles. Coursework places emphasis on embracing the essential values, knowledge, and skills needed to serve in a variety of roles as a pastor or chaplain. This divinity program is also great for military students looking to fulfill service requirements as chaplains for branches of the armed services or other chaplain programs. Achieving this degree and course objectives is also designed to set students on a trajectory of life-long personal, spiritual, and professional growth.

### Program Learning Outcomes

- Exhibit an introductory graduate-level understanding of the Bible's content, contexts, structure.
- Demonstrate sufficient knowledge of the Christian historical and theological frameworks.
- Demonstrate comprehension in pastoral care, counseling, and worship or liturgical leadership.
- Demonstrate comprehension of effective leadership principles and Bible teaching skills.
- Demonstrate the capacity to provide leadership within ministry settings.
- Understand the broad spectrum of Christian theology and Christian history.
- Demonstrate a synthetic and analytical understanding of the Bible.
- Developed a competent knowledge of the biblical, theological and historical Christianity.

### Course Requirements

Foundation Courses (60 Credits) *Students must complete all the required foundation courses. Each course values as three (3) credit.*

MPS 510 Pastoral Counseling  
MPS 525 Pastoral Management  
MPS 535 Pastoral Psychology  
MPS 546 Pastoral Ministry for different Perspectives  
MPS 550 Contemporary Religious Thought  
MPS 555 Systematic Theology  
MPS 565 Basic Christian Communities  
M.Rel 508 Christology  
M.Rel 515 Ecclesiology  
M.Rel 520 The Religions of World Series  
M.Phil 525 Philosophy of Religion  
M.Rel 535 Sacred Scriptures (Old & New Testaments)  
M.Rel 539 Revelation and Faith

M.Rel 556 Liturgy  
ThM 513 New Testament  
ThM 522 The Pentateuch  
ThM 536 Introduction to Synoptic Gospels  
ThM 541 Moral Ethics  
ThM 557 History of the Modern Christianity  
ThM 563 Church Fathers

### Thesis (6 Credits)

*Students must complete the thesis course below. This course is valued as 6 Credits.*

[GRES 690 Master's Thesis](#) (must be taken at the last semester of the program, **valued as 6 credits**); [thesis guidelines](#)

### Electives (6 Credits)

*Students must complete two courses from electives. Each course values as three (3) credit.*

ThM 530 Justice and Peace  
MPS 583 Missiology  
MPS 594 Sociology of Religion  
MPS 605 Theology of Creation  
MPS 620 Spiritual Theology  
ThM 505 Violence and Forgiveness  
ThM 575 The Vatican  
ThM 592 Women in the Church

*Total Credits required for Master of Divinity is 72. Please refer to the University Catalog [University Catalog](#) or website for [admissions requirements](#); [transfer credits policy](#); and [tuition fees](#).*

## Doctor of Sacred Music (D.S.M.)

The Doctor of Sacred Music (D.S.M.) curriculum combines scholastic investigation and musical studies that center on the history, theory, composition, and performance of music for scholastic education, religious-liturgical and worship purposes.

### Program Learning Outcomes

- Develop practical skills and obtain the necessary education to become a professional educational research practitioner and instructor in the field, at the undergraduate, graduate and post-graduate levels.
- To gain new research insights, perspectives and practices in liturgical music with some consideration given to secular music.
- Design and incorporate sacred music into research education and liturgical celebrations.

### Course Requirements (51 Credits)

MUS 801 MUSIC: Research Design and Methods  
MUS 802 MUSIC: Seminar in Dissertation Writing  
MUS 803 MUSIC Statistics: Principles and Methods  
MUS 804 History of Music and Philosophy  
MUS 805 Ethnomusicology  
MUS 807 Hymnology Yesterday and Today  
MUS 808 Theology and Practice of Sacred Music  
MUS 809 Contemporary MUSIC  
MUS 810 Foundations in Christian Worship  
MUS 811 Music and Psychology II  
MUS 812 Analytical Techniques in Music II  
MUS 817 Music Theory II  
MUS 818 Foundations in Music Education I  
  
MUS 819 Foundations in music education II  
MUS 820 History of Opera  
MUS 821 Orchestration  
MUS 815 Sociology of Music

### Comprehensive Examination (1 Credit)

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses. This requirement is a prerequisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge on the dissertation title they wish to research.

### Dissertation Courses (14 Credits)

The following courses in dissertation are all required for graduation from the Doctor of Sacred Music (DSM) Program. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session.

MUS 960a Dissertation - Practical Research I (Proposal)

MUS 960b Dissertation - Practical Research II (Review of Related Literature & Methodology)

MUS 960c Dissertation - Practical Research III (Data Collection & Analysis)

MUS 960d Dissertation - Practical Research IV (Dissertation complete and Oral Defense)

*Each non-dissertation and dissertation course are valued as 4 credits with the exception of dissertation complete and oral defense which is valued as 2 credits; comprehensive examination is valued as 1 credit. Total Credits required for Doctor of Sacred Music (DSM) is 66.*



## Doctor of Philosophy (Ph.D.) in Theology

This program introduces students to the field of Christian Theology. It covers the content, context and divisions of theology with special attention to selected perspectives and issues. This course also explores the subfields of Christian Theology, namely Practical Theology, Doctrine and Church History and Biblical Studies. There will also be discussion on the general association between Christian Theology and religious studies. In addition, the course studies provide a brief overview of the Old and New Testaments and a history of their study. Lastly, there will be an exploration of the role that Christian Theology takes in the modern world, as well as the ways that it is related to ethics.

### Program Learning Outcomes

- Identify the various fields in Theology and purposes for which they may be studied.
- Explain how Christian Theology impacts the modern world and its diversity.
- Assess the ethical issues that are linked with Christian Theology.
- Define theology, its function and purpose.
- Explain the correlation between belief, theology and faith.
- Describe the different perspectives within Theology and evaluate their implications on modern society.

### Course Outlines (48 Credits)

PhDTh 800 Systematic Theology  
PhDTh 811 Theology of Marriage & Family  
PhDTh 817 Jewish Theology  
PhDTh 823 Moral Theology  
PhDTh 834 Catholic Theological Ethics 1300-1900  
PhDTh 845 Catholic Education & Catechesis  
PhDTh 850 Ritual Studies  
PhDTh 861 Theology and Culture  
PhDTh 866 Theological Anthropology  
PhDTh 872 Hindu-Christian Theology  
PhDTh 875 Judaism  
PhDTh 938 Doctoral Seminar in Research Methods

### Comprehensive Examination (1 Credit)

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses. This requirement is a prerequisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge on the dissertation title they wish to research.

### Dissertation Courses (14 Credits)

*The following courses in dissertation are all required for graduation Doctor of Philosophy (PhD) in Theology Program. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session. [Dissertation Guidelines](#)*

PhDTh 960a Dissertation - Practical Research I (Proposal)

PhDTh 960b Dissertation - Practical Research II (Review of Related Literature & Methodology)

PhDTh 960c Dissertation - Practical Research III (Data Collection & Analysis)

PhDTh 960d Dissertation - Practical Research IV (Dissertation complete and Oral Defense)

*Each non-dissertation and dissertation course is valued as 4 credits with the exception of dissertation complete and oral defense which is valued as 2 credits; comprehensive examination is valued as 1 credit. Total Credits required for Doctor of Philosophy (PhD) in Theology is 63.*



## School of Philosophy and Religion Course Descriptions

**M.Rel508 Christology (3 Credits)**

Christology explores the history of Jesus Christ, his message and impact on society. This course explores the time, government, politics, and religion of the days during the public life of Jesus. Topics for discussion are the Last Supper, the role of women involved in Jesus' life, his family, the role and reaction of the apostles, the community, the crucifixion, burial ritual and, finally, the Resurrection and its impact on his friends.

**M.Rel515 Ecclesiology (3 Credits)**

This course introduces the doctrines of ecclesiology and eschatology. It will discuss various topics such as worship, death, heaven and hell, resurrection, judgment, sacraments, and the nature and life of the church.

**M.Rel520 The Religions of World Series (3 Credits)**

The Religions of World Series explores the origins and development, beliefs, sacred writings, practices and ethics of the major world religions such as Islam Buddhism, Hinduism, Confucianism, Taoism, Judaism, and Christianity. Focus will be provided on impacts of these faiths upon the current world scene

**M.Phil525 Philosophy of Religion (3 Credits)**

Philosophy of Religion will start with an overview of the distinction between philosophy and religion, knowledge and belief. There will be analyses on the attributes of God, such as eternity, omniscience and omnipotence. This course will also discuss the philosophical problem of evil in terms of its being a major challenge to belief in God.

**M.Rel535 Sacred Scriptures (Old & New Testaments) (3 Credits)**

Sacred Scriptures introduces students to the academic study of the Old and new Testaments. This course will explore the formation and transmission of both Sacred Scriptures.

**M.Rel539 Revelation and Faith (3 Credits)**

Revelation and Faith will teach students to discover how God is depicted in the different religions and will explore the reasons why Christians continue believing given the current challenges that are facing their faith.

**ThM541 Moral Theology (3 Credits)**

Moral Theology will orient theology students to the study of the development and contemporary problematic of sin, repentance, and virtue. This course will also explore the reflections of the Christian Tradition on war and pacifism. Other topics to be discussed are the role of the Scripture in Christian moral reflection and ways of living morally in the Christian community.

**M.Rel556 Liturgy (3 Credits)**

Liturgy explores Christian worship and the elements in the development of human celebration. This course will focus on the development of Christian Initiation of Adults and Children as examples of liturgical worship.

### **ThM 505 Violence and Forgiveness (3 Credits)**

Violence has been increasingly observed in the world. This course provides classic understandings of violence and its impacts. The Violence and Forgiveness course also explores contemporary writings on violence under the perspective of religion, law, and public policy. It also dwells on models for forgiveness that may be applied to acts of violence, with special emphasis on religions and spiritual significance for Christian churches and other religious traditions.

### **ThM575 The Vatican (3 Credits)**

This course covers the key writings of Dominican and Jesuit theologians whose works laid the groundwork and contributed to the reforms of Vatican II. The Vatican course will undertake critical textual studies of these theologians, and students will analyze the crucial arguments of the “return to sources” initiatives in historical, liturgical and patristic studies undertaken prior to Vatican II. This course also explains the doctrine of the Church on the Sacrament of Orders. Lastly, The Vatican course will study the reflection of different theologians since Vatican II on this doctrine.

### **ThM 592 Women and the Church (3 Credits)**

Women and the Church explore the religious experiences of Christian women. It engages students with an interdisciplinary study of women’s issues from a theological and biblical perspective. Moreover, this course explores the social, literary, political and historical contexts in which Christian women have ministered in the Church. This course also analyzes the new ways of perceiving, interpreting and understanding the world in which women Church workers function.

### **M.Phil500 Epistemology (3 Credits)**

Epistemology will analyze current central problems within epistemology and philosophy of science. This course will be based on philosophical texts, current relevant research articles and original texts.

### **M.Phil510 Atheism (3 Credits)**

Atheism will trace the history of the atheist. This course will analyze contemporary discourses on texts such as School of Divinity and King’s College Quadrangle. There will also be in-depth discussions on sociological, philosophical, and theological approaches that inform the academic study of religion and secularity.

### **M.Phil525 Philosophy of Religion (3 Credits)**

Philosophy of Religion will start with an overview of the distinction between philosophy and religion, knowledge, and belief. There will be analyses on the attributes of God, such as eternity, omniscience, and omnipotence. This course will also discuss the philosophical problem of evil in terms of its being a major challenge to belief in God.

**M.Phil 536 Ethics (3 Credits)**

This course will integrate essential components of ethical behavior and moral reasoning into defined activities, such as research, course projects, and independent study. Students will be taught to make distinctions among courses of action and ethic acts as well as distinguish between personal problems of individuals and larger social issues.

**M.Phil 543 Social Philosophy (3 Credits)**

Social Philosophy offers a broad introduction to issues in social philosophy. This course will discuss commercial society and the division of labor; the use of knowledge in society; self-interest; globalization; the gift relationship; identity; the environment; deliberation and the public sphere.

**M.Phil555 Metaphysics (3 Credits)**

Metaphysics will explore the marks of the mental and will focus on various approaches to questions different kinds of mental content, such as sensory qualities and the contents of thought. This course will analyze appropriate theories on the nature of consciousness, on how consciousness can exist in the physical world and the different philosophical perspectives of consciousness their relations to carried approaches of the special sciences.

**M.Phil565 Political Philosophy (3 Credits)**

This course explores the important themes in political philosophy, emphasizing the way through which key concepts of political thought have evolved from ancient Greece to contemporary western society. This course will study works of classical and modern political theorists such as Plato, Aristotle, Hobbes, Locke, Mill, Rawls and Nozick as well as discuss topics as the nature of the state and distributive justice.

**M.Phil570 Existentialism (3 Credits)**

Existentialism will the ideas at the heart of existential philosophy and will analyze and identify their expression in works of fiction. This course will discuss their importance and application beyond the time and place of their production.

**M.Phil571History of Philosophy (ancient, modern, and contemporary) (3 Credits)**

History of Philosophy will study the works, epochs, schools, and conceptions in the history of philosophy from the ancient to present time. Central figures to be discussed are Plato, Aristotle, Spinoza, Locke, Descartes, Leibniz, Hume and Berkeley and in ethics and political philosophy, Grotius, Hobbes, Locke, Smith and Kant.

**M.Phil580 Philosophy of Law (3 Credits)**

This course studies a broad range of significant topics in theoretical and applied philosophy of law. Philosophy of Law aims to promote understanding and critical thinking about issues such as the nature of law, the nature of legal obligation, the relationship between law and morality, and the legitimate scope of law in respect of a range of practical issues such as legal paternalism and censorship.

**M.Phil600 Philosophy of Anthropology (3 Credits)**

Philosophy of Anthropology will explore the philosophical, theological, cultural and cultural interpretations of the 'human person' and his or her relationship both to self and the world inhabited physically and spiritually. Topics that will be discussed include the mind-body problem/ eliminative materialism, behaviorism, the type-type identity thesis, and reductive materialism.

**M.Phil615 Symbolic Logic (3 Credits)**

This course studies formal logic covering both propositional and first-order logic. This course will discuss more complex logical languages and topics such as necessity, possibility, fuzzy logics and multi-valued logics.

**ThM 505 Violence and Forgiveness (3 Credits)**

Violence has been increasingly observed in the world. This course provides classic understandings of violence and its impacts. The Violence and Forgiveness course also explores contemporary writings on violence under the perspective of religion, law, and public policy. It also dwells on models for forgiveness that may be applied to acts of violence, with special emphasis on religions and spiritual significance for Christian churches and other religious traditions.

**ThM 513 New Testament (3 Credits)**

In this course, the contents of the New Testament will be studied for the fundamental objective of helping students develop a Christian worldview. With this course, students will be able to understand the essence of Christian truth that enables effective Christian witnessing. Special emphasis will be given to the role of the Holy Spirit in ethics and morality; and comparison and contrast between Biblical ethics to other ethical paradigms. There will also be attention to how the New Testament addresses ethical issues on sexuality, economics, politics and oppression.

**ThM 522 The Pentateuch (3 Credits)**

The Pentateuch is at the heart of Israel's faith. This course is designed to introduce students to the historical, literary, and theological interpretations of the Pentateuch. The Pentateuch course will explore the legal codes that identify appropriate responses to God's acts. Moreover, there will be in-depth discussion on the critical issues surrounding the Pentateuch and its individual books as well as an analysis of problem passages that have triggered worldwide scholastic debate. Thus, this course will undertake a thorough survey of the social and historical contents of The Pentateuch; its unique literary forms and features; its major themes and assertions; and, its enduring message and relevance.

**ThM 525 Introduction to Buddhist Thought and Practice (3 Credits)**

This course is an introduction to Buddhist doctrine, covering scriptural traditions from Southeast Asia (Pali); Asian (Chinese) and Central Asian (Tibetan). Discussions will focus on basic Buddhist practices as well, particularly meditation. Introduction to Buddhist Thought and Practice will also analyze doctrines and rituals in early Buddhism, namely the Theravada. The course will also

explore the role and function of Buddhist monasteries in traditional Buddhist societies. This course will study Buddhism as a textual-philosophical tradition and as a lived religion.

### **ThM 530 Justice and Peace (3 Credits)**

Violent conflicts have claimed the lives of many people across the globe. Thus, the Peace and Justice course explores contemporary conflicts according to the perspectives of the Bible, Church History, Spirituality and Theology. This theological approach to peace and justice strives to explore the roots of such conflict as well as analyze sustainable strategies that will result not just in the absence of war, but to true flourishing of mankind. This Peace and Justice course introduces this field of study with special focus on peace building, conflict transformation as well as the human rights of marginalized individuals.

### **ThM 536 Introduction to Synoptic Gospels (3 Credits)**

Introduction to Synoptic Gospels introduces methodologies for interpreting the New Testament, particularly the gospels of Matthew, Mark, and Luke. This course analyzes the Synoptic Gospels' genre, structure, theological emphasis, and socio-historical context. This course explores the transmission of Jesus traditions during the first century and how it relates to the Synoptic Gospels. Moreover, this course will teach students so that they become familiar with different reading methods for the Bible, using reader-focused, literary, and historical strategies.

### **ThM 541 Moral Theology (3 Credits)**

This course introduces the moral theology, including divine command ethics, utilitarianism, and basic goods theory. Moreover, this course will cover different traditions and practice of Christian ethical inquiry, as well as analyze the correlations and parameters between Christian belief, ethical inquiry, and pastoral practice. This course will analyze the themes of Christian faith and ethics, the sources of moral knowledge and Christian anthropology.

### **ThM 557 History of the Modern Christianity (3 Credits)**

History of Modern Christianity covers the development and current state of contemporary Christianity from the 1800s to the present day. There will special emphasis on its social history and the most significant perspectives of its theology. This course will also cover the expressions of Christianity that have become marginalized, as well as the engagement of the Christian church with other religious traditions. History of Modern Christianity will also analyze different groups and trends, such as fundamentalism, ecumenicalism, liberation, Pentecostalism as well as the emerging roles of women.

### **ThM 563 Church Fathers (3 Credits)**

The writings of Greek philosophers offer insightful background material for comprehending the early church fathers. Church Fathers is a course that covers the efforts of the church fathers to refute what they believed were heretical statements of the philosophers. This course analyzes the assumptions of the Greek philosophers and how they conflict with the arguments of the church fathers. Thus, this course will cover readings on important Greek philosophers in order to identify significant methodological themes, such as genres, relevant questions and philosophical arguments.

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These aspects will then be compared with the methodological themes used by the church fathers in order to assess the roots of the conflicts.

### **ThM 586 Psychotherapy and Spirituality (3 Credits)**

Psychotherapy and Spirituality will analyze the associations between spiritual direction and psychotherapeutic theories and practices. This course will explore relevant theories such as Bandura's cognitive behavioral theory and how it may be linked with countertransference. It will also cover Roger's humanistic theory and its correlation with mindfulness. This course will also analyze the possible connections between Freud's psychoanalysis and God image and transference. There will also be a critical analysis of Jung's personality theory and how it is linked with individuation. Lastly, this course studies Benner's Intensive Soul Care and its correlation with Ignition spiritual direction.

### **ThM 592 Women and the Church (3 Credits)**

Women and the Church explore the religious experiences of Christian women. It engages students with an interdisciplinary study of women's issues from a theological and biblical perspective. Moreover, this course explores the social, literary, political, and historical contexts in which Christian women have ministered in the Church. This course also analyzes the new ways of perceiving, interpreting, and understanding the world in which women Church workers function.

### **MPS510 Pastoral Counseling (3 Credits)**

Pastoral Counseling will provide an overview of the current trends in counseling theory and practice as well as the role of counseling in church, public and private settings. Students will be taught fundamental counseling skills in this course including interviewing, assessment, and therapeutic listening in a laboratory situation applying scriptural principles.

### **MPS525 Pastoral Management (3 Credits)**

Pastoral Management will teach students the role of the pastoral leader within school or in church settings. This course will discuss the means through which pastoral teams may be effectively managed and how to create effective pastoral care policies.

### **MPS535 Pastoral Psychology (3 Credits)**

Pastoral Psychology will teach students how to recognize the telltale signs of psychological difficulties and distress, so that they could acquire the basic skills in responding constructively and compassionately. This course is not a counseling course but aims to introduce students to applied and practical knowledge that will enable them to understand crucial psychological processes that are important in providing effective pastoral care.

### **MPS546 Pastoral Ministry for Different Perspectives (3 Credits)**

Pastoral Ministry for Different Perspectives aims to equip students for Christian service through theological, Biblical and practical studies. This course will teach leadership skills that help prepare students for collaborative ministry in the parish or other ministry settings.

**MPS550 Contemporary Religious Thought (3 Credits)**

The course will analyze some of the major debates in religious and atheistic thought. There will be focus on the way in these debates are framed using modern epistemological frameworks, as well as the ways in which religious thought and atheistic thought may be mutually constitutive instead of being merely oppositional.

**MPS555 Systematic Theology (3 Credits)**

Systematic Theology will discuss the three essential sacraments of the Coptic Church, namely, Baptism, Chrism and Eucharist. This course will analyze the Coptic understanding of these three sacraments and present historical perspectives on their development, as well as the fundamental elements of Coptic sacramental theology.

**MPS565 Basic Christian Communities (3 Credits)**

Basic Christian Communities will identify principles and models of community building from a Christian perspective. Students will be taught different theological and sociological perspectives on the nature of communities and will be required to participate in a Christian community or small group during the course as a basis for reflection and contextualization.

**ThM530 Justice and Peace (3 Credits)**

Justice and Peace will explore complex social justice and peace issues from the perspective of multiple disciplines. Students will be trained on 21<sup>st</sup> century skills such as conflict management and dialogue, community organization, nonviolent communication, intercultural engagement and critical inquiry. There will be instructions on an interdisciplinary framework that may be used for analyzing and working toward solving complex systemic issues.

**MPS583 Missiology (3 Credits)**

Missiology will provide training for missionaries and others who are currently serving or plan to serve in intercultural ministry and church multiplication positions. This course will undertake a thorough discussion of strategies of taking the Gospel to the four corners of the world.

**MPS594 Sociology of Religion (3 Credits)**

This course will introduce students to the sociology of religion. Sociology of Religion will explore the methods used, central issues engaged, theories used, and debates undertaken by sociologists of religion. This course will teach students how the sociology of religion has developed from its origins to its contemporary versions.

**MPS605 Theology of Creation (3 Credits)**

Theology of Creation provides Christian understanding pertaining to the doctrines of creation and redemption. It explores the basic meaning, patristic and Scriptural foundations of the creation, and will analyze interconnections with other aspects of Christian theology.

**MPS620 Spiritual Theology (3 Credits)**

Spiritual Theology introduces students to a critical understanding of religion throughout history and in relation to the modern world. This course discusses how the individual is perceived from the perspective of faith, interpreted from four complementary perspectives: biblical, historical, psycho-anthropological, and systematic.

#### **PhDTh 800 Systematic Theology (4 Credits)**

Systematic Theology will provide in-depth analyses of main religious traditions of the world. There will be comprehensive discussions on the fundamental tenets of the Christian faith and practice.

#### **PhDTh 811 Theology of Marriage & Family (4 Credits)**

Theology of Marriage & Family focuses on marriage and family studies with attention on Christian ethics, sacramentality, and anthropology. This course prepares students for different ministries, such as marriage enrichment, marriage education, youth leadership and adult faith education. This course is a doctorate level study of Christian philosophical and theological thought, pastoral care and human sciences. There will also be in-depth discussion of contemporary thought and trends in marriage and family issues.

#### **MUS 501 Music Education Fundamentals I (3 Credits)**

This course is designed to help students develop a philosophy of music education, concepts of program development, and current approaches to music teaching. the role of technology and music in special and continuing education will be introduced.

#### **MUS 512 Music education Fundamentals II (3 Credits)**

Students will examine the mystery of music and its profound impact and importance on humans. They will also study the significance of listening, musicianship, multiculturalism, creativity, curriculum, and development. Finally, they will survey the philosophical and psychological aspects of a music education.

#### **MUS 510 Music Theory (3 Credits)**

This course is an introduction to the basic materials and concepts of music theory. It will focus on commonalities of selected historic and geographic literatures through the study of fundamentals, melodic and harmonic writing, and terms and symbols.

#### **MUS 523 Music Education Research (3 Credits)**

This course covers research design and methodology to include development of hypotheses, problems, qualitative research, and survey, observational, casual comparative and historical research. Students will develop the ability to understand, interpret, and use research in teaching and learning.

#### **MUS 547 History of Gregorian Chant (3 Credits)**

Students will study the historical aspects of Gregorian chant including the traditional Roman liturgy (calendar), divine office, Mass). (Tests, modes and genres.) Various manuscripts will be examined including the recently issued facsimiles of the post-council of Trent liturgical books, the Post-

Vatican I book from solesmes, and other sources published from the sixteenth through nineteenth centuries.

### **MUS 556 History of Sacred Music (3 Credits)**

History of Sacred Music is an introductory course about the story of Christian Music from Gregorian chant to the Black Gospel style of Music.

### **MUS 557 Music in The Renaissance (3 Credits)**

Students will review the History of Renaissance Music and learn about the different composers, instruments, styles of music, and characteristics.

### **MUS 558 Analysis Techniques (3 Credits)**

This course will help the student integrate theoretical and analytical concepts with our experiences as musicians, while helping them to build familiarity with repertoire and musical issues of the eighteenth, nineteenth, and twentieth century's.

### **MUS 583 Integration of Music into the Liturgical (3 Credits)**

Students will examine and integrate sacred music into the Liturgical celebration such as the Eucharist, the Mass, special Days of obligation, and other important celebrations the church celebrates.

### **PhDTh 817 Jewish Theology (4 Credits)**

This course provides an overview of the central themes on Jewish Theology. This course provides special emphasis on Messianic Jewish Theology and will explore why it is different from contemporary theologies, such as Liberal, Dialectical, Dispensational and Covenant perspectives. Jewish Theology will also take an interpretative approach to the Bible that is consistent with the latter's self-description. This will be built up using a theology of the Mosaic Torah, the Synoptic Gospels, Paul, Acts, the Prophets as well as epistles with focus on how Messianic Jewish Theology treats salvation, grace and law, the Church and Eschatology and Israel's selection.

### **PhDTh 823 Moral Theology (4 Credits)**

Moral Theology course analyzes the foundations and principles of Christian moral theology as they are grounded in Scripture and Christian tradition. Thorough discussions will be undertaken on primary sources in the Christian tradition, certain moral issues as well as classic and contemporary questions of method.

### **PhDTh 834 Catholic Theological Ethics 1300-1900 (4 Credits)**

This course studies the foundational aspects of Catholic Theological Ethics from the period 1300-1900, including its historical development, the sources of Catholic Theological Ethics and the person as a moral agent. This course will provide an overview of the history of Catholic Theological Ethics 1300-1900 by studying the historical works of Augustine's "On the Morals of the Catholic Church;" and, Aquinas' "Summa Theologiae." Catholic Theological Ethics 1300-1900 will also

discuss the concepts of moral freedom and conscience and trace their historical developments. This course will also study the Theology of sin.

#### **PhDTh 845 Catholic Education & Catechesis (4 Credits)**

This course aims to prepare students for a career in Catholic Education with special emphasis on religious instruction in preparation for Catholic baptism or confirmation. Catholic Education & Catechesis will discuss faith and human development, evangelization, the nature of catechesis and the catechetical process. This course will also explore different learning and teaching styles that may be used for catechism. There will also be discussion on culture and family as context for catechesis.

#### **PhDTh 850 Virtues Ethics (4 Credits)**

This course covers the fundamental elements of Virtues Ethics and how its approach to morality is different from non-consequentialist and consequentialist theories. Virtues Ethics also analyzes the views of Aristotle on happiness and virtue as well as the agent-centered nature of Virtues Ethics. This course will also analyze why the proponents of Virtues Ethics insist that it provides a more comprehensive perceptive of moral life compared with other moral theories. There will also be a discussion on the fundamental criticisms of Virtues Ethics, as well as the concepts of eudaimonia and the Golden Rule. Lastly, this course will explore the contemporary approaches to Virtues Ethics.

#### **PhDTh 861 Theology and Culture (4 Credits)**

This course undertakes a Theological reflection on and response to the transforming cultural realities in contemporary society. Theology and Culture is grounded on Biblical frameworks and takes a worldview approach to cultural analysis. This course also covers the role of Theology in contemporary cultural issues such as postmodern faith, globalization, the war on terrorism and sacred space. Theology and Culture will also explore central religious ideas and practices from different traditions and different regions.

#### **PhDTh 866 Theological Anthropology (4 Credits)**

This course studies Christian theological thinking about the human being. Theological Anthropology provides opportunities to study human development and use fundamental concepts such as person, soul, self and creature. This course explores the relationship of this concept with contemporary thought and practice, such as human rights, health and well-being, human flourishing, crime and criminal justice and human dignity. Theological Anthropology also explores the universal salvific will of God, as well as the concept of human beings created in the image of God.

#### **PhDTh 872 Hindu-Christian Theology (4 Credits)**

Hindu-Christian Theology provides students the opportunity to study Hinduism as it is currently lived and allow them to learn about local Indian Christianity. This course also discusses cultural and social initiatives in Indian Catholic dioceses and the historical background of Indian Christianity. Hindu-Christian Theology also discusses the cultural, historical and theological parameters of the

dialogue between Hinduism and Christianity. This course also covers different approaches to the questions raised by Hinduism on Christianity.

### **PhDTh 875 Judaism (4 Credits)**

This course allows students to address challenging, critical issues surrounding Jewish life and thought, and their relevance to people and communities. Judaism examines the evolving structure and nature of Jewish civilization, the key religious and intellectual outlook of this civilization, and the contributions that Jewish civilization has made to humanity.

### **PhDTh 938 Doctoral Seminar in Research Methods (4 Credits)**

This course lays the foundations of good research in the field of social sciences. It deals with the logic and assumptions underlying social research. Students will become exposed with various approaches to research design and methods. The course will help students to develop their own projects.

### **PhDTh 960a Dissertation - Practical Research I (Proposal) (4 Credits)**

The course requires students to select research problem through execution of authentic research until the preparation of a completed report along with practical suggestions based on a solid theoretical framework and sound pedagogy. Study goals and objectives as first part of dissertation are the main requirements of the course.

### **PhDTh 960b Dissertation - Practical Research II (Review of Related Literature & Methodology) (4 Credits)**

The course is a follow up to Practical Research I. The student is asked to perform preliminary literature review. Practical Research II involves methods of literature selection where students employ different modes of literature scanning. Students must also propose a research methodology.

### **PhDTh 960c Dissertation - Practical Research III (Data Collection & Analysis) (4 Credits)**

This course is taken after Practical Research II. Students carry out their approved research proposal by performing the

### **MUS 801 MUSIC: RESEARCH DESIGN AND METHODS (3 Credits)**

This is required course for the Doctoral Degree students to prepare them for the development and writing of a proposal for a Thesis. It assists students in utilization of their natural curiosity in selection of a topic for research. It provides guidance in planning research strategy, documentation of research data, and design of a defensible study. Also explores and analyzes examples of research from many different disciplines, development and use of computer-aided research and writing skills, and logical arguments techniques in stating and defending research data.

### **MUS 802 MUSIC: SEMINAR IN DISSERTATION WRITING (3 Credits)**

In this course and seminar, the student will start writing their dissertation and do research accordingly and guided by their instructor.



**MUS 802 MUSIC: SEMINAR IN DISSERTATION WRITING (3 Credits)**

In this course and seminar, the student will start writing their dissertation and do research accordingly and guided by their instructor.

**MUS 804 HISTORY OF MUSIC AND PHILOSOPHY (3 Credits)**

This course depicts the foundational concept that the values of music are gained through direct experiences with its meaningful sounds-remains intact, but is explained and applied in broader, more inclusive scope, with a synergistic philosophical stance as the basis.

**MUS 805 ETHNOMUSICOLOGY (3 Credits)**

This course presents music as an aspect of human culture, aids students in cross-cultural understanding, and examines broad historical, cultural, and social contexts of music. Students become familiar with basic musical concepts and explore traditional, religious, folk, art, and popular musical styles of several countries.

**MUS 807 HYMNOLOGY: YESTERDAY AND TODAY (3 Credits)**

In this course the student will gain an understanding of the history of hymnology, those components that make up good hymns, and tools for effective use of congregational hymn-singing in the present day worship service.

**MUS 808 THEOLOGY AND PRACTICE OF SACRED MUSIC (3 Credits)**

In this course the student will be trained in models for shared ministry involving musicians and those in ministry. Using theological and musical principles involving and musical principles outlined in class. Students will gain the skill and understanding needed for a sound liturgical ministry.

**MUS 809 CONTEMPORARY MUSIC (3 Credits)**

In this course the student will study the techniques and styles in twentieth century and contemporary music, with an emphasis on the critical analysis of pioneering works.

**MUS 810 FOUNDATIONS IN CHRISTIAN WORSHIP (3 Credits)**

This course will focus on theological and historical approaches in the study of Christian worship, while also giving appropriate attention to pastoral, cultural, and contemporary issues.

**MUS 811 MUSIC AND PSYCHOLOGY II (3 Credits)**

This course will study the hypothesis and investigate of how people gain knowledge of musical data and how these manifests themselves in musical conduct.

**MUS 812 ANALYTICAL TECHNIQUES IN MUSIC II (3 Credits)**

This is an advanced course that will assist the student to amalgamate theoretical and analytical concepts with our experiences as musicians, despite that helping them to construct awareness with range and musical issues of the eighteenth, nineteenth, and twentieth century's.

**MUS 817 MUSIC THEORY II (3 Credits)**

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This is an advanced course on the resources and concepts of music theory. It will center on commonalities of chosen significant and geographic literatures through the learning of basic, melodic and harmonic writings, and terms and symbols.

### **MUS 818 FOUNDATIONS IN MUSIC EDUCATION I (3 Credits)**

In this advanced course the student will study the wonders of music and its intense force and significance on the human races. The student will study the meaning of listening, musicianship, multiculturalism, ingenuity, curriculum, and progress. Lastly, the student will review the philosophical and psychological aspects of a music instruction.

### **MUS 819 FOUNDATIONS IN MUSIC EDUCATION II (3 Credits)**

In this further advanced course, the student will analysis the theoretical and psychological aspects of music education and how the student can gain knowledge from curriculum and instruction.

### **MUS 820 HISTORY OF OPERA (3 Credits)**

This course will commence students to the sequential progress of opera, attempting to credit the works of the present collection as well as historically noteworthy works that are hardly ever heard in performance today.

### **MUS 821 ORCHESTRATION (3 Credits)**

The student in this course will learn technical arrainging/composing studies employing techniques explained and demonstrated and exemplified thru their readings and participation. Listening to orchestral concerts and chamber music concerts the student will benefit by evaluating techniques.

### **MUS 815 SOCIOLOGY OF MUSIC (3 Credits)**

This course is intended to develop an appreciation for alternative musical expressions especially as they relate to musical ethnicity from the non-western world. Students will gain knowledge of the background in which music is formed, its value to the people whose culture it inhabits, the instruments upon which the music is played, and the change of music in diverse cultures.

### **PhDTh 960d Dissertation - Practical Research IV (Dissertation complete and Oral Defense) (2 Credits)**

This is the final stage in the Practical Research series. In this part of the dissertation, the student is expected to have completed the research requirements and is ready for oral presentation. Defense is done in the presence of selected members of a panel.





## SCHOOL OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

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Charisma University's School of Psychology and Behavioral Sciences presents students with the opportunity to earn a Master of Science, Doctor of Philosophy (Ph.D.) or Doctor of Psychology (PsyD) degree. It does so by employing cutting edge curricula and using innovative teaching methods administered by experienced professionals in the fields of psychology and psychoanalysis. The School of Psychology and Behavioral Sciences offers a variety of academic program options. These options include: Behavior Analysis, Clinical Psychology, and the most unique of all, Psychoanalysis. While social scientists and scholars in humanities and cultural studies are becoming increasingly interested in the Psychoanalysis of culture and in the cultural analysis of Psychoanalysis, very few institutions of higher education provide an arena for such interdisciplinary undertaking. Each of our program options strives to prepare students, through interdisciplinary study, for opportunities in scholarly research, teaching or augmentation of professional practice. Charisma School of Psychology and Behavioral Sciences offers unique opportunities to its students. These include a wide choice of program options, flexibility of schedule, and a learning platform where students of all cultures and faiths can interact and learn from one another.

## Master of Science (MS) in Psychology

Charisma University's Master of Science in Psychology degree program is designed to prepare graduate level students to develop and apply psychological theories and basic scientific methods in either an actual job setting or in concert with preparation for continued educational pursuit. The program is designed to encourage the student to develop current skills, seek job advancement, or begin post-graduate studies. The program is open to students of all undergraduate backgrounds. The only prerequisite is a bachelor's degree or equivalent coursework as approved by the admissions office.

Students anticipating post-graduate study in psychology may elect to include "dual-credit courses" in their master's degree curriculum. "Dual-credit courses" are doctoral level courses that may be used to satisfy master's degree requirements. Up to 15 credit hours of dual-credit courses may be used. More specifically, students may elect to take 15 credit hours of "dual-credit courses" that satisfy both the Master of Science in Psychology and either the Doctor of Philosophy in Psychology (Ph.D.) or the Doctor of Psychology (PsyD) degree requirements. Dual-credit courses are noted as such in both doctoral programs' curriculums.

Students desiring to transfer post-graduate course credit from another university may receive up to 9 hours transfer credit at the discretion of the School Dean. Such approval must be granted prior to program matriculation.

Whether the student elects to work in a community agency, the healthcare field, or within the educational or social services systems, Charisma's Master of Science degree program in psychology will empower him/her to successfully pursue exciting new opportunities in these areas.

### Program Learning Outcomes

- To prepare students for a professional career in clinical, research, corporate or educational fields of endeavor,
- To expose each student to the study of advanced historical and contemporary theory and concepts in the field of psychology,
- To introduce the student to research and research writing techniques and application, and
- To expose the student to various historical and contemporary diagnostic and treatment modalities.

### Course Requirements

For the Master of Science in Psychology degree, the student must select from the core courses listed below and elect either OPTION 1 (Master's Thesis) or OPTION 2 (Supervised Internship) to satisfy the 36-credit hour requirement.

### Courses (30 Credits)

PSY 500 Development of Human Growth Psychology

PSY 502 Psychology of Human Sexuality

PSY 504 Psychology of Psychopathology

PSY 508 Marriage and Family Theory

PSY 510 Professional Ethics in Psychology

PSY 515 Psychopharmacology

PSY 520 Substance Abuse Counseling

PSY 525 Assessment & Testing in Psychology

PSY 526 Diversity Issues in Psychology

PSY 545 Human Physiology

PSY 565 Clinical Psychology

PSY 566 Research Design and Methods in Psychology

STAT 500 Introduction to Statistics

PSY 520 Substance Abuse Counseling

PSY 602 Psychology of Aging

PSY 603 Group Counseling Psychology

PSY 604 Human Sexuality

### Thesis or Internship (6 Credits)

For the Master of Science in Psychology degree the student must select from the core courses listed above and elect either OPTION 1 (Master's Thesis) or OPTION 2 (Supervised Internship) to satisfy the 36-credit hour requirement. Both options are valued as 6 Credits.

OPTION 1:

[GRES 690 Master's Thesis](#) *valued as 6 credits*);

OPTION 2:

[PSY 650S SUPERVISED INTERNSHIP \(6 Credits\)](#) *valued as 6 credits*)

*Total Credits required for Master of Science (MS) in Psychology is 36*

## Doctor of Philosophy (Ph.D.) in Psychology

The Doctor of Philosophy (Ph.D.) in Psychology is a research-based degree program. It is designed to equip the candidate for employment in higher education, research and analysis, or private or public clinical practice. There are three-degree options from which the candidate must choose. These options include: Behavior Analysis, Clinical Psychology, and Psychoanalysis. Each is more fully described below.

The Doctor of Philosophy (Ph.D.) in Psychology is a 64-credit hour program and must include at least 12 courses to meet Charisma University's requirements. All three program options must include (DPSY 700) Clinical Research Methods & Psychometrics, DPSY 938 Doctoral Seminar in Research Methods, Comprehensive Examination and (DPSY 999) Dissertation courses. At least one practicum or the graduate teaching seminar is required. Electives may be selected from any program within the college to be used to complete the course credit requirement. For DPSY 99c and 99E, students are required to send his/her test scores to receive appropriate credit from the University.

A Master's degree in any discipline is required for matriculation into the program. If the candidate's major course of study was not psychology, three preparatory courses are required for entrance. They are (PSY 500) Development of Human Growth Psychology, (PSY 565) Clinical Psychology, and (STAT 500) Introduction to Statistics. These courses will not be counted toward the 60 hour program requirement.

Candidates holding a Master of Science in Psychology degree from Charisma University may receive credit for doctoral level courses used in satisfaction of the master's degree requirements up to a maximum of 15 hours. More specifically, students may elect to take 15 credit hours of "dual-credit courses" that satisfy both the Master of Science in Psychology and the Doctor of Psychology degree requirements. Courses meeting these criteria are noted as DCC in the program curriculum.

The Doctor of Philosophy (Ph.D.) in Psychology degree is designed to be completed in three years. However, individual circumstance (acceptance of transfer credit and frequency of attendance) may lengthen or shorten the completion period. A student desiring state licensure as a psychologist, psychoanalyst, licensed professional counselor, or marriage and family therapist is encouraged to research his/her individual state's requirements before making course sections. Many states require a one-year (1,500 hour) supervised internship for licensure, so students desiring this career path should plan accordingly. Students are encouraged to begin planning for their supervised internship (Practicum) as early as possible.

- [Program Learning Outcomes](#) The Doctor of Psychology degree program will qualify graduates as Professional Psychologists or Psychoanalysts,
- Graduates will acquire the professional training and clinical skill to enter the workforce in either higher education or practice in the public and/or private clinical setting,
- The professional Psychologist or Psychoanalyst helps people cope more effectively with life issues and mental health problems,

- Professional Psychologists and Psychoanalysts employ a variety of techniques based on the best available research and treatment modalities considering each client's unique values, characteristics, goals and circumstances,
- Program graduates in the clinical psychology setting will be knowledgeable of contemporary research and analytical methods, and
- Program graduates will possess the knowledge and skill to successfully complete the licensing qualification examination as required by individual state's licensing boards.

## PROGRAM OPTIONS

Candidates must select one of three program options:

### Behavioral Analysis

The program option in behavior analysis is designed to provide comprehensive training in that field of study. It is designed to stress development of specialized basic, applied, and theoretical interests surrounding the understanding of our human condition. As such, the aim is to provide a balance of basic, applied, and theoretical training. Goals of this program option include developing the ability to impart accumulated knowledge of behavior science to others, researching behavior for the development of new knowledge and understanding of our human condition, contribute to making the world a better place in which to live through knowledge development and research, and maintaining the high degree of professionalism associated with this particular career field. Mandatory courses for this program option include (DPSY 801) Behavioral Assessment and (DPSY 812) Biological Basis of Behavior.

Clinical Psychology The program option in Clinical Psychology is designed to train candidates as clinicians who will promote an understanding of psychological issues and/or further develop the connection between psychological and physical health. This degree option focuses on developmental psychopathology, adult psychopathology, and health psychology. It closely follows a clinical model of training. Candidates will work closely with their faculty advisor or clinical mentor to train and participate in ongoing, programmatic clinical practice. Candidates desiring licensure for employment in either the research or clinical setting should check their individual state's requirements before making course selections. Core courses must include (DPSY 703) Developmental Issues in Clinical Psychology, and (DPSY 826) Learning, Cognition & Emotion.

The program option in Clinical Psychology is designed to develop the candidate as a clinician capable of diagnosis, prevention, and treatment. It is designed to prepare the candidate to enter the workforce in the arena of higher education or to successfully perform in a practical clinical setting. Regardless of which career path the clinical psychology graduate elects to pursue, this program option is designed to provide him/her with a comprehensive background in diagnosis and treatment, along with an equally sufficient background in science and the practice of clinical assessment and treatment.

## ***Behavioral Health***

The program option in Behavioral Health is designed to equip students to compare, analyze and find solutions for inconsistencies in current health care delivery systems. Students will explore physical and psychological factors that contribute to inequality in health care delivery, and work to ameliorate such disparity in the behavior health field. Graduates from this program option collaborate jointly with other health professionals to analyze and find solutions for complex health-related challenges in both domestic and international communities. This program option seeks to provide graduates with the tools to develop strategies for expanding health care access, delivery, and assessment of healthcare policy and practice. Mandatory courses for this program option include DPSY 801 Behavioral Assessment, DPSY 802 Intellectual Assessment and DPSY 812 Biological Bases of Behavior.

## **Psychoanalysis**

The program emphasis in Psychoanalysis offers students a cutting edge curriculum and prepares them through interdisciplinary study for scholarly research, teaching or augmentation of professional practice. While social scientists and scholars in humanities and cultural studies are becoming increasingly interested in the psychoanalysis of culture and in the cultural analysis of psychoanalysis, very few institutions of higher education provide an arena for such interdisciplinary undertaking. This program option was developed to fill the gap for such critical pursuits. Its distinct mission is to promote systematic dialogue between psychoanalysis, critical social theory, and cultural analysis. At present, three states (Vermont, New York, and California) offer licensure in psychoanalysis. Check individual state requirements before making your course selections. Core courses must include (PSYA 800) Freudian Psychoanalysis, (PSYA 801) Jungian Psychoanalysis, and (PSYA 802) Contemporary Psychoanalytical Theory. These and other courses provide a solid foundation in theory and methods needed for the systematic integration of psychoanalysis, critical social theory, and cultural studies. The distinctive character of the program is its emphasis on crafting new theoretical and methodological links between psychoanalysis, the social sciences, the humanities, and cultural studies, and applying an interdisciplinary lens to psychological and cultural phenomena.

## **Course Requirements**

### **Preparatory Courses**

#### ***For Candidates with a Master's degree in a field other than psychology***

PSY 500 Development Of Human Growth Psychology

STAT 500 Introduction To Statistics

PSY 565 Clinical Psychology

### **Courses Outlines**

PSY 602 Psychology of Aging (3 Credits) (DCC)

DPSY 603 Human Sexuality (3 Credits) (DCC)

DPSY 700 Clinical Research Methods & Psychometrics (3 Credits)



DPSY 701 Psychopathology (3 Credits) (DCC)  
DPSY 702 History of Psychology (3 Credits)  
DPSY 703 Developmental Issues in Clinical Psychology (3 Credits)  
DPSY 777 Supervised Practicum I (6 Credits)  
DPSY 800 Personality Assessment (3 Credits)  
DPSY 801 Behavioral Assessment (3 Credits)  
DPSY 802 Intellectual Assessment (3 Credits)  
DPSY 804 Graduate Teaching Seminar (6 Credits)  
DPSY 803 Practicum II: Ethics (3 Credits)  
DPSY 805 Introduction to Psychotherapy (3 Credits)  
DPSY 806 Research Design & Analysis I (3 Credits) (DCC)  
DPSY 810 Psychodynamic Psychotherapy (3 Credits)  
DPSY 812 Biological Bases of Behavior (3 Credits)  
DPSY 820 Advanced Research and Design (3 Credits) (DCC)  
DPSY 824 Applied Social Psychology (3 Credits)  
DPSY 826 Learning, Cognition, and Emotion (3 Credits)  
DPSY 830 Psychopharmacology (3 Credits) (DCC)  
DPSY 840 Diversity Issues in Clinical Psychology (3 Credits) (DCC)  
DPSY 900 Supervised Practicum III (6 Credits)  
PSYA 800 Freudian Psychoanalysis (3 Credits)  
PSYA 801 Jungian Psychoanalysis (3 Credits)  
PSYA 802 Contemporary Psychoanalytical Theory (3 Credits)  
DPSY 99C Comprehensive Examination (3 Credits)  
DPSY 99E EPPP Licensing Examination (3 Credits)  
DPSY 938 Doctoral Seminar in Research Methods (4 Credits)

### Comprehensive Examination (1 Credit)

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses. This requirement is a prerequisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge on the dissertation title they wish to research.

### Dissertation Courses (14 Credits)

The following courses in dissertation are all required for graduation from the Doctor of Philosophy (PhD) in Theology Program. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session.

### Dissertation Guidelines

DPSY 999a Dissertation - Practical Research I (Proposal)  
DPSY 999b Dissertation - Practical Research II (Review of Related Literature & Methodology)  
DPSY 999c Dissertation - Practical Research III (Data Collection & Analysis)  
DPSY 999d Dissertation - Practical Research IV (Dissertation complete and Oral Defense) *Each non-dissertation course is valued as 3 credits and dissertation course 4 credits with the*

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*exception of dissertation complete and oral defense which is valued as 2 credits and DPSY 938 valued as 4 Credits. Comprehensive examination is valued as 1 credit. Total Credits required for Doctor of Philosophy (PhD) in Psychology is 64.*

## Doctor of Psychology (PsyD)

The Doctor of Psychology (PsyD) is a clinically based degree program. It is designed to equip the candidate for employment in higher education, private or public clinical practice. There are three-degree options from which the candidate must choose. They include: Behavior Analysis, Clinical Psychology, and Psychoanalysis. Each is more fully described below.

The Doctor of Psychology (PsyD) is a 60-credit hour program and must include at least 12 courses to meet Charisma University's requirements. All program options must include at least one practicum and the graduate teaching seminar. The Comprehensive Examination (DPSY 99C) is required of all candidates. However, should a student meet the qualifications, The Examination for Professional Practice in Psychology (EPPP) will fulfill the examination requirement. Electives from any program in the college may be taken to complete the course credit requirement. For DPSY 99c and 99E, students are required to send their test scores to receive appropriate credit from the University.

Students entering this program with bachelor's degree must complete a minimum of 90 credit hours. Students entering this program with master's degree complete 60 credit hours. If the candidate's major course of study was not psychology, three preparatory courses are required for entrance. They are (PSY 500) Development of Human Growth Psychology; (PSY 565) Clinical Psychology; and (STAT 500) Introduction to Statistics. These courses will not be counted toward the 60-hour program requirement.

Candidates holding a Master of Science in Psychology degree from Charisma University may receive credit for doctoral level courses used in satisfaction of the master's degree requirements up to a maximum of 15 hours. In other words, students may elect to take 15 credit hours of "dual-credit courses" that satisfy both the Master of Science in Psychology and the Doctor of Philosophy in Psychology or Doctor of Psychology degree requirements. Courses meeting these criteria are noted as DCC in the program curriculum.

The Doctor of Psychology (PsyD) degree is designed to be completed in three years; however, individual circumstance (dual-credit courses, transfer credit and frequency of attendance) may shorten or lengthen the completion period. Students desiring state licensure as a psychologist, psychoanalyst, licensed professional counselor, or marriage and family therapist are encouraged to research their individual state's requirements before making course sections. Many states require a one year, 1,500 hour supervised internship for licensure so students desiring this career path should plan accordingly. Students are encouraged to begin planning for their supervised internship (Practicum) as early as possible.

### Program Learning Outcomes

- The Doctor of Psychology degree program will qualify graduates as Professional
- Psychologists or Psychoanalysts.
- Graduates will acquire the professional training and clinical skill to enter the workforce in either higher education or practice in the public and/or private clinical setting.

- The professional Psychologist or Psychoanalyst helps people cope more effectively with life issues and mental health problems.
- Professional Psychologists and Psychoanalysts employ a variety of techniques based on the best available research and treatment modalities considering each client's unique values, characteristics, goals and circumstances.
- Program graduates in the clinical psychology setting will be knowledgeable of contemporary research and analytical methods.
- Program graduates will possess the knowledge and skill to successfully complete the licensing qualification examination as required by individual state's licensing boards.

## PROGRAM OPTIONS

Candidates must select one of three program options:

### *Behavioral Analysis*

The program option in behavior analysis is designed to provide comprehensive training in that field of study. It is designed to stress development of specialized basic, applied, and theoretical interests surrounding the understanding of our human condition. It is a balance of basic, applied, and theoretical training. Goals of this program option include developing the ability to impart accumulated knowledge of behavior science to others; researching behavior for the development of new knowledge and understanding of our human condition; contribute to making the world a better place in which to live through knowledge development and research; and maintaining the high degree of professionalism associated with this career field. Mandatory courses for this program option include (DPSY 801) Behavioral Assessment and (DPSY 812) Biological Basis of Behavior.

### *Clinical Psychology*

The program option in Clinical Psychology is designed to train candidates as clinicians who will promote an understanding of psychological issues or further develop the connection between psychological and physical health. This degree option focuses on developmental psychopathology, adult psychopathology, and health psychology. It closes follows a clinical model of training. Candidates will work closely with their faculty advisor or clinical mentor to train and participate in ongoing, programmatic clinical practice. Candidates desiring licensure for employment in either the research or clinical setting should check their individual state's requirements before making course selections. Core course must include (DPSY 703) Developmental Issues in Clinical Psychology; and (DPSY 826) Learning, Cognition & Emotion.

The program option in Clinical Psychology is designed to develop the candidate as a clinician capable of diagnosis, prevention, and treatment. It is designed to prepare the candidate to enter the workforce in higher education or practical clinical setting. Regardless of which career path the clinical psychology graduate elects to pursue, this program option is designed to provide him/her with a comprehensive background in diagnosis and treatment along with an equally strong background in science and the practice of clinical assessment and treatment.

## Psychoanalysis

The program emphasis in Psychoanalysis offers students a cutting-edge curriculum and prepares them through interdisciplinary study for scholarly research, teaching or augmentation of professional practice. While social scientists and scholars in humanities and cultural studies are becoming increasingly interested in the psychoanalysis of culture and in the cultural analysis of psychoanalysis, very few institutions of higher education provide an arena for such interdisciplinary undertaking. This program option was developed to fill the gap for such critical pursuits. Its distinct mission is to promote systematic dialogue between psychoanalysis, critical social theory, and cultural analysis. At present, three states (Vermont, New York, and California) offer licensure in psychoanalysis. Check individual state requirements before making your course selections. Core courses must include (PSYA 800) Freudian Psychoanalysis, (PSYA 801) Jungian Psychoanalysis, and (PSYA 802) Contemporary Psychoanalytical Theory. These and other course courses provide a solid foundation in theory and methods needed for the systematic integration of psychoanalysis, critical social theory, and cultural studies. The distinctive character of the program is its emphasis on crafting new theoretical and methodological links between psychoanalysis, the social sciences, the humanities, and cultural studies and applying an interdisciplinary lens to psychological and cultural phenomena.

### Course Requirements

#### Preparatory Courses *For Candidates with a Master's degree in a field other than psychology*

PSY 500 Development Of Human Growth Psychology

STAT 500 Introduction To Statistics

PSY 565 Clinical Psychology

#### Courses Outlines

PSY 602 Psychology of Aging (3 Credits) (DCC)

DPSY 603 Human Sexuality (3 Credits) (DCC)

DPSY 700 Clinical Research Methods & Psychometrics (3 Credits)

DPSY 701 Psychopathology (3 Credits) (DCC)

DPSY 702 History of Psychology (3 Credits)

DPSY 703 Developmental Issues in Clinical Psychology (3 Credits)

DPSY 777 Supervised Practicum I (6 Credits)

DPSY 800 Personality Assessment (3 Credits)

DPSY 801 Behavioral Assessment (3 Credits)

DPSY 802 Intellectual Assessment (3 Credits)

DPSY 804 Graduate Teaching Seminar (6 Credits)

DPSY 803 Practicum II: Ethics (3 Credits)

DPSY 805 Introduction to Psychotherapy (3 Credits)

DPSY 806 Research Design & Analysis I (3 Credits) (DCC)

DPSY 810 Psychodynamic Psychotherapy (3 Credits)

DPSY 812 Biological Bases of Behavior (3 Credits)

DPSY 820 Advanced Research and Design (3 Credits) (DCC)



DPSY 824 Applied Social Psychology (3 Credits)  
DPSY 826 Learning, Cognition, and Emotion (3 Credits)  
DPSY 830 Psychopharmacology (3 Credits) (DCC)  
DPSY 840 Diversity Issues in Clinical Psychology (3 Credits) (DCC)  
DPSY 900 Supervised Practicum III (6 Credits)  
PSYA 800 Freudian Psychoanalysis (3 Credits)  
PSYA 801 Jungian Psychoanalysis (3 Credits)  
PSYA 802 Contemporary Psychoanalytical Theory (3 Credits)  
DPSY 99C Comprehensive Examination (3 Credits)  
DPSY 99E EPPP Licensing Examination (3 Credits)  
DPSY 938 Doctoral Seminar in Research Methods (4 Credits)

*Total Credits required for Doctor in Psychology (PsyD) is 60.*

## **Guidelines for Practicum Selection & Approval**

### **1. Organized Sequence of Training**

Practicum training is an organized, sequential series of supervised experiences of increasing complexity that serves to prepare the student for internship and to partially meet requirements for licensure. Training experiences shall follow appropriate academic preparation and shall be overseen by the university.

### **2. Breadth and Depth of Training**

Practicum training shall be an extension of the student's academic coursework. A student shall not provide services at the practicum level that are not within the scope of the education received.

There shall be a written plan between the student, the practicum training site, and the university. The training plan for each practicum experience shall describe how the trainee's time is allotted and shall assure the quality, breadth, and depth of the training experience through specification of the goals and objectives of the practicum, the methods of evaluation of the trainee's performance, and reference to jurisdictional regulations governing supervisory experience.

Practicum proposals shall also include the nature of supervision, the identities of supervisors, and the form and frequency of feedback from the agency supervisor to the training faculty. The training plan for each practicum shall also provide a rationale for the experience in light of previous academic preparation and previous practicum training, to ensure that the overall practicum experience is organized, sequential, and meets the training needs of the candidate and protection of the public.

### **3. Hour Requirement**

Each practicum shall include a minimum of 500 hours of supervised professional experience. At least 50% of the total hours of supervised experience accrued shall be in service-related activities such as treatment/intervention, assessment, interviews, report-writing, case presentations, and consultations. At least 25% of the supervised professional experience shall be devoted to face-to-face patient/client contact. Time spent in supervision shall count towards the 500-hour requirement.

### **4. Supervision**

Individual face-to-face supervision shall be no less than 25% of the time spent in service-related activities; 25% of supervision hours can be in a group setting.

### **5. Supervisor Qualifications**

Although university faculty are accountable for the overall education and practicum experiences of their students, on site practicum supervisors play a critical role in the training of students. A licensed psychologist shall have supervisory responsibility for the entire practicum experience,

but up to 25% of the time spent in supervision may be provided by a licensed allied mental health professional, or provided by a psychology intern or an individual completing postdoctoral supervised experience who is supervised by a licensed psychologist. Practicum students should have supervisors who are able to extend the student's academic education and all supervisors shall be appropriately licensed in the jurisdiction of practice and be a member of the staff at the site where the supervised experience takes place.

## **6. Training Sequence**

Several part-time practicum placements of appropriate scope and graded complexity over the course of the graduate training can be combined to satisfy the 1500-hour practicum experience required by most state and provincial licensing boards.

## **7. Setting**

Supervised professional experience shall occur in psychological service settings that have as part of the organizational mission a goal of training professional psychologists. Such settings shall have an identifiable licensed psychologist who is responsible for maintaining the integrity and quality of the experience for each trainee. Adapted from a study completed by the Association of State and Provincial Psychology Boards (<http://www.asppb.net/i4a/pages/index.cfm?pageid=1>)



## **School of Psychology and Behavioral Sciences Course Descriptions**



**PSY 500 DEVELOPMENT OF HUMAN GROWTH PSYCHOLOGY (3 Credits)**

This course presents the human growth and development from conception to old age. The stages and patterns of human change and the physical, cognitive, emotional, and social changes that occur in each stage are reviewed, and the various theories of development are examined.

**PSY 502 PSYCHOLOGY OF HUMAN SEXUALITY (3 Credits)**

This course presents the function of sexuality in the human development and dealings. A historical look at the way sexuality has been and still is offered in our culture and cultures approximately the globe is discussed. Practical methods of dealing with sexual problems, sexual communication, and evaluation of research, child-rearing practices, life cycle sexuality and gender identity are explored.

**PSY 504 PSYCHOLOGY OF PSYCHOPATHOLOGY (3 Credits)**

The students in this course will have the chance to investigate the causes of abnormal behavior and recommend methods for the therapeutic alteration.

**PSY 508 MARRIAGE AND FAMILY THEORY (3 Credits)**

In this course all major schools and developments in family therapy and includes brief biographies of some of the leading family therapists of the twentieth century. Current research and development in the field will also be included.

**PSY 510 PROFESSIONAL ETHICS IN PSYCHOLOGY (3 Credits)**

This course helps future and current professionals deal with ethical issues that need to be confronted at the various stages in the field of psychology.

**PSY 515 PSYCHOPHARMACOLOGY (3 Credits)**

This course is an overview of the pharmacological actions and behavioral effects of psychoactive medications with special attention to chemical theories of mental illness and the use of psychotherapeutics in the treatment of mental disorders.

**PSY 520 SUBSTANCE ABUSE PSYCHOLOGY (3 Credits)**

This course offers an integrated study of effective diagnostic methods and treatment strategies for alcoholism and substance abuse, including detection and diagnosis of abuse, early intervention techniques, evaluation of detoxification and medical consequences, and inpatient and outpatient treatment programs.

**PSY 525 ASSESSMENT & TESTING IN PSYCHOLOGY (3 Credits)**

This course introduces students to non-test techniques of assessment such as interviews, autobiography, and case studies.

**PSY 526 DIVERSITY ISSUES IN CLINICAL PSYCHOLOGY (3 Credits)**

This course discusses minority issues as they affect psychological testing and psychotherapy; women's issues, issues of color, religion, ethnicity, sexual orientation, differing physical abilities and age.

**PSY 545 HUMAN PHYSIOLOGY (3 Credits)**

This course offers an introductory survey of physiological processes underlying behavior, with an emphasis on the impact physiological has within the larger realm of psychology.

**PSY 565 CLINICAL PSYCHOLOGY (3 Credits)**

This course presents the theories, research, prevention, assessment, and clinical applications of the field of clinical psychology. The diagnostic and therapeutic strategies employed by clinical psychologists are examined, and students will be challenged to engage in a critical analysis of the theories and research that provide the foundation for effective treatments of various mental disorders.

**PSY 566 RESEARCH DESIGN & METHODS IN PSYCHOLOGY (3 Credits)**

The Master's Degree student by this course will be prepared on how to develop and write a proposal for a Thesis. Thus, the student will be guided in setting up research strategies, citations of research information, and design of justifiable study.

**STAT 500 INTRODUCTORY STATISTICS (3 Credits)**

In this course the student will learn how to use and collect data in statistics by finding them in principles and methods.

**PSY 602 PSYCHOLOGY OF AGING (3 Credits)**

This course will look at the communal responses and attitudes toward the elderly and the pressure that these factors have on the aged as persons and as a grouping.

**PSY 603 GROUP COUNSELING PSYCHOLOGY (3 Credits)**

This course introduces students to the current theories and trends on group dynamics in therapy. Thus, the unique values of group counseling for specific populations are explored and the issues and cases which deal with the ethics of group work are addressed.

**DPSY 604 Human Sexuality (3 Credits)**

This course helps students understand the diversity of human sexual expression as well as the diversity of perspectives from which sexuality can be studied. It devotes rich coverage to the insights gained from cognitive science, social psychology, sociology, feminism, and cross-cultural studies, along with both moral and political discourse on sexual themes.

**DPSY 700 Clinical Research Methods & Psychometrics (3 Credits)**

This course covers basic research methods and issues in psychometrics and clinical psychology research. Topics include: Scales of measurement, norms and standard scores, reliability, psychometric validity, experimental design validity, test and scale construction strategies, current

clinical research objectives and designs, major threats to valid inferences in clinical research, experimental and statistical methods of control, the design of psychotherapy efficacy studies, and the identification of clinically significant client changes.

**DPSY 701 PSYCHOPATHOLOGY (3 Credits)**

The students in this course will have the chance to investigate the causes of abnormal behavior and recommend methods for the therapeutic alteration.

**DPSY 702 HISTORY OF PSYCHOLOGY (3 Credits)**

Employing a biographical approach, this course details important scientific accomplishments of psychology through the lives of the men and women who pioneered the seminal theories driving the discipline. The successes and failures of these distinguished psychologists provide a thorough and complete history of the field and show students its relevance to contemporary psychology.

**DPSY 703 Developmental Issues in Clinical Psychology (3 Credits)**

This course focuses on the importance and contribution of development factors to clinical issues: the role of cognitive, social and moral development; the effect of early learning on later development including caregiver and child characteristics as well as the subsequent interactions; development from a life span perspective and family and cultural influences.

**DPSY 777 Supervised Practicum I (6 Credits)**

The candidate will conduct intake assessments and participation in a variety of in-house clinical projects sponsored and supervised by the clinical faculty.

**DPSY 800 PERSONALITY ASSESSMENT (3 Credits)**

This course introduces the student to the domain of personality assessment. This includes a discussion of basic concepts and issues in the field of assessment such as clinical prediction, the clinical utility of testing, and the consideration of diversity in the testing situation. The student is introduced to important measures of personality functioning, particularly the interpretation of MMPI profiles and the administration and scoring of Comprehensive System Rorschach.

**DPSY 801 BEHAVIORAL ASSESSMENT (3 Credits)**

This course discusses about behavioral assumptions and principles. Focus on behavioral assessment: interview, observations and self-report. Discussion of ongoing assessment, behavioral classification and utility of assessment for treatment as applied to specific disorders.

**DPSY 802 INTELLECTUAL ASSESSMENT (3 Credits)**

Students learn how to expertise in administration, scoring and interpretation of various intellectual assessment tests. Integration of intellectual evaluation and neuropsychology--in particular, brain lateralization, minimal brain dysfunction and learning disabilities; writing evaluations, including referral questions and describing and integrating behavioral observations.

**DPSY 804 Graduate Teaching Seminar (6 Credits)**

Emphasis on undergraduate course preparation, presentation of course content, evaluation of student achievement, multicultural issues and academic honesty. Students will learn to teach in the on-line environments. They will gain experience in lecturing, leading discussions, syllabus preparation and test construction.

**DPSY 803 Supervised Practicum II (3 Credits)**

Participation in clinical projects involving ethical decisions & application sponsored and supervised by the clinical faculty. Ethics and the APA ethical code of conduct are covered in depth.

**DPSY 805 INTRODUCTION TO PSYCHOTHERAPY (3 Credits)** This course provides for an understanding of the principal theories of counseling and psychotherapy; and understanding of the similarities and differences in the various major theories and techniques; and for a development of the ability to evaluate the need for counseling and/or psychotherapy in problem areas.

**DPSY 806 RESEARCH DESIGN & ANALYSIS (3 Credits)**

This course focuses on models for the analysis of data of pure experiments and observational studies. Topics include analysis of variance and covariance models for designs with between-subject and/or within subject factors; predictive and explanatory applications of simple and multiple regression analysis; path analysis.

**DPSY 810 Psychodynamic Psychotherapy (3 Credits)**

This course focuses on the theory and technique of psychodynamic psychotherapy, emphasizing classical drive theory, relational/developmental and cognitive/representational perspectives. Classes focus on clinical techniques, research on psychodynamic process and technical applications to specific psychopathologies.

**DPSY 812 BIOLOGICAL BASIS OF BEHAVIOR (3 Credits)**

This course focuses on Neurophysiology and pharmacology, emphasizing the relationship of brain mechanisms and synaptic chemistry to behavior. Special topics include: techniques for studying brain-behavior relationships; sensory and motor systems; homeostasis and regulation of internal states; emotions, aggression and stress; learning and memory; and the biological bases of mental illness.

**DPSY 820 ADVANCED RESEARCH AND DESIGN (3 Credits)**

This course focuses primarily on mixed method research that has been used extensively in clinical research. Methods include principal components analysis, factor analysis, multivariate analysis of variance and covariance, discriminate function analysis, and linear classification functions. Also includes canonical correlation analysis, logistic regression analysis, logistic classification models, Bayesian classification, log-linear models, confirmatory factor analysis and structural equation modeling.

**DPSY 824 LEARNING, COGNITION & EMOTION (3 Credits)**

This course introduces the cognitive and affective bases of behavior. Topics to be addressed include basic principles of learning theory and alternative theoretical perspectives on the nature of emotion. The nature of cognitive processes such as memory and decision-making will also be addressed. The course is designed to be particularly relevant to the application of these topics to clinical psychology.

**DPSY 826 APPLIED SOCIAL PSYCHOLOGY (3 Credits)**

This course emphasizes on the understanding of social foundations of psychology. Topics include attitude formation, attitude change, prejudice and discrimination, emotions, research techniques and applications of social psychology to clinical practice.

**DPSY 830 PSYCHOPHARMACOLOGY (3 Credits)**

This course is an overview of the pharmacological actions and behavioral effects of psychoactive medications with special attention to chemical theories of mental illness and the use of psychotherapeutics in the treatment of mental disorders.

**DPSY 840 DIVERSITY ISSUES IN CLINICAL PSYCHOLOGY (3 Credits)**

This course emphasizes on the minority issues as they affect psychological testing and psychotherapy; women's issues, issues of color, religion, ethnicity, sexual orientation, differing physical abilities and age.

**DPSY 900 Supervised Practicum III (6 Credits)**

Therapy, assessment and consultation at an advanced level. Supervision by clinical faculty or appointed supervisors.

**PSYA 800 FREUDIAN PSYCHOANALYSIS (3 Credits)**

This course is an introduction to psychoanalysis as originated by Dr. Sigmund Freud. These twenty-eight lectures to laymen are elementary and almost conversational. Freud sets forth with a frankness almost startling the difficulties and limitations of psychoanalysis, and also describes its main methods and results as only a master and originator of a new school of thought can do. These discourses are at the same time simple and almost confidential, and they trace and sum up the results of thirty years of devoted and painstaking research.

**PSYA 801 JUNGIAN PSYCHOANALYSIS (3 Credits)**

The student will gain an understanding of Jungian thought. The course will bring up to date perspectives in the field of clinically applied analytical psychology, centering on five areas of interest: the fundamental goals of Jungian psychoanalysis, the methods of treatment used in pursuit of these goals, reflections on the analytic process, the training of future analysts, and special issues, such as working with trauma victims, handicapped patients, or children and adolescents, and emergent religious and spiritual issues. Discussing not only the history of Jungian analysis but also its present and future applications, this course explores major contributions to the worldwide study of psychoanalysis.

**PSYA 802 CONTEMPORARY PSYCHOANALYTICAL THEORY (3 Credits)**

This course is motivated both by the need for an outline of the evolution of psychoanalysis since Freud's death, and by the hope of tackling the fragmentation which has led to the current 'crisis of psychoanalysis'. In three sections covering the theoretical and practical aspects of psychoanalysis, and analyzing the current state of the field, this course provides an overview of the principal concepts of contemporary psychoanalysis.

**DPSY 99C Comprehensive Examination (3 Credits)**

The required Comprehensive Examination is the Major Field Test in Psychology constructed by the Educational Testing Service (ETS). This test is designed to assess basic familiarity and understanding of concepts, principles, and knowledge expected of graduating psychology majors. It consists of approximately 200 multiple-choice questions. The student will receive feedback showing how well he/she did as compare to a normative sample of graduate students at a wide range of colleges and universities. In addition to feedback on overall performance, the student will receive information about relative performance in different areas of Psychology. More information can be found at: <http://www.ets.org/mft/about/content/psychology>

**DPSY 99E EPPP Licensing Examination (3 Credits)**

The Examination for Professional Practice in Psychology (EPPP) is a licensing examination used in most U.S. states and Canadian provinces. The Examination is multiple-choice and tests eight content areas representing a specific percentage of the exam. These include the biological bases of behavior (12%), cognitive-affective bases of behavior (13%), social and multicultural bases of behavior (12%), growth and life-span development (12%), assessment and diagnosis (14%), research methods and statistics (8%), and ethical, legal and professional issues (15%). Further information concerning the EPPP may be found at <http://www.asppb.net/files/public/IFC.pdf>.

**DPSY 938 Doctoral Seminars in Research Methods (4 Credits)**

This course lays the foundations of good research in the field of social sciences. It deals with the logic and assumptions underlying social research. Students will become exposed with various approaches to research design and methods. The course will help students to develop their own projects.

**DPSY 999a Dissertation - Practical Research I (Proposal) (4 Credits)**

The course requires students to select research problem through execution of authentic research until the preparation of a completed report along with practical suggestions based on a solid theoretical framework and sound pedagogy. Study goals and objectives as first part of dissertation are the main requirements of the course.

**DPSY 999b Dissertation - Practical Research II (Review of Related Literature & Methodology) (4 Credits)**

The course is a follow up to Practical Research I. The student is asked to perform preliminary literature review. Practical Research II involves methods of literature selection where students employ different modes of literature scanning. Students must also propose a research methodology.

**DPSY 999c Dissertation - Practical Research III (Data Collection & Analysis) (4 Credits)**

This course is taken after Practical Research II. Students carry out their approved research proposal by performing the proposed methodology. Results are collected and analyzed and a report of the study is prepared for the next step of the dissertation.

**DPSY 999d Dissertation - Practical Research IV (Dissertation complete and Oral Defense) (2 Credits)**

This is the final stage in the Practical Research series. In this part of the dissertation, the student is expected to have completed the research requirements and is ready for oral presentation. Defense is done in the presence of selected members of a panel



## SCHOOL OF LAW

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Charisma University's School of Law program is a challenging and intellectually stimulating way of preparing students to be an effective member of the legal profession, whether as a practicing attorney, member of the judiciary, legal professional in public service, business, or education. The Charisma University School of Law offers every student vast opportunity to become grounded in the fundamentals of the law. The advantage here is that the Charisma University School of Law curriculum does not direct students to specific study of legal rules of any particular jurisdiction and discussions are based on national materials and casebooks.

## **Associate of Arts (AA) Degree in Paralegal Studies**

The Associate of Arts Degree in Paralegal Studies is for those students who wish to pursue a career as a Paralegal or Legal Assistant. This program will provide students with the skills and training to become effective Paralegals or Legal Assistants in Civil or Criminal Law Offices or Governmental Agencies.

### **Program Learning Outcomes**

- To analyze Court Decisions and write Case Briefs for Court Cases at all levels of the Judicial System,
- To prepare legal documents under the supervision of an attorney,
- To conduct client interviews for potential civil and criminal cases under the supervision of an attorney,
- To become competent with research and analysis of current laws, statutes, regulations and Cases in Civil, Criminal and Administrative Areas of Law,
- To develop verbal and written competencies, permitting the student to think critically and communicate effectively,
- To obtain analytical and technical skills,
- To gain sound understanding of legal practice in the United States,
- To work as paralegals for lawyers in both criminal and civil practices in businesses and corporations,
- To support attorneys in litigation and transactional fields through document drafting, legal research, evidence gathering, case management, and the litigation procedure,
- To demonstrate up-to-date skills in law office technology, including using specific applications, electronic filing, and appropriate word-processing software,
- To produce various legal documents, such as discovery papers, motions, pleadings, forms, as well as practice preparing specific documents such as wills, real estate contracts, and memoranda of law,
- To identify and utilize the principles of legal ethics and professional responsibility; To demonstrate knowledge of their profession, with insight into the dynamic role of the paralegal, employment trends and options, licensing and certification issues, paralegal networking organizations and professional development, and
- To cultivate substantive knowledge of the law in the following areas: the court systems, civil and criminal procedure, jurisdiction, torts, contracts, real estate, wills and estates, family and matrimonial law, and business organizations and corporations.

## Course Requirements

### Core Courses (24 Credits)

*Students must complete all the required core courses (24 Credits). Each course values as three (3) credit*

PLG 100 Introduction to Paralegal Studies

PLG 115 Civil Procedure

PLG 126 Family Law

PLG 215 Criminal Law

PLG 220 Using computers in the Law Office

PLG 225 Worker's Compensation Law

PLG 230 Bankruptcy Law

PLG 245 Legal Terminology

*Each course values as three (3) credit. Completion of 36 credits in General Education courses are part of the graduation requirements from this program. Total credits required for this program is 60*

## Master of Laws (LL.M)

Charisma University Master of Laws (LL.M) program is a one-year program that targets only those individuals who are authorized or licensed by their jurisdictions/governments to practice law. Charisma University's LL.M program offers vast opportunities for lawyers from different countries that have completed their prior legal bachelor's degree studies or its equivalent and seek to return to their home countries to contribute to the legal profession. The LL.M program is flexible, enabling applicants to select from three specialties, Estate Planning and Management, Conflict Resolution, and Homeland Security. Each specialization must include the following courses: LL.M 559 Legal Research and Writing, and GRES 690 Master's Thesis.

### Program Learning Outcomes

- Demonstrate the ability to identify and comprehend fundamental concepts in substantive law, legal theory, and procedure in national and international law contexts,
- Gain knowledge and critical thinking skills in the performance of competent legal analysis, reasoning, and problem solving,
- Demonstrate the ability to undertake national and international legal research,
- Acquire communication skills, such as effective listening and critical reading, writing in objective and persuasive styles, as well as oral advocacy,
- Demonstrate skills in engaging with others in different of legal settings and contexts,
- Comprehend legal ethics relevant in the representation of clients, performance of duties as an officer of the courts, as well as the resolution of ethical issues,
- Demonstrate a keen understanding of ethical responsibilities in the representation of clients, officers of the court, as well as public citizens responsible for the quality of and access to the justice system,
- Demonstrate thorough comprehension of theories, philosophies, roles, and implications of the law and its institutions,
- Demonstrate proficiency in legal analysis, problem solving, reasoning and oral and written communication,
- Demonstrate ability for legal research, and Master substantive law as necessary for effective and responsible participation in the legal profession.

### *Course Requirements*

#### Core Courses (9 Credits)

***Students must complete all the required foundation courses. Each course values as three (3) credit except where noted.***

LL.M 559 Legal Research and Writing

[GRES 690 Master's Thesis](#) (must be taken at the last semester of the program, *valued as 6 credits*);  
[thesis guidelines](#)

### *Program Specialties (15 Credits)*

*Candidates must select one of three program specialties. Each course values as three (3) credit except where noted.*

#### **Estate Planning and Management**

LL.M 513 Probate & Real Estate Law

LL.M 519 Contracts

LL.M 521 Business Law

LL.M 602 Civil Litigations

LL.M 635 Corporations Law

#### **Homeland Security**

LL.M 505 Contemporary Issues in Terrorism

LL.M 511 Homeland Security and Terrorism in the United States

LL.M 530 Preparedness in Response to Terrorism

LL.M 600 Homeland Security and Personal Freedom

LL.M 614 Interviewing and Investigation

#### **Conflict Resolution**

LL.M 500 Theory in Conflict Resolution

LL.M 546 Conflict Resolution in the Workplace

LL.M 551 Conflict Resolution and Communication

LL.M 603 Conflict Negotiation and Mediation

LL.M 660 Alternative Dispute Resolution

*Each course values as three (3) credit except the thesis valued as 6 credits. Total Credits required for LL.M in any specialty is 24.*

## Master of Arts (MA) in Legal Studies

This legal studies program was created to provide students with a thorough understanding of the legal environment in which practitioners, firms, and the judiciary operate. This major is ideal for professionals such as managers, teachers, government employees, and legal assistants who need supplemental legal knowledge to function more effectively. Although this program does not prepare students for law practice, it broadens students' academic and professional development through the provision of a solid foundation in legal doctrine and concepts.

### Program Learning Outcomes

- Demonstrate the basics of legal reasoning and analysis,
- Thoroughly understand the Code of Professional Responsibility in order to address ethical dilemmas encountered by lawyers and legal assistants,
- Gain the skills and knowledge requisite for comprehension of legal issues working from both theoretical and practical applications,
- Discuss the essential aims of legal researching, legal and logical reasoning,
- Demonstrate legal writing skills, and
- Demonstrate the ability to apply theories in legal research and writing to practical problems faced within the legal environment.

### Course Requirements

#### Course Outlines (36 Credits)

***Students must complete all the required foundation courses. Each course values as three (3) credit except where noted.***

LST 509 Legal writing

LST 516 Introduction to Legal System

LST 524 Administrative Law

LST 530 Intellectual Property

LST 551 Legal Environment

LST 600 Introduction to the Criminal Justice System

LST 610 Introduction to Policing

LST 615 Tort Law

LST 617 The Courts Role in the Criminal Justice System

LST 659 Criminal Investigation Practices and Procedures

[GRES 690 Master's Thesis](#) (must be taken at the last semester of the program, ***valued as 6 credits***);  
[thesis guidelines](#)

***Each course values as three (3) credit except the thesis valued as 6 credits. Total Credits required for MA in Legal Studies is 36.***



## Doctor of Philosophy (Ph.D.) in Law Program

The Doctor of Philosophy (Ph.D.) in Law program is designed to prepare candidates for careers as legal scholars and teachers.

This is the terminal degree in law program. Moreover, this program offers emergent scholars an opportunity to contribute to the development of law as an academic field, as well as an alternate pathway to teaching law in addition to other existing routes, such as fellowships, advanced degrees in cognate fields and legal practice.

Charisma University offers three areas of specialization from which the candidate must choose. These are International Law, Comparative Legal Studies and Terrorism and Counterterrorism.

To earn a Ph.D. in any of the specialized areas, students will complete 37 units course work during their first year at the university. The curriculum as stated below include Ph.D. core courses, the two required courses for the area of specialization, and any other four courses from the elective under the area of specialization.

At the successful completion of the qualifying oral examination, the student will be advanced to candidacy. The candidate will continue to write his/her dissertation valued as 15 Credits and will be required to attend a colloquium before the final oral examination. He / she is expected to finish the dissertation and be ready for the final oral examination on or before the end of 4 years after advancement to candidacy. The candidate is required to maintain active registration with the University at every academic session and work closely with his/her dissertation committee members approved by the Faculty.

The Program includes opportunities for independent/directed study and research under the guidance of a law faculty advisor. In collaboration with the advisor, a student shall tailor the remainder of the Program to meet individual research goals and career aspirations, including the number of credits devoted to specialization courses and dissertation study topic.

### Program Learning Outcomes

- Develop the background and research skills needed to complete a dissertation in their field of interest.
- Apply the knowledge and skills to new and complex law situations with solutions.
- Develop the ability to write a publishable legal paper.

This program duration is minimum of 3 years and maximum of 5 years.

### CURRICULUM

#### Core Courses (13 Credits)

***Students must complete all the required core courses (13 Credits).***

LAW 938 Doctoral Dissertation Seminar I (6 Credits)

LAW 938 Doctoral Dissertation Seminar II (6 Credits)



LAW 961 Qualifying Oral Examination (1 Credit)

### ***International Law Specialization***

Ph.D. in International Law has a deep concentration in light of the variety of core and specialized topics relative to international law, such as, International trade law, international business transactions, international human rights law, laws of combat, immigration law, international criminal law, international environmental law, health law, International Criminal Law and so on. Students are expected to complete a well-researched paper, through a personalized guidance and supervision of the dissertation committee, who are expertise in that arear of law, set up for him/her.

### ***International Law Specialization Core Courses (8 Credits)***

***International Law specialization students must complete all the two courses from this section.***

LAW 801 International Law (4 Credits)

LAW 811 International Criminal law (4 Credits)

### ***Electives (16 Credits)***

***International Law specialization students must complete four courses from the electives section***

LAW 803 Comparative Law (4 Credits)

LAW 805 International Human rights (4 Credits)

LAW 807 International Humanitarian Law (4 Credits)

LAW 809 Terrorism and Counterterrorism (4 Credits)

LAW 815 Environmental Law (4 Credits)

LAW 817 Intellectual Property (4 Credits)

LAW 821 Introduction to US Legal System (4 Credits)

LAW 829 Arbitration (4 Credits)

LAW 833 Directed Study (4 Credits)

### ***Comparative Legal Studies Specialization***

Comparative Legal Studies concentration is based on comparisons of law and norms of one or more Countries. This is to provide students with the opportunity to understand various legal contexts in comparison to what they have known under the American common law system. Students will have to analyze and compare laws of one or more Countries.

This concentration focuses on Comparative Legal Studies with an emphasis on opportunities for students to utilize the methodology of comparative law relative to the laws of a particular country

or region. Therefore, students can choose two or more countries of their choice, which they want to carry out their legal research on.

### ***Comparative Legal Studies Specialization Core Courses (8 Credits)***

***Comparative Law specialization students must complete all the two courses from this section.***

LAW 803 Comparative Law (4 Credits)

LAW 801 International Law (4 Credits)

### ***Electives (16 Credits)***

***Comparative Law specialization students must complete four courses from the electives section***

LAW 805 International Human rights (4 Credits)

LAW 807 International Humanitarian Law (4 Credits)

LAW 809 Terrorism and Counterterrorism (4 Credits)

LAW 811 International Criminal law (4 Credits)

LAW 815 Environmental Law (4 Credits)

LAW 817 Intellectual Property (4 Credits)

LAW 821 Introduction to US Legal System (4 Credits)

LAW 826 Immigration Law (4 Credits)

LAW 829 Arbitration (4 Credits)

LAW 833 Directed Study (4 Credits)

### ***Terrorism and Counterterrorism Specialization***

Specialization on terrorism and counterterrorism provides a deep understanding of the threats of terrorism and how best to respond to it in proper ways. Students are pursuing this concentration to gain insights to differences between terrorism, insurgency and armed conflict. They will also learn about State actors, Non state actors as well as counter-terrorism measures. In the Terrorism and Counterterrorism concentration, students investigate the nature and history of terrorism, how terrorist groups succeed and fail, how terrorism is combatted, and how to respond to domestic and/or international terrorist campaigns. Thus, students learn a broad range of security methods and techniques, as well as develop the requisite analytical and policy skills.

### ***Terrorism and Counterterrorism Specialization Core Courses (8 Credits)***

***Terrorism and Counterterrorism specialization students must complete all the two courses from this section.***

LAW 809 Terrorism and Counterterrorism (4 Credits)

LAW 811 International Criminal law (4 Credits)

***Electives (16 Credits)***

***Terrorism and Counterterrorism specialization students must complete four courses from the electives section***

LAW 801 International Law (4 Credits)

LAW 803 Comparative Law (4 Credits)

LAW 805 International Human rights (4 Credits)

LAW 807 International Humanitarian Law (4 Credits)

LAW 826 Immigration Law (4 Credits)

LAW 829 Arbitration (4 Credits)

LAW 833 Directed Study (4 Credits)

Total Credits required for Doctor of Philosophy (Ph.D.) in Law is 52.



# School of Law Course Descriptions

**LAW 803 Comparative Law (4 Credits)**

In this course, students learn about comparative law of different countries. Through the Comparative Law course, students develop skills in mining a large body of relevant domestic and foreign legal literature, which entails considerable research, comprehension, analysis, and interpretation. Students will also engage in the comparative study of other jurisdictions using a systematic process that starts with the identification of the purposes for comparison, and, building a methodological approach to accomplish those purposes. Comparative law introduces students to the major legal traditions of the world so that they can understand and critically reflect on both domestic and foreign legal rules, principles, theories, and institutions.

**LAW 805 International Human rights (4 Credits)**

This course introduces students to the theory, laws, and practice of human rights protection. This course is rooted in international law, yet students are provided with opportunities to investigate the intersections between international and domestic human rights protections. This course starts with human rights theories and proceeds with the international human rights framework. Through this International Human Rights course, students will learn how to protect and enforce human rights, primarily using the lens of the United Nations' human rights frameworks. Students will be provided different opportunities to explore special interest topics, such as the human rights of Indigenous peoples, refugees, and women.

**LAW 807 International Humanitarian Law (4 Credits)**

International Humanitarian Law (IHL) protects civilians, non-combatants, and combatants and pertains to methods and means of warfare during armed conflicts. The rules covered in this course seek to balance the basic principles of humanity vis-à-vis military necessity. Also covered in this course are the principles of proportionality and distinction between military objectives and civilian objects, as well as prohibition against means of combat lead to unnecessary suffering and superfluous injuries - all of which form foundation for this body of law. This IHL course will discuss the four Geneva Conventions of 1949 with their additional protocols of 1977 and, Hague Regulations of 1907. Notably, IHL is a segment of the broader International Public Law.

**LAW 809 Terrorism and Counterterrorism (4 Credits)**

The word "Terrorism" has a complex connotation in the International Law circles and so the effectiveness of existing Counter-Terrorism Laws seems to be a mirage. Understanding this area of law requires understanding the difference between terrorism, insurgency, armed conflict. The course attempts defining terrorism, terrorist groups and counterterrorism in the context of International Law.

**LAW 811 International Criminal law (4 Credits)**

This International Criminal Law course provides students with an opportunity to explore the fundamental concepts and principles underpinning laws pertinent to international crimes, as well as how they were established and are implemented. This course starts with a historical and structural overview, considering the contributions of the Nuremberg and Tokyo International

Military Tribunals. This course also emphasizes more recent and significant structural developments within International Criminal Law, particularly the emergence of ad hoc tribunals, hybrid court, and the International Criminal Court. Through this course, students will examine the core international crimes over which the International Criminal Court has jurisdiction and the court's primary procedures.

#### **LAW 815 Environmental Law (4 Credits)**

Environmental Law is a course introducing students to the theories and principles underlying environmental law at both international and local levels. The course covers Constitutional responsibilities and roles relative to the environment, the law and sustainable development, environmental planning using environmental impact assessments and land-use law, the principles of environmental protection, laws over climate change, heritage issues, as well as, protection of biological diversity.

#### **LAW 817 Intellectual Property (4 Credits)**

Through this Intellectual Property course, students learn the treatment of laws pertaining to patents, trademarks, confidential information, designs, and copyright, as well as understand the protections that law provides in respect of ideas, inventions, information, and other forms of creative effort. The course also aims to explore how the law must balance interests and protect investment while considering public welfare and technological developments. The course will explore the interrelationship of the different regimes of protection and will also consider practical issues arising in the commercialization or exploitation of intellectual property. Students completing this course should have a basic grounding in the law of the area, its limitations, policies, and objectives, including the basic features of the various systems of protection.

#### **LAW 821 Introduction to US Legal System (4 Credits)**

This course provides a thorough overview of the structure and operation of the legal system of the United States. Through this course, foreign-trained students will understand the workings of legal practice in the United States. This Introduction to the US Legal System explores the fundamental structure and operation of government in the United States, with emphasis on the judicial branch, and covers methods of crafting, finding, and enforcing the law in the United States. Students will learn about the foundational values of United States law, primarily, due process and equality.

#### **LAW 823 Health Law (4 Credits)**

This course introduces students to key legal and policy topics pertinent to the delivery of health care, as well as the performance of biomedical research. This course on Health Law covers key topics, such as legal underpinnings of the health care system; negligence and patient safety; consent to health care; privacy and confidentiality of health information; genetics; public health; human reproductive technologies; research involving human participants; and decision-making at the end of life.

#### **LAW 826 Immigration Law (4 Credits)**

Immigration Law takes students on broad socio-political and theoretical perspectives about how the movement of people around the world is regulated. Emphasis is on American law and policy on immigration control, and why these are currently contentious topics. Students are also introduced to the theoretical approaches on the global movements of people, encompassing State sovereignty and citizenship, as well as individual rights. The course also covers skilled and unskilled working visas, family visas, and student visas, as well as the application process and rights of review and appeal. Comparisons will be made with other overseas immigration laws and policies.

#### **LAW 829 Arbitration (4 Credits)**

This Arbitration course introduces students to commercial arbitration and dispute resolution. Topics covered in this course include commercial arbitration law, introduction to evidence, bases for arbitration and other types of alternative dispute resolution (ADR), initiation of formal arbitration, pre-hearing processes for formal hearings; jurisdiction, completion of formal arbitration hearings, mediation and other types of ADR approaches, and, the powers of the courts.

#### **LAW 833 Directed Study (4 Credits)**

This Directed Study course is research or project-based course that a professor supervises, and which results in the students' important written document. This course is an opportunity for students to research their specific area of interest in law under the guidance of a professor. The students' selected subject matter will pertain to his or her research interests if these are in the field of law. Through this Directed Study, students will gain a supervised experience enabling them to acquire specialized expertise in a specific area of interest, analyze their selected topic in an in-depth manner, and produce a scholarly document.

#### **LAW 938 Doctoral Research Seminar I (6 Credits)**

Writing and publishing a scholarly legal paper is unique in the sense that its methodology is different from other doctoral research papers in other academic fields. The objectives of this seminar are to educate, direct and assist students in their intellectual and legal scholarly dissertation writing.

#### **LAW 938 Doctoral Research Seminar II (6 Credits)**

This course is a continuation of the Doctoral Research Seminar I course. It will aid students in development and completion of their dissertation.

#### **LAW 961 Qualifying Oral Examination (1 Credit)**

At the successful completion of the core and elective courses, a student is required to complete an oral examination to be advanced to candidacy.

#### **LST 509 Legal Writing (3 Credits)**

This course will familiarize students in the process of conducting legal research and preparing memoranda and briefs which include legal citations, primary and secondary sources of law, statutes, legal treatises, periodicals, and annotated law reports.

**LST 516 Introduction to Legal System (3 Credits)**

The course introduces students to the law and the legal system. Topics include concept, development, and function of law, as well as categories and sources of laws. Students will also discuss principles of law on the Penal Code, Civil and Commercial Code, and other laws that concern daily life.

**LST 524 Administrative Law (3 Credits)**

Students will critically examine the form, function, and organization of administrative agencies, from the Social Security Administration to the Environmental Protection Agency, from the National Labor Relations Board to the Federal Trade Commission. Students will discuss agency rulemaking and enforcement and examine the legislative, judicial, and executive control of those functions.

**LST 530 Intellectual Property (3 Credits)**

Emphasis is on the protection of IP rights in writings, creative expression, inventions, software, trade designations, and trade secrets. The course also covers intangible intellectual products by federal copyright, trademark, patent, and unfair competition law, as well as by state trade secrecy law.

**LST 551 Legal Environment (3 Credits)**

This course covers the origins and sources of law and the legal system, fundamental legal principles, and legal processes. Students will focus on a comprehensive treatment of legal rights, the law of contracts, and the impact of environmental law, consumer rights, and the effects of social forces on business activities.

**LST 600 Introduction to the Criminal Justice System (3 Credits)**

Students will be afforded the opportunity to examine the history, organization, and function of the various local, state, and federal agencies that make up the criminal justice system. The primary focus of this course will be on the three main components of the criminal justice system: the police, the courts, and the correctional system.

**LST 610 Introduction to Policing (3 Credits)**

This course will provide students with an in-depth examination of the law enforcement sub-system of the criminal justice system. Topics will include historical precedents to American systems, the diversity of agencies and their roles, the internal components of agencies, and their interrelationships with other system components and other social and legal agents and agencies.

**LST 615 Tort Law (3 Credits)**

The course will familiarize the student with the substantive law of torts. Concentration will be in three main areas - intentional torts, strict liability torts, and negligence law. The student will study torts related to property, personal injury, and economic relations. The course will also examine various equitable remedies and defenses that are raised within a tort case.



**LST 617 The Courts Role in the Criminal Justice System (3 Credits)**

This course will focus on the structure, roles, and functions of state and federal courts and their effect on and relationship to other system components and social institutions.

**LST 659 Criminal Investigation Practices and Procedures (3 Credits)**

Students will be afforded the opportunity to engage in an in-depth study of the principles, concepts, and theories applicable to the investigation procedures used by law enforcement agents and agencies. Students will be required to become familiar with the techniques and processes used in investigative processing of evidence and analyze case law that affects criminal investigations.

**LL.M 559 Legal Research and Writing (3 Credits)**

The major focus of this course is to make students familiar with the basics of legal research and writing. There will be exercises to solidify the students' grasp of legal research and writing as well as correct citation. There will also be a final project (office memorandum) wherein students will integrate the different areas they have addressed.

**LL.M 513 Probate & Real Estate Law (3 Credits)**

This course will examine the transferring of assets, trusts, wills, gifts, administration of decedents' estates, federal and state taxes, and administrator's responsibilities. Students will be exposed to the practical application of estate planning. They will also use and become familiar with software designed to speed up drafting legal documents.

**LL.M 519 Contracts (3 Credits)**

Students will examine the basic principles that govern the formation, performance, interpretation, and enforcement of contracts. The course also gives special attention to offer and acceptance requirements, consideration, public policy, and issues in choosing a solution in case of breach.

**LL.M 521 Business Law (3 Credits)**

In this course, students will be exposed to the environment wherein business is transacted today. Business Law presents an outline of the functional areas of business as well as some of the basic concepts in the business world. This recommended for beginning business majors.

**LL.M 602 Civil Litigations (3 Credits)**

Students will discuss civil procedure topics that emerge in the context of civil litigation. Course materials include case studies of a mass tort lawsuit and readings on multidistrict litigation and class actions. Students address real-world strategic considerations from the defendant's and plaintiff's perspectives in civil cases.

**LL.M 635 Corporations Law (3 Credits)**

This course will examine the role of the lawyer in the formation of various business entities including sole proprietorship, partnerships, and corporations. Students will learn how to prepare

and draft articles of incorporation used in establishing various forms of businesses and corporations.

### **LL.M 505 Contemporary issues in Terrorism (3 Credits)**

This course will provide students with a critical examination of the characteristics and causes of terrorism, past and present. Students will evaluate the key issues surrounding modern terrorism in the aftermath of 9/11 and examine the changing characteristics of twenty-first century global terrorism and the evolving strategies of political terrorism.

### **LL.M 511 Homeland Security and Terrorism in the United States (3 Credits)**

This course will examine the formal creation of the Department of Homeland Security after the terrorist attack on the United States on September 11, 2001 and the need for the coordination of plans and strategies that have been developed by local, state and federal government response organizations in response to the different terrorist threats both at home and abroad.

### **LL.M 530 Preparedness in response to Terrorism (3 Credits)**

Students will analyze how strategic planning and intelligence gathering strategies combine to provide the foundation for anti-terrorism preparedness. Topics covered will include data collection and analysis techniques, threat and vulnerability assessments and terrorism prevention and deterrence.

### **LL.M 600 Homeland Security and Personal Freedom (3 Credits)**

This course will focus on the Creation by Congress of the U.S. Patriot Act and how the creation of this Act has affected the personal freedoms of U.S. Citizens. Topic covered in this course will include the creation of the Transportation Security Administration under the Department of Homeland Security, the detention and torture of "enemy combatants" identified as terrorists, and the government restrictions placed on individual's freedom and liberty in response to terrorism activities both at home and abroad.

### **LL.M 614 Interviewing and Investigation (3 Credits)**

Students will have a comprehensive study of principles and investigative techniques and methods used in locating, gathering, documenting, and disseminating information that are relevant in law office environment. Focus is on developing interviewing and investigating skills and discussing ethical problems that confront professionals.

### **LL.M 500 Theory in Conflict Resolution (3 Credits)**

This course examines contemporary ideas and practical applications used by mediators in conflict resolution, negotiation, and mediation.

### **LL.M 546 Conflict Resolution in the Workplace (3 Credits)**



This course affords students the opportunities to develop skills in identifying the signs and root causes of friction, anger, violence, and conflict. Analysis of case studies provides the framework for understanding sources of organizational conflict.

### **LLM 551 Conflict Resolution and Communication (3 Credits)**

This course will enable students to develop the necessary skills needed to effectively assist in Conflict Resolution and Mediation. Students will be required to analyze actual case studies of both successful and unsuccessful conflict resolution situations and be able to identify the strengths and weaknesses found within each case studied.

### **LL.M 603 Conflict Negotiation and Mediation (3 Credits)**

This course will enable students to engage in a comprehensive study of the conceptual and interpersonal skills required to engage in effective negotiation and mediation. Topics will include analysis of conflict, negotiation and mediation planning, effective negotiation and mediation skills, impasse resolution, and documentation of the agreement.

### **LL.M 660 Alternative Dispute Resolution (3 Credits)**

Students will learn about some alternatives to formal dispute resolution, such as mediation and negotiation. The course focuses on alternative dispute resolution processes that complement litigation, especially the law and procedures that are related to arbitration under the Federal Arbitration Act.

### **PLG 100 Introduction to Paralegal Studies (3 Credits)**

This course will examine the American legal system and the professional and ethical duties of the Paralegal within a Law Office environment.

### **PLG 115 Civil Procedure (3 Credits)**

This course will examine civil procedures and the court system, including the role of judges, attorneys, and juries. Students will learn how to draft complaints and answers, conduct pre-trial investigation, and the preparation of pre-trial motions

### **PLG 126 Family Law (3 Credits)**

This course will familiarize students with the general principals of family law. Students will learn how to prepare legal documents for adoption, legal separation, divorce, marriage, annulment, and child visitation and custody.

### **PLG 215 Criminal Law (3 Credits)**

This course will familiarize students with the general principals of family law. Students will learn how to prepare legal documents for adoption, legal separation, divorce, marriage, annulment, and child visitation and custody.

### **PLG 220 Using Computers in the Law Office (3 Credits)**

This course will introduce the paralegal student to the uses of computer software in the law office including drafting legal documents, legal timekeeping and billing, docket control and litigation support. The course will additionally cover PowerPoint presentations used for trial.

**PLG 225 Worker's Compensation Law (3 Credits)**

This course will provide a detailed study of worker's compensation law covering the procedures used to initiate and process worker's compensation claims. Students will have the opportunity to draft relevant forms as well as to study employer responsibility, risk management, and litigation.

**PLG 230 Bankruptcy Law (3 Credits)**

This course will provide an overview of the federal bankruptcy law and rights of creditors and debtors. Emphasis is placed upon bankruptcy procedures in Chapter 7, 11, 12, and 13 of the U.S. Bankruptcy Code. Students will learn how to prepare and file bankruptcy forms, collection letters, and UCC search and post-judgment collections.

**PLG 245 Legal Terminology (3 Credits)**

The course is designed specifically to familiarize students with the basic terminology used in the legal profession. There will be modules - criminal and tort law, probate, real estate, bankruptcy, and litigation. In each module, students will learn the meaning as well as the use of the common legal terms in that area of the law.



## SCHOOL OF EDUCATION

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Charisma University established the School of Education to provide advanced instruction in literature philosophy, the sciences, and arts, and to give professional and technical training. Further, an additional aim of the University in establishing the School of Education was to develop the students as professional educators, researchers, and as potential administrators. To achieve its goal, the School of Education has a broad-based curriculum that balances technical training and practical problem solving.

## Bachelor of Education (B.Ed)

The Bachelor of Arts in Education is for those students who wish to pursue a career in the field of Education. This program will enable students the opportunity to gain knowledge and understanding of the different educational programs- Elementary, Middle, High School and Post-Secondary Educational Institutions- and prepare them to work as Teachers, Administrators or in a support capacity within an Educational Institution.

### Program Learning Outcomes

- To provide instruction in the different subject areas to students in private or public schools in grades K through 12,
- To apply the knowledge, skills, strategies, and techniques learned in effectively operating a private or public school in their role as an administrator,
- To learn effective methods by which to encourage students to learn in a multitude of ways and in difficult situations taking into consideration their individual needs and abilities,
- To cultivate an understanding of our diverse society, specifically as it pertains to ethnicity, socioeconomic class, gender and disability, and the influence of these factors on education,
- To demonstrate a high level of interpersonal and communication skills, including both verbal and written abilities relevant to the teaching profession,
- To obtain the knowledge, comprehension and skills required to design, implement and evaluate learning programs, curricula and classroom practices,
- To acquire a broad perspective on education and the skills to reflect on and debate current educational issues nationally and internationally,
- To demonstrate an understanding of teaching as a craft, a career, a process and a profession,
- To develop a commitment to professional and personal development.
- To experience and develop knowledge of the commonplaces of learning - learners and learning, schools and classroom, teachers and teaching, curriculum and subject matter, and culture, society, and history,
- To value the importance of specific 'teaching qualities' - knowledge, diversity, relationships, authenticity, integrity, and thoughtfulness, and
- To appreciate 'universal aspects of learning' including a worldview that is open-minded enough to be considerate of cultural differences and to question one's own presuppositions based on influences of our education, families, and societal values.

### Core Courses (42 Credits)

***Students must complete all the required core courses (42 Credits). Each course values as three (3) credit***

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B.Ed 100 Introduction to Teaching  
B.Ed 115 Educational Psychology  
B.Ed 133 Teaching/Learning Process  
B.Ed 200 Classroom Evaluation  
B.Ed 201 Classroom Management  
B.Ed 215 Student Assessments  
B.Ed 220 Educational Problem-solving  
B.Ed 245 Educational Decision-making  
B.Ed 250 Education Law  
B.Ed 263 School Organization and Management  
B.Ed 300 Educational Leadership and Supervision  
B.Ed 301 Educational Project Planning  
B.Ed 302 Educational Planning and Development  
URES 499 Capstone Project for Undergraduate Studies

### Electives Section A (9 Credits)

*Students must complete three courses from Electives Section A. Each course values as three (3) credit.*

B.Ed 305 Introduction to Learning Disabilities  
B.Ed 308 Approach to Special Needs Students  
B.Ed 463 Learning and Behavior Problems  
B.Ed 101 Human Development

### Electives Section B (6 Credits)

*Students must complete two courses from Electives Section B. Each course values as three (3) credit.*

B.Ed 311 Educational Administration  
B.Ed 165 Curriculum Studies  
B.Ed 181 Education and Society

### Electives Section C (6 Credits)

*Students must complete four courses from Electives Section C. Each course values as three (3) credit.*

B.Ed 400 Introduction to Non-formal Education  
B.Ed 401 Adult Learning  
B.Ed 425 Community Education  
B.Ed 185 Introduction to Urban Education  
B.Ed 431 Introduction to Multicultural and Multiethnic Education

### Electives Section D (6 Credits)





*Students must complete two courses from Electives Section D. Each course values as three (3) credit.*

B.Ed 451 Introduction to Counseling and Guidance

B.Ed 478 Vocational Guidance and Placement

B.Ed 472 Cooperative Learning

*Total Credits required for Bachelor of Education is 120. This includes 51 credits from general education courses.*

## Master of Education (M.Ed.)

The Master of Arts in Education is for those students who wish to further their studies in the field of Education. This program will enable students to obtain the necessary skills and knowledge needed as teachers, administrators and support personnel within various educational settings/institutions of Elementary, High School and Post-Secondary Educational Schools and Colleges.

### Program Learning Outcomes

- To create a final Thesis or Project that uses evidence based and best practices within a K through 12 school environments,
- To demonstrate through application of strategies learned their ability to work in an administrative capacity in a K through 12 school environments,
- To understand the role that parent groups, community groups, school boards and governmental agencies play in the day to day operation of the school,
- To integrate expertise and knowledge in the educators' practice in their educational environments,
- To participate in lifelong learning that enhances educational practice,
- To empower students as learners,
- To develop a voice in the profession and to become trailblazers in educational change,
- To become problem solvers who are able to address the complex issues present in the school setting,
- To perform and support scholarly research addressing critical regional and national education issues,
- To obtain training in research methodology and design and guide them in performing significant educational research,
- To develop collaborations with educational agencies, scholars and institutions working to respond to the needs of the national educational system,
- To engage in collaborations internationally and nationally to provide service to the field of education, and
- To cultivate skills required by professional educators to deal with educational, social, and psychological needs of the entire range of exceptionality from the gifted to the severely disabled.

### Course Requirements

#### Foundation Courses (12 Credits)

*Students must complete all the required foundation courses.*

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MEd 514 The sociology of education  
MEd 558 Politics and philosophy of education  
MEd 604 Cultural and multicultural educational studies  
MEd 612 Teaching and learning

#### Educational Leadership Courses (6 Credits)

*Students must choose and complete two courses from leadership courses*

MEd 623 Instructional leadership in schools  
MEd 635 Schools improvement implementation  
MEd 640 Leadership in teaching

#### Educational Research-Based Courses (6 Credits)

*Students must choose and complete two courses from research-based courses*

MEd 661 Introduction to quantitative methods in educational research  
MEd 667 Design in educational research  
MEd 675 Educational qualitative research methods

#### Educational Field Work Courses (6 Credits)

*Students must complete all the field work courses.*

MEd 680 Research and educational practicum  
MEd 681 Educational internship

#### Thesis Course (6 Credits)

GRES 690 Master's Thesis (must be taken at the last semester of the program, *valued as 6 credits*)

*Total Credits required for Master of Education is 36.*

## Master of Arts in Education with TESOL Emphasis

The Master of Arts in Education-TESOL emphasis is for those students who wish to specialize as teachers working with Second Language Learners. This program will enable students to obtain the specific strategies used to teach Listening, Speaking, Reading and Writing to Second Language Learners currently used by effective TESOL/TESL/ESL teachers worldwide in both public and private schools and colleges.

### Program Learning Outcomes

- To create effective lessons that incorporate listening, speaking, reading and writing activities that will assist Second Language Learners who are enrolled in English as a Second Language classes at the elementary, high school and college level,
- To develop appropriate assessment tools/tests/ to use with Second Language Learners,
- To acquire the skills needed to become effective leaders and administrators of ESL programs in schools and colleges,
- To learn how to research and analyze current trends in Second Language Learning and be able to successfully apply this information as an administrator in an ESL school setting,
- To discuss and critique multiple research methods and research traditions,
- To comprehend the basic principles of research design,
- To formulate investigative research questions pertaining to concerns in first and second language acquisition and use,
- To define, discuss and exemplify the key terms and concepts including internal and external reliability and validity, psychological constructs and construct operationalization, statistical inference and probability, variables and variability, central tendency, and frequency distributions,
- To understand the basic statistical procedures and match these procedures with a range of experimental research designs,
- To critique and discuss a range of data collection methods and procedures, including elicitation, introspection, questionnaires, diary studies, participant and non-participant observation, interviews, linguistic and discursal analysis,
- To suggest apt designs for a range of research issues, questions, and concerns.
- To align theoretical studies with practical application,
- To gain work experience through practicum course, and
- To place major emphasis on the cultural, political, and ethical implications of teaching in an era of intense globalization.

## Course Requirements

### Foundation Courses (27 Credits)

*Students must complete all the required foundation courses. Each course values as three (3) credit.*

MATESOL 601- Cross-Cultural Competency

MATESOL 602- Theory of Second Language Acquisition

MATESOL 603- Principles and Theory of Linguistics

MATESOL 604- Using Technology with Second Language Learners

MATESOL 605- Teaching, Reading and Writing to Second Language Learners

MATESOL 606- Teaching Listening and Speaking to Second Language Learners

MATESOL 607- Seminar in Research Methods

[GRES 690 Master's Thesis](#) (must be taken at the last semester of the program, *valued as 6 credits*); [thesis guidelines](#)

### Elective Courses (9 Credits)

*Students must complete three courses from electives. Each course values as three (3) credit.*

MATESOL 608- Seminar in TESOL Research and Pedagogy

MATESOL 609- Designing Instruction for Second Language Learners

MATESOL 610- Techniques in Teaching English as a Foreign Language

MATESOL 611- Introduction to Sociolinguistics

MATESOL 612- Teaching English to students in Grades K through 12

MATESOL 614- Teaching English to Adults

*Total Credits required for Master of Arts in Education-TESOL emphasis is 36*

## **Doctor of Education (Ed.D.) with specialization in Higher Education**

The Doctor of Education with Specialization in Higher Education is an advanced terminal graduate degree program for those students interested in working as Administrators and Staff in Higher Education. This program is designed to provide students the instruction necessary to master strategies and skills consistent with that of effective administrators and change-agents within post-secondary schools, colleges, and universities around the world

### **Program Learning Outcomes**

- To create evidence-based research on an academic or educational topic that includes the proposal, research of the literature, and analysis of collected data,
- To demonstrate effective strategies employed and used by Administrative staff members who work in University and Colleges,
- To analyze important research, financial and budgetary data used by administrators in Universities and Colleges,
- To understand the role that philanthropic foundations, play in the overall operation of a University or College,
- To understand the role that Boards of Trustees, Regents and governmental agencies play in the day to day operation and accreditation procedures of Universities and Colleges,
- To promote the Learner's advancement of knowledge based on research as it applies to the professional practice of, and leadership in education,
- To pursue advanced scholarship and personal goals of leadership pertaining to their areas of interest,
- To utilize the doctoral dissertation project to intellectually explore practical solutions for issues, challenges and problems confronting education today,
- To operate within the confines of advanced understanding of social, cultural, organizational, and ethical/justice issues to analyze issues, challenges and problems confronting education today,
- To guide the development of education in a dynamic, complex, and diverse society,
- To promote equity, create transformational change through scholastic achievement,
- To focus on issues, practice, and research in the field of higher education,
- To foster scholarly inquiry in areas of intellectual and professional interest,
- To provide highly individualized experiences that achieve individual career goals, and

To cultivate analysis and problem-solving skills and expertise.

### **Course Requirements**

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## Course Outlines

Ed.D 818 Student's assessment  
Ed.D 860 Conflict resolution in higher education  
Ed.D 872 Laws and ethics in higher education  
Ed.D 891 Higher education assessment  
Ed.D 800 University and college educational administration  
Ed.D 811 Fundraising Management  
Ed.D 836 Financial problems in higher education  
Ed.D 855 Legal aspects of philanthropy  
Ed.D 912 Internship in student affairs  
Ed.D 933 Practicum in higher education  
Ed.D 947 Seminar in higher education  
Ed.D 901 Doctoral Seminar in Research Methods

## Comprehensive Examination (1 Credit)

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses. This requirement is a prerequisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge on the dissertation title they wish to research.

## Dissertation Courses (14 Credits)

*The following courses in dissertation are all required for graduation from Doctor of Education with concentration in higher education program. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session.*

Ed.D 960a Dissertation - Practical Research I (Proposal)  
Ed.D 960b Dissertation - Practical Research II (Review of Related Literature & Methodology)  
Ed.D 960c Dissertation - Practical Research III (Data Collection & Analysis)  
Ed.D 960d Dissertation - Practical Research IV (Dissertation complete and Oral Defense)

*Each non-dissertation and dissertation course are valued as 4 credits with the exception of dissertation complete and oral defense which is valued as 2 credits; comprehensive examination is valued as 1 credit. Total Credits required for Doctor of Education with concentration in higher education is 63.*



# School of Education Course Description



**B.Ed 451 Introduction to Counseling and Guidance (3 Credits)**

This course introduces students to the concepts and principles and practices of the Counseling and Guidance field. It explores a variety of work settings where counselors are found. The course focuses on professional ethics and how counseling professional identity has evolved over the years.

**B.Ed 478 Vocational Guidance and Placement (3 Credits)**

Students will discuss the challenges of developing guidance services, such as the accessibility, quality, and diversity of vocational guidance and placement services in schools and in regional, multidisciplinary cooperation networks. This course encourages students to propose more effective strategies for vocational guidance and placement.

**B.Ed 101 Human Development (3 Credits)**

This course provides an overview and analyzes classic and contemporary theoretical approaches in human development. Students will specifically put more attention on research and theories that concern education as a context of human development. The course also focuses on human development in life span perspective.

**B.Ed 115 Educational Psychology (3 Credits)**

Students will survey and examine current problems and issues in education, which psychological theories and research can address. The course covers a wide range of topics that include testing strategies for teachers, developmental approaches to teaching, classroom management, and applications of learning theories in the field of education.

**B.Ed 301 Educational Project Planning (3 Credits)**

This course is designed to investigate an aspect of classroom teaching identified during the practicum experience. Quantitative and qualitative research methods will be utilized to produce a major research paper.

**B.Ed 300 Educational Leadership and Supervision (3 Credits)**

This course combines effective teaching skills and classroom management into one comprehensive course. It is designed to provide basic pedagogical tools and conceptual frames necessary for creating effective teaching and learning environments. Students will be introduced to the current research on best practices that informs teacher/practitioners. Students will be required to demonstrate multiple assessment strategies, micro-teaching, mastery teaching, cooperative learning strategies and other instructional models. Additionally, this course incorporates current research on the most effective strategies for improving classroom discipline, motivation, interpersonal relationships, and academic performance. Attention will be given to aspects of diversity and/or cultural factors that influence perceptions about classroom management, and to factors that may help facilitate mainstreaming efforts.

**B.Ed 302 Educational Planning and Development (3 Credits)**

This course explores foundation for curriculum development and instruction, including classroom organization and structure, lesson planning, and evaluation. Topics including scope, sequence, and curriculum articulation; curriculum change in educational settings; and the principles and objectives that influence these processes will be discussed in this course.

**B.Ed 133 Teaching/Learning Process (3 Credits)**

This course is designed for future educators to obtain greater knowledge and skill regarding the teaching/learning process. Students will use practical and conceptual perspective in exploring the factors that contribute to effective education. The course focuses on developing the students' confidence, abilities, and self-image as a teacher.

**B.Ed 165 Curriculum Studies (3 Credits)**

This introductory course to curriculum studies covers the following topics: principles and practices of curriculum construction and instructional design, issues and trends in educational research and development, methods and models used in evaluating educational programs, curriculum and literacy education, and practices in evaluating educational programs.

**B.Ed 181 Education and Society (3 Credits)**

Students will discuss the history, development, and current state of primary, secondary and post-secondary educational system. Focus is on the important institutions of society. Students will explore how social forces mold what is taught and how students are taught. The course also covers analysis of the roles that American education plays globally.

**B.Ed 200 Classroom Evaluation (3 Credits)**

This course introduces educators to the fundamental principles of classroom evaluation. After completing the course, students should be able to understand best practices for classroom evaluation, explain procedures for the evaluation of learning experiences, and evaluate different views on classroom evaluations.

**B.Ed 215 Evaluation in Schools (3 Credits)**

This course focuses on supervision and evaluation and schools. Students will experience an in-depth education that combines current theory and research with practice in this field. In order to promote intellectual vitality, students will also interact with peers from varied cultures, experiences, and backgrounds.

**B.Ed 220 Evaluation and Management in Education (3 Credits)**

This course discusses major considerations in the evaluation and management functions in education. Drawing on research and firsthand experience, students are required to analyze major responsibilities and shortcomings of evaluation and management in education. The course provides practical tips, strategies, and insights.

**B.Ed 245 Educational Decision-making and Problem-solving (3 Credits)**

Focus is on analyzing complex educational problems, making more objective decisions, and anticipating potential future problems. Students will work on simulated case problems. The course also gives students the opportunity to begin applying their newly acquired decision making and problem-solving skills to real-time problems.

### **B.Ed 263 School Organization and Management (3 Credits)**

Students will undertake this course on school organization and management to learn about new approaches to school leadership. In this course, students will specifically discuss and examine innovative models of school organization and management that distribute roles and responsibilities in an innovative way.

### **B.Ed 311 Educational Administration (3 Credits)**

This course develops a conceptual terminology for the interaction between the culture-change dynamics and educational administration. This course is based on the alternative philosophy that educational administration should be evaluated according to its appropriateness or inappropriateness for cultural context.

### **B.Ed 400 Introduction to Non-formal Education (3 Credits)**

This course generally aims to introduce students to the processes and constructs non-formal education. Students will discuss several alternative approaches to program and curriculum evaluation non-formal education sectors, with a focus on the integration of theory and practice

### **B.Ed 401 Adult Learning (3 Credits)**

Topics include characteristics of the adult learner, lifespan issues for adults with behavioral and learning disabilities, adult program planning and management, learning strategies for adults, adult literacy and diversity, learning in teams and groups, and consulting skills in an adult learning environment.

### **B.Ed 425 Community Education (3 Credits)**

Students will discuss and examine the theory and practice of community education. The course answers the following questions: How is community education defined? Is community education an education for community or education in the community? Or is it education for community within community?

### **B.Ed 100 Introduction to Teaching (3 Credits)**

This course introduces students to the teaching profession. It presents both historical and current views of teaching and education, and encourages students to think more deeply, broadly and systematically about what teaching is, what teachers do and whether teaching is an appropriate course for them.

### **B.Ed 185 Introduction to Urban Education (3 Credits)**

This course focuses on different perspectives pertaining to urban education, conditions for teaching and learning in urban public schools, current theories of pedagogy in urban classrooms as well as analyzes a few representative and critical issues.

**B.Ed 201 Classroom Management (3 Credits)**

This course explores the strategies used in managing a positive classroom. Topics include management models, communication, disruptive students, classroom expectations and procedures, motivation, and record keeping. Managing materials and technology will also be addressed.

**B.Ed 250 Education Law (3 Credits)**

This course provides students with the opportunity to study and apply legal and ethical issues within the context of an educational setting. Legal issues and their impact on teachers are discussed, explored, and applied to current educational practices.

**B.Ed 305 Introduction to Learning Disabilities (3 Credits)**

This course examines education research, characteristics, diagnostic principles and practices related to teaching students with learning disabilities. This course will study the nature of learning disabilities and the laws, accommodations, and services available for academic improvement.

**B.Ed 308 Approach to Special Needs Students (3 Credits)**

This course is an introduction to the historical and legal bases of special education including learning disabilities. This course will focus on research-based exploration of the models, theories, etiology and philosophy of teaching students with disabilities.

**B.Ed 431 Introduction to Multicultural and Multiethnic Education (3 Credits)** This course introduces students to theories and legislations on the education, the law and use of technology for students coming from diverse cultural and ethnic backgrounds.

**B.Ed 463 Learning and Behavior Problems (3 Credits)**

This course examines the education of students with learning and behavior problems, assessment and identification as well as service delivery models and multicultural influences. Other topics include early intervention, diversity, transition, technology, and placement considerations.

**B.Ed 472 Cooperative Learning (3 Credits)**

This course is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a workplace. The experience allows students to use and refine the knowledge and skills acquired in a related curriculum course.

**MEd 640 Leadership in teaching (3 Credits)**

Developing leadership capability in teaching, which has proved to be an interesting and contested project, is the intention and aspiration of this course. Students will discuss competencies required for leadership in teaching. This course also provides an opportunity for students to extend their range of strategies and skills and strengthen their leadership and management practices.

**MEd 661 Introduction to quantitative methods in educational research (3 Credits)**

Students will survey quantitative methods in research as they are currently applied in the study of the processes, effects, and contexts of education. This course introduces students to research design, exploratory data analysis, and elementary statistics. It also covers computer-based data analysis methods.

**MEd 667 Design in educational research (3 Credits)**

This course addresses a broad range of research design covering research endeavors in education. After completing the course, students are expected to develop a better understanding of the basic vocabulary of design in educational research, including the basic forms (such as constructivist, post positivist, and critical theory).

**MEd 675 Educational qualitative research methods (3 Credits)**

One of the purposes of this course is to introduce students to various educational qualitative research methods. It also encourages students to engage rigorously and systematically in preparing qualitative studies of professional, individual, and social significance. The course also aims to build an open and rigorous intellectual setting.

**MEd 680 Research and educational practicum (3 Credits)**

The purpose of the research and educational practicum course is to provide students with hands-on experience in conceptualizing, designing, carrying out, and evaluating educational research studies written up for presentation. This course also encourages students to come up with publication.

**MEd 681 Educational internship (3 Credits)**

This course allows students to apply their knowledge and develop the skills addressed in previous courses. It is designed to integrate classroom theory with practical application through internship. Students will be actively employed in an institution with a work focus relating to their career objectives and academic training in education.

**MEd 558 Politics and philosophy of education (3 Credits)**

From a cross-cultural, historical, political, and philosophical framework, students will discuss the impact of economics, culture, and power dynamics on the education process. Students will explore the basic educational visions and social philosophies that underlie various reform efforts and education policies across the political continuum.

**MEd 623 Instructional leadership in schools (3 Credits)**

Students will discuss and critically examine alternative approaches to instructional leadership in schools. Special attention will be given to problems and issues in curriculum development, student learning assessment, and evaluation and supervision of teaching. The course also covers the design of school improvement programs.

**MEd 604 Cultural and Multicultural Education (3 Credits)**

This Course examines cultural and ethnic differences in values and the implications for classroom instruction and curriculum development. Examination of current research findings concerning cultural perceptions, practices and communication styles for teaching approaches, materials, learning experiences and curriculum development. This course also examines the implications of cultural and ethnic differences for program planning for classrooms, schools and school districts.

**MEd 612 Teaching and Learning (3 Credits)**

The philosophical foundations of society and education are explored in this course and their impact on traditional contemporary theories of education is examined. Schools as institutions, issues affecting teachers, characteristics of learners, current topics related to the teaching profession, and the role of teachers in society are discussed.

**MEd 514 The sociology of education (3 Credits)**

This course centers on the history, development, as well as the current state of primary, secondary and post-secondary educational systems as important social institutions. Students will explore how social factors mold what is being taught and how students are being taught. They will analyze the significant roles of education in the United States.

**MEd 635 Schools improvement implementation (3 Credits)**

Students will examine research-based cases of effective and successful school improvement implementation. This course is also designed to acquaint students with developing a plan for the design and implementation of a school improvement program - school profile and school mission, desired results for students, analysis of practices, and action plan.

**GRES 690 Master's Degree Theses (6 Credits)**

This course is designated for the master's degree program. The value of both practical engagement and research-oriented activities would be conducted to provide background for the thesis project that would provide the students' degrees.

**MATESOL 601- Cross-Cultural Competency (3 Credits)**

This course will focus on the nature and manifestation of culture, cultural contact and cultural diversity in global settings and the development of multicultural and cross-cultural communication skills.

**MATESOL 602- Theory of Second Language Acquisition (3 Credits)**

This course investigates the nature, organization and function of human language and focuses on the different components of language structure-phonology, morphology, syntax, and semantics.

**MATESOL 603- Principles and Theory of Linguistics (3 Credits)**

The course will study the theories and methods of English language teaching and explore the psychological, socio-cultural, political, and pedagogical factors of first and second language development.

**MATESOL 604- Using Technology with Second Language Learners (3 Credits)**

This course focuses on utilizing technology to support the teaching and learning of English. Examine leadership issues in balancing competing priorities of technology and English curriculum.

**MATESOL 605- Teaching Reading and Writing to Second Language Learners (3 Credits)**

This course will explore the techniques and approaches for teaching reading and writing to second language learners. Participants will gain experience in designing curriculum, creating materials and developing evaluation instruments for assessing reading and writing skills of second language learners.

**MATESOL 606- Teaching Listening and Speaking to Second Language Learners (3 Credits)**

This course will examine the theories and approaches for teaching listening and speaking to second language learners and focuses on successful classroom strategies, lesson plans, assessment tools, and the design of instructional units.

**MATESOL 607- Seminar in Research Methods (3 Credits)**

This course prepares students to be critical consumers of research literature in preparation for the practicum project and as TESOL professionals. The two principle components of the course are an overview of qualitative and quantitative research design and an analysis of professional writing. Students read and evaluate journal articles in TESOL, become familiar with library and online research strategies, and review and practice the structure and rules of academic writing.

**MATESOL 608- Seminar in TESOL Research and Pedagogy (3 Credits)**

This course will provide the participant with an opportunity to conduct an Independent investigation of a current topic in TESOL Research.

**MATESOL 609- Designing Instruction for Second Language Learners (3 Credits)**

This course will examine the theories and strategies of specially designed content instruction delivered in English and focus on designing curriculum, developing lessons and assessment plans and creating materials for content area instruction.

**MATESOL 610- Techniques in Teaching English as a Foreign Language (3 Credits)**

This course focuses on methods and strategies needed to teach English in a non-native English-speaking environment. Students will develop knowledge and skills in designing curriculum and materials, developing instructional techniques and employing classroom management strategies that are appropriate for EFL settings.

**MATESOL 611- Introduction to Sociolinguistics (3 Credits)**

This course provides an overview of psycholinguistics and sociolinguistics and examines the relationship between the brain and language and study of first and second language acquisition to develop understanding of language storage, processing and development. Sociolinguistic topics



included are language variation, dialectology, language planning and policy and bilingualism and multilingualism.

### **MATESOL 612- Teaching English to students in Grades K through 12 (3 Credits)**

This course will enable students to effectively design and create instructional materials, lesson plans, and assessment tools when working with Second Language Learners in a K through 12 classroom environments.

### **MATESOL 614- Teaching English to Adults (3 Credits)**

This course will enable students to effectively design and create instructional materials, lesson plans and assessment tools specifically geared toward the Second Language Learner in Adult ESL Learning environments.

### **Ed.D 818 -Student Assessment (4 Credits)**

Students will examine current research on performance assessment, teacher-made tests, and standardized tests. Students will look at the differences in informal and formal

assessment, as well as formative and summative assessments. The effect of seven kinds of tests on student achievement will be explored. Information on assessment, monitoring instructional effectiveness and the implications for the classroom will be included.

### **Ed.D 860- Conflict resolution in higher education (4 Credits)**

This course introduces some of the major theories and practices in conflict resolution in many settings such as the workplace and specifically education. Students will learn to manage complex multi-stakeholder negotiations, develop mediation skills, design consensus-building procedures, examine cross-cultural and ethical dilemmas, and implement successful interventions to deal with community, national, and international groups, labor-

management, and government and private agency disputes. Emphasizes is on the conflict resolution challenges faced by managers of higher education systems in the rapidly changing global environment.

### **Ed. D 836- Financial Problems in Higher Education (4 Credits)**

Focuses on the knowledge and skills required to effectively deal with financial changes and trends for institutions of higher education. Students will further their skills in analysis and evaluation of issues from various perspectives - administrative, consumer and societal (government and organizations in the private sector that influence the source and use of funds). Financial management of higher education (administrative perspective) focuses on effectiveness and efficiency issues associated with the use of funds. The consumer perspective (access and choice issues in financing students) focuses on the source of institutional funds; both state and federal policies and programs and budgeting will inform the learner from that perspective.

### **Ed. D 855- Legal Aspects of Philanthropy (4 Credits)**



Provides a comprehensive review of types of charitable organizations; examines the legal issues relating to philanthropy and philanthropic endeavors in contemporary society. Topics will include profit versus non-profit organizations, charitable gifts and donations to Higher Education Institutions, and laws relating to Charitable Gifts and Donations made to Higher Education Institutions.

**Ed. D 912- Internship in Student Affairs (4 Credits)**

Students will share information on the functions, services, and issues of each office, its role within the institution, and relevant professional literature with each other. Students will develop and share personal internship goals, implementation strategies, and a project which relates developmental theory to the internship experience.

**Ed. D 933- Practicum in Higher Education (4 Credits)**

This course provides the student with an opportunity to become familiar with the functions and tasks that administrators perform. Students will create their own Administrative Portfolio/Project that will focus on the different roles that an Administrator participates in an institution of Higher Education.

**Ed. D 947- Seminar in Higher Education (4 Credits)**

This course is designed to prepare students for transition into a professional Administrative position within a Higher Education Institution. Topic will focus on specific areas of concern that Administrators in a Higher Education Institution face on an on-going basis within either a College or University setting.

**Ed. D 901- Doctoral Seminar in Research Methods (4 Credits)**

This course is designed to provide advanced skills and knowledge to doctoral students for them to design and carry out and evaluate sophisticated research studies. As an advanced course it provides an in-depth examination of the issues and problems facing the educational researcher as he/she organizes a research study or a program evaluation. The course is not bound to any one paradigm but examines educational research from various perspectives. The course focuses on the theory behind the methodology, advanced research design techniques and associated statistical procedures, internal and external validity, mixed methodology, and qualitative research tools common to the practice of education.

**Ed.D 872 Law and ethics in higher education (4 Credits)**

Students will examine legal perspectives related to higher education. Among the topics to be discussed will be the bases from which higher education law comes, current (case, state and regulatory) law, as well as risk management and liability issues for higher education. The remainder of the course will focus upon the ethical issues that must be faced when shaping and implementing institutional policy, curriculum and procedures. Some emphasis will be placed on the areas in which legal and ethical issues come into conflict.

**Ed.D 891 Higher education assessment (4 Credits)**

This course will give students an

opportunity to learn valuable applied research skills and to design and implement an assessment plan in the higher education setting. Assessment is a major factor in educational reform and some form of assessment exists on most U.S. campuses. Institutional assessment is often required by state legislators and is required by all regional and most specialized accrediting agencies. Institutions also rely on assessment to evaluate curricular and student life programs. Students will examine the role of assessment for both administrators, who use assessment as a tool for making informed decisions about programs, and for faculty, who use it as a tool to improve their instruction.

#### **Ed.D 800 University and college educational administration (4 Credits)**

This course provides an overview of the complex and organizational milieu of universities and colleges and their educational administration. It covers administrative processes, tasks, and career orientation, and local, state, and federal issues. This course also provides concepts of organization and administration in contemporary institutions from the macro to micro perspectives. Study of theory and practice of the organization as it relates to governance, structure, and management of the institution. Students learn ethical dilemmas in university and college educational administration.

#### **Ed.D 811 Fundraising Management (4 Credits)**

This course provides a comprehensive overview for those entering the fundraising profession as well as those with limited experience who seek to expand their knowledge. Students are provided with an ethical foundation and are introduced to basic terminology and concepts in the field.

The various fundraising vehicles are surveyed, and participants learn to apply fundraising strategies as they balance individual donor and institutional needs. Relationship building, the solicitation process, the psychological dynamics, and the realities of asking for money are examined as students refine their skills through analysis of case studies and participation in role playing exercises. A full array of written formats used by fundraising professionals including mission statements, grant proposals, acknowledgment letters, and campaign appeal materials are introduced. While students develop an understanding of the essentials of fundraising operations, they also examine the larger issues confronting today's fundraising managers.

#### **Ed.D 960a Dissertation- Practical Research I (Proposal) (4 Credits)**

The course requires students to select research problem through execution of authentic research until the preparation of a completed report along with practical suggestions based on a solid theoretical framework and sound pedagogy. Study goals and objectives as first part of dissertation are the main requirements of the course.

**Ed.D 960b Dissertation- Practical Research II (Review of Related Literature & Methodology) (4 Credits)** The course is a follow up to Practical Research I. The student is asked to perform preliminary literature review. Practical Research II involves methods of literature selection where

students employ different modes of literature scanning. Students must also propose a research methodology.

**Ed.D 960c Dissertation- Practical Research III (Data Collection & Analysis) (4 Credits)**

This course is taken after Practical Research II. Students carry out their approved research proposal by performing the proposed methodology. Results are collected and analyzed, and a report of the study is prepared for the next step of the dissertation.

**Ed.D 960d Dissertation- Practical Research IV (Dissertation complete and Oral Defense) (2 Credits)**

This is the final stage in the Practical Research series. In this part of the dissertation, the student is expected to have completed the research requirements and is ready for oral presentation. Defense is done in the presence of selected members of a panel.



## SCHOOL OF HEALTH SCIENCES

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Charisma University's School of Health Sciences is committed to helping students and professionals continue their education and professional development in an online setting that is academically meaningful, relevant to the needs of the workplace, and satisfying to the learner as part of their commitment to education and life-long learning. The School of Health Sciences provides educational programs and instruction to support learners--both students seeking to complete their education in the health sciences and health professionals desiring to continue their professional development without leaving their places of employment, family, and/or country to achieve this noteworthy goal. The School of Health Sciences offers learning activities that can help address the need for educated and skilled professionals in the health sciences for a global health environment.

The University has assembled a collection of faculty members who are academicians and professionals dedicated to:

1. Promoting the health sciences, preventing disease, and improving upon the quality of life through education, scholarship, and service to the local, national, and global communities.
1. Providing meaningful educational programs that develop competent and compassionate health professionals capable of delivering high quality health services and leadership to individuals, families and communities while fostering critical thinking, communication, and integrity. Helping the learner apply the knowledge of the health sciences to practical situations with a professional outlook and competent command of the facts and knowledge base that leads to the development of a skillset that adequately supports problem-solving situations in the health science arena.

In order to realize the above commitments, the School of Health Sciences has focused its efforts on developing and providing a focused curriculum on the health sciences, nursing sciences and public health that balances formal academics, professional education, and honest, practical problem-solving.

### *Message from the Dean*

The faculty and I welcome you to the School of Health Sciences. We know that you already possess a combination of work experience and education. We know that you are looking at our programs to either complete your educational credentials or continue with your professional development. We are confident that you will find a learning program that will meet your needs here at Charisma University.

My faculty peers and I are committed to helping you "finish what you started" and in the process help you develop into a health professional committed to advancing the study and practice of the health sciences in your community, resulting in improvements to the health status indicators of your home country. We promise to do our part as faculty members and ask you to come ready to learn and dedicated to engaging with the course assignments in order to learn the academic/professional materials and apply it to situations you have already encountered or are likely to encounter in the near future.

My peers and I leave you with this thought:

*"The object of education is to prepare [individuals] to educate themselves throughout their lives."* By Robert Maynard Hutchins (b: January 17, 1899; d: May 17, 1977), educational philosopher and chancellor (1945-1951) of the University of Chicago.

On behalf of the Faculty of the School of Health Sciences, I hope you will decide to partner with us as you continue your learning journey.

With best wishes,

Sincerely,

Dr. John Wallaart

*School of Health Sciences*

## RN to BSN

This program is open only to individuals who have an active license as a Registered Nurse and no fewer than 60 academic credits, with a two-year degree or its equivalent awarded. Charisma University's decision to offer this course was based on the need for a uniquely tailored curriculum for students who are licensed RNs and graduates of two years equivalent education. Charisma University's RN to BSN program was designed to be flexible in order to accommodate the hectic timetables of RNs who work full time but would still like to complete their BSN. This program offers a strong foundation for professional practice as well as for further education such as graduate study.

### Program Learning Outcomes

- Utilize the nursing process to protect, promote, and optimize health care of persons, families, and communities,
- Integrate evidence-based information into professional nursing practice,
- Demonstrate professional and personal growth by means of role socialization as a professional nurse,
- Effectively demonstrate interpersonal and technological communication,
- Provide culturally competent care for patients,
- Apply the concepts of health promotion to individuals, families, and communities in the context of globalization,
- Demonstrate clinical competencies in caring for clients in manners that are scientifically, legally, and ethically grounded,
- Gain initiative, autonomy, and self-confidence in being a health care practitioner and
- Collaborate and engage with other members of health care teams involved in patient care.

### Course Requirements

#### Core Courses (42 Credits)

Students must complete all the required core courses (42 Credits). Each course values as three (3) credit.

BHS 303 Introduction to Health Psychology  
BHS 306 Health Information Management  
BSN 311 Nutrition and Diet Therapy  
HCA 315 Bioethics  
STAT 320 Biostatistics  
BSN 325 Philosophy of the Human Person  
HCA 333 Health Care Delivery System  
BSN 400 Health Assessment



BHS 307 Health Communications  
BSN 425 Nursing Care Management  
BSN 431 Maternal and Child Health  
BSN 433 Quality Improvement in Nursing Care  
BSN 442 Nursing Care Leadership  
URES 499 Capstone Project for Undergraduate Studies

### Institutional Credits (18 Credits)

Student receives 18 Credits from the University based on his/her license to practice as a registered nurse.

*Total Credits required for RN to BSN program is 120; this includes student's prior RN education minimum credits of 60, Charisma University Core Courses of 42 Credits, and Charisma Institutional 18 credits. General education courses are not required for this program.*



## Bachelor of Science (B.S.) in Health Sciences

Bachelor of Science (BS) in Health Sciences with concentrations (select one):

- Health Professions Health Promotion

The Bachelor of Science (B.S.) in Health Sciences is interdisciplinary in nature and provides flexible options that allow students to prepare for numerous health careers. The major provides the opportunity for students with an interest in the health professions to explore the many opportunities in the field and to develop the knowledge, values and interpersonal skills needed to be successful in today's health and human service settings. Students must have at least an AA/AS/AAS degree (or the equivalent in college-level work) to participate in this program.

There are additional admissions requirements for this degree completion program.

### Course Requirements

#### BS in Health Sciences with Concentration in Health Professions

The "Health Professions" concentration is designed for individuals who are already health care workers and who hold an A.A., A.S., or A.A.S. degree who wish to advance in their current positions or in a related area of health care. After completing the bachelor's degree, students may go on to pursue graduate work in health sciences, if desired.

#### Course Outline

BHS 300 Introduction to Environmental Health (3 Credits)

BHS 301 Biology for the Health Sciences (3 Credits)

BHS 302 Anatomy and Physiology for the Health Sciences (3 Credits)

BHS 303 Introduction to Health Psychology (3 Credits)

BHS 304 Introduction to Health Care Systems (3 Credits)

BHS 305 Introduction to Epidemiology and Biostatistics (3 Credits)

BHS 306 Health Information Management (3 Credits)

BHS 307 Health Communications (3 Credits)

BHS 308 Overview of Clinical Research (3 Credits)

BHS 401 Foundations of Health Promotion (3 Credits)

BHS 402 Cultural Diversity in Healthcare (3 Credits)

BHS 403 Global Issues in Health Services Delivery-Comparative Approach (3 Credits)

BHS 498 Special Topics in Health Sciences (3 Credits)

BHS 499 Capstone Project (3 Credits)

BHF 401 Issues in Health Care for Health Professionals (3 Credits)

BHF 402 Topics: Health and Aging (3 Credits)

BHF 403 Topics: Medical Law and Ethics (3 Credits)

BHF 404 Topics: Disease Process and Infection Control (3 Credits)

BHF 410 Health Professions-Practicum I (3 Credits)

BHF 411 Health Professions-Practicum II (3 Credits)

### **BS in Health Sciences with Concentration in Health Promotion**

The "Health Promotion" concentration is intended to prepare graduates for professional opportunities in health promotion where skills and competencies to exhibit leadership in developing effective health community and public health promotion are desired. The student's course of study will build a solid academic foundation in humanities, math, science, and education. The graduate will be prepared for entry-level employment in a public, private, or governmental health care related fields. After completing the bachelor's degree, students may go on to pursue graduate work in health sciences, if desired.

#### **Course Outline**

BHS 300 Introduction to Environmental Health (3 Credits)  
BHS 301 Biology for the Health Sciences (3 Credits)  
BHS 302 Anatomy and Physiology for the Health Sciences (3 Credits)  
BHS 303 Introduction to Health Psychology (3 Credits)  
BHS 304 Introduction to Health Care Systems (3 Credits)  
BHS 305 Introduction to Epidemiology and Biostatistics (3 Credits)  
BHS 306 Health Information Management (3 Credits)  
BHS 307 Health Communications (3 Credits)  
BHS 308 Overview of Clinical Research (3 Credits)  
BHP 401 Race, Class, and Gender in Health (3 semester hour credits)  
BHP 402 Health Communications (3 semester hour credits)  
BHP 403 Health Education (3 semester hour credits)  
BHP 404 Community Health (3 semester hour credits)  
BHP 405 Sociology in Health Care (3 semester hour credits)  
BHP 406 Nutrition in Health and Disease (3 semester hour credits)  
BHS 401 Foundations of Health Promotion (3 Credits)  
BHS 402 Cultural Diversity in Healthcare (3 Credits)  
BHS 403 Global Issues in Health Services Delivery-Comparative Approach (3 Credits)  
BHS 498 Special Topics in Health Sciences (3 Credits)  
BHS 499 Capstone Project (3 Credits)

***Total Credits required for Bachelor of Science (B.S.) in Health Sciences is 60 semester hour credits beyond the associate degree***

## Graduate Certificate in the Health Sciences

The Graduate Certificate in the Health Sciences (any concentration) is designed to serve two purposes. First, the graduate certificate is designed to help graduates with a bachelor's degree learn additional graduate-level material without committing to a graduate degree program at the present time. The Health Sciences faculty recognizes that personal and workplace reasons may prevent a potential student in this situation from pursuing a master's degree but a desire to "keep-learning" still exists and is commendable.

Second, the graduate certificate is also designed for professionals who already possess a graduate or professional degree and desire to continue their professional development in a structured way that culminates in an academic qualification. The Health Sciences faculty recognizes that professionals in this category desire life-long learning opportunities and professional development options. We commend you for your commitment to the health sciences. Regardless of the purpose for which an individual pursues our program, we remind students that the graduate certificate is designed to be "transferred into" a Charisma University graduate degree program within 5 years of completing the certificate.

### Concentrations (12 Credits)

#### [Epidemiology](#)

MPH 501 Principles of Public Health

MPH 503 Principles of Epidemiology for Public Health

GBH 550 International Public Health

GBH 554 Special Topics in International Public Health (study topic: International Public Health and Applied Epidemiology)

International Public Health and Applied Epidemiology

MPH 501 Principles of Public Health

MPH 503 Principles of Epidemiology for Public Health

GBH 550 International Public Health

GBH 554 Special Topics in International Public Health

#### [Environmental Health and Applied Epidemiology](#)

MPH 501 Principles of Public Health

MPH 503 Principles of Epidemiology for Public Health

ENV 550 Community Environmental Health

ENV 554 Special Topics in Environmental Health (study topic: Application of Environmental Health and Applied Epidemiology)

#### [Public Health Systems and Applied Epidemiology](#)

MPH 501 Principles of Public Health

MPH 503 Principles of Epidemiology for Public Health

PHS 552 Public Health Services Management



EPI 554 Special Topics in Public Health Systems (study topic: Application of Public Health Systems and Applied Epidemiology)

*Total Credits required for Graduate Certificate in the Health Sciences is 12 semester hours*

## Master of Public Health

The purpose of the Master of Public Health degree (with concentration in epidemiology, international public health, environmental health, or public health systems) is to provide a learning experience that global students can readily transfer to the daily practice of public health in their home countries. Learning activities combine academic, professional education, and real-world applications that challenge the adult learner to develop a professional vocabulary and competencies in each graduate-level course. In addition, performance competency (skill-developing and knowledge-developing projects) and affective development (value-challenging experiences) are emphasized rather than relying solely on knowledge-based competency. Projects focus on enhancing the following skills: Internet, primary, and secondary research, software (MS Word, Excel, PowerPoint; SPSS; etc.), creative effective decision-making, human resource management, effective time management, data analysis/synthesis, integrative, conceptual, and communicative skills.

Please note: A limited number of pre-career learners may be accepted into the MPH program. If accepted as a pre-career learner, a 6-semester hour credit internship course is required instead of the 3-semester hour capstone course.

There are additional admissions requirements for this degree completion program.

### Program Learning Outcomes

- To provide a professional foundation in the study and practice of public health at the graduate-level, To promote the study and practice of public health, the prevention of disease, and the enhancement of quality of life through education, scholarship, and service by the adult learner for the benefit of the local, national, and global community,
- To provide meaningful educational programs in public health that develops competent and compassionate global public health professionals capable of delivering high quality health services and leadership to individuals, families and communities while fostering critical thinking, communication, and integrity,
- To help the adult learner apply the knowledge of public health (especially, epidemiology with its impact on international health, environmental health, and public health systems) to practical situations with a professional outlook and competent command of the facts and knowledge base that underpins problem-solving situations in the global public health arena.

### Course Requirements

#### Core Courses

Students must complete all the required foundation courses. Each course values as three (3) credit except where noted.

MPH 501 Principles of Public Health

MPH 502 Principles of Biostatistics for Public Health

MPH 503 Principles of Epidemiology for Public Health

MPH 504 Environmental Health Issues in Public Health Practice  
MPH 505 Behavioral Health Issues in Public Health Practice  
MPH 506 Health Services Administration  
MPH 507 Public Health Program Planning and Evaluation

### Program Requirements

MPH 508 Public Health Internship  
MPH 509 MPH Capstone Individual Project

### Concentration Requirements

Student will be required to concentrate in any of the available four concentrations offered in the MPH. A completion of 12 credits from concentration is required.

+ Required for learners with **less than five years** of experience in public health; learner, then, selects two other courses depending on personal interests and in consultation with Public Health faculty member.

++ Required for learners with **more than five years** of experience in public health; learner, then, selects two other courses depending on personal interests and in consultation with Public Health faculty member.

### **Concentration: Epidemiology**

EPI 550 Epidemiology and Public Health Medicine +  
EPI 551 Infectious Disease Epidemiology and Population Health Protection +  
EPI 552 Epidemiological Research Methods  
EPI 553 Applied Epidemiology and Public Health Surveillance  
EPI 554 Special Topics in Epidemiology  
EPI 650 Epidemiology in Public Health Practice ++  
EPI 651 Statistical Methods in Epidemiology  
EPI 652 Communicable Disease Epidemiology and Control ++  
EPI 653 Epidemiology and the Delivery of Health Services  
EPI 654 Advanced Topics in Epidemiology

### **Concentration: International Public Health and Applied Epidemiology**

GBH 550 International Public Health  
GBH 551 Global Health  
EPI 551 Infectious Disease Epidemiology and Population Health Protection  
GBH 554/654, Special Topics in International Public Health  
EPI 553 Applied Epidemiology and Public Health Surveillance

### **Concentration: Environmental Health and Applied Epidemiology**

ENV 550 Community Environmental Health  
ENV 552 Environmental and Occupational Health Studies

EPI 553 Applied Epidemiology and Public Health Surveillance

ENV 554 Special Topics in Environmental Health

**Concentration: Public Health Systems and Applied Epidemiology**

PHS 550 Information Systems for Public Health Organizations

PHS 552 Public Health Services Management

EPI 553 Applied Epidemiology and Public Health Surveillance

EPI 554 Special Topics in Public Health Systems

*Total Credits required for Master of Public Health is 42 semester hour credits; 45 semester hour credits for learners without part-time paid/volunteer work experience in the health or human service fields*

## Master of Science in Nursing (MSN)

### Concentration in Leadership and Management

The Master of Science in Nursing (MSN) is designed for Registered Nurses who aim to broaden their knowledge and clinical expertise so that they may assume advanced practice, nursing leadership and management roles. At Charisma University, MSN is available for graduates of a Bachelor's degree program in any field and have an active RN license. Charisma University offers the MSN with concentration in Leadership and Management, thereby enabling students to gain skills and competencies in addressing clinical care, including primary care, critical care, community health, and executive nurse leadership. Charisma University developed its MSN program as a response to the need for better preparation for RNs so that they can become nurse experts in advanced practice, management and leadership in nursing practice and/or patient-centered healthcare delivery. Through the MSN program, Charisma University fully expects that students will be able to broaden their perspectives as a result of the requirement to study innovative interdisciplinary approaches for resolving health care issues that may be applied to real-life situations. In turn, they can use this knowledge when they assume leadership and management roles in nursing departments.

There are additional admissions requirements for this degree completion program. Please see the [Admissions Page](#).

### Program Learning Outcomes

- Learn clinical judgment principles for the purpose of improving quality and safety of patient care.
- Synthesize leadership theories and principles to enable the assessment and modification of health care delivery systems, organizational structures as well as health policies.  
Demonstrate ability to integrate scientific evidence and innovations into nursing practice for the purpose of enhancing health outcomes.
- Synthesize advanced nursing knowledge to impact professional practice in different settings and roles.
- Demonstrate personal accountability for professional growth by consistently striving for new knowledge and keeping abreast of issue, trends and innovations relevant to nursing practice.
- Demonstrate skills and abilities in conducting scientific research and interpreting research findings.
- Demonstrate the competencies to render quality and safe service to clients.

### Course Requirements

#### Core Courses (36 Credits)

Students must complete all the required foundation courses. Each course values as three (3) credit except where noted.





MSN 515 Community Health Nursing  
HCA 526 Health Economics  
HCA 532 Teaching Strategies in Health Education  
MSN 541 Nursing Informatics  
MSN 603 Nursing Research  
HCA 611 Clinical Ethics  
MSN 617 Competency Appraisal  
HCA 623 Evidence-Based Practice  
MSN 635 Nursing Leadership and Management  
HCA 630 Digital Medicine

[GRES 690 Master's Thesis](#) (must be taken at the last semester of the program, *valued as 6 credits*).

[Leadership and Management Courses \(6 Credits\)](#) Students must complete two courses from this concentration. Each course values as three (3) credit except where noted.

HCA 671 Change Management in Health Care  
HCA 673 Cultural Diversity Management in Health Care  
HCA 679 Decision Making in Health Care

*Total Credits required for Master of Science in Nursing with concentration in Leadership and Management is 42.*

## Master of Science in Nursing (MSN)

### Entry Level Clinical Track (2-year program)

Charisma University Master of Science in Nursing (MSN) - Entry Level Track is designed for applicants with Baccalaureate in non-nursing fields. This program qualifies foreign graduates to sit for the NCLEX-RN. Charisma University developed its MSN Entry Level Track as a response to the shortage of nurses in the United States and International.

#### Admission Requirements

- Bachelor's degree from accredited college or university with overall GPA of at least 3.0/4.0 scale
- Statistics or equivalent
- Anatomy & Physiology I & II OR Human Anatomy & Human Physiology\*
- Human Growth & Development or Introduction to Psychology
- Introduction to Sociology
- Microbiology\*
- Introductory Chemistry or Biochemistry\*\* (Within the past 5 years is helpful, but not required)
- Essay of at least 250 words which concisely describes:
  - your view of nursing,
  - your passions,
  - how you will impact your community as a student and graduate of Charisma University
- Letters of Recommendation (3, 1 clinical/professional, 1 academic, 1 personal)
- HESI Admission Exam Required for students with less than GPA of 3.0 in science prerequisite courses (waived for students applying for entry in Fall 2020 due to COVID-19)
- Please note, HESI exit examination is part of the graduation requirements from this program.
- Background Check (Not required to be fulfilled as part of admission requirements for students entering in Fall 2020 due to COVID-19; but, must be fulfilled as soon as COVID-19 is over)

#### Order your Background Check & Drug Test

- <https://portal.castlebranch.com/HQ64>

Prior to clinical:

- CPR from American Heart Association
- Immunization/health requirements (HepB, TB test, Flu, Tdap, MMR (records))
- Clinical Preceptor Agreement
- Malpractice Insurance (institution specific)
- Clinical Site Agreement

#### Program Learning Outcomes

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- Learn clinical judgment principles for the purpose of improving quality and safety of patient care.
- Demonstrate ability to integrate scientific evidence and innovations into nursing practice for the purpose of enhancing health outcomes.
- Demonstrate personal accountability for professional growth by consistently striving for new knowledge and keeping abreast of issue, trends and innovations relevant to nursing practice.
- Demonstrate the competencies to render quality and safe service to clients.

## Course Requirements

### Core Courses (36 Credits)

Students must complete all the required foundation courses.

Course	Credits
<a href="#">MSN-C 511 Health Assessment</a>	4
<a href="#">MSN 515 Community Health Nursing</a>	3
<a href="#">MSN 520 Nutrition and Diet Therapy</a>	3
<a href="#">HCA 532 Teaching Strategies in Health Education</a>	3
<a href="#">MSN 521 Pharmacology</a>	3
<a href="#">MSN 603 Nursing Research</a>	3
<a href="#">MSN 617 Competency Appraisal</a>	3
<a href="#">MSN-C 665 Fundamentals of Nursing Practice</a>	5
<a href="#">MPH 502 Principles of Biostatistics for Public Health</a>	3
<a href="#">HCA 611 Clinical Ethics</a>	3
<a href="#">MSN-C 700 Maternal and Child Health I</a>	10
<a href="#">MSN-C 750 Maternal and Child Health II</a>	10
<a href="#">MSN 755 Pathophysiology</a>	3
<a href="#">MSN-C 761 Mental Health Nursing</a>	10
<a href="#">MSN-C 771 Medical Surgical Nursing</a>	10
<a href="#">MSN 635 Nursing Leadership and Management</a>	3
<a href="#">HCA 673 Cultural Diversity Management in Health Care</a>	3
<a href="#">MSN-C 801 Geriatrics Nursing</a>	10



*Total number of credits: 100 Credits*

### *Clinical Hours*

<i>Courses</i>	<i>Clinical Credits</i>	<i>Clinical Contact Hours (1 credit unit=45 hours)</i>
<i>MSN-C 511</i>	<i>1</i>	<i>45</i>
<i>MSN-C 515</i>	<i>2</i>	<i>90</i>
<i>MSN-C 665</i>	<i>2</i>	<i>90</i>
<i>MSN-C 700</i>	<i>4</i>	<i>180</i>
<i>MSN-C 750</i>	<i>4</i>	<i>180</i>
<i>MSN-C 761</i>	<i>4</i>	<i>180</i>
<i>MSN-C 765</i>	<i>6</i>	<i>270</i>
<i>MSN-C 771</i>	<i>5</i>	<i>225</i>
<i>MSN-C 801</i>	<i>6</i>	<i>270</i>
<i>Total</i>	<i>32 Clinical units</i>	<i>1440 hours</i>

*Total Credits required for Master of Science in Nursing with concentration in Leadership and Management is 42.*

## **Doctor of Philosophy (PhD) in Health Sciences (with Specialization in Public Health Applications or Nursing)**

The Doctor of Philosophy (PhD) in Health Sciences Program is an interdisciplinary doctorate in the School of Health Sciences and has two specializations (in either Public Health Applications or Nursing Leadership Applications). The Program is designed to help practicing health sciences professionals in developing countries for leadership roles in research, academic and/or global health science settings. The Program emphasizes the rigorous application of research and scholarship as the basis for identifying and addressing the many issues and questions arising in complex global health science systems. The Program requires a minimum of 63 credits beyond the master's degree.

The Program provides opportunities for independent/directed study and research under the guidance of a faculty advisor. In collaboration with the advisor, a student shall tailor the remainder of the Program to meet individual research goals and career aspirations, including the number of credits devoted to specialization courses and dissertation study topic. In addition, the Program provides several options for meeting course requirements, including independent study, pre-approved registration at other colleges or universities (including online courses), and a 10-day summer residential institute in Turks and Caicos Islands.

### **Eligibility**

The Program is specifically designed for health and health-related professionals with opportunities the application of scientific knowledge or methods in the health sciences and/or related delivery of health and human services for at least three years prior to admission to the doctorate. In addition, applicants must have earned at least a master's degree with an overall GPA of 3.0 or higher from an accredited institution, and, where applicable, be licensed to practice in their field.

### **Program Learning Outcomes**

- Successfully defend dissertation (including publication of findings in an open-access, peer-reviewed journal),
- Functions in a leadership role in the academic and professional health science setting,
- Demonstrate competency in health science coursework,
- Critically review, appraise, and synthesize health sciences literature into an applied health science report,
- Demonstrate competency in oral, written, and electronic modes of communication, using both scholarly and technical formats,
- Work collaboratively with others, and
- Demonstrate competency in applied public health or applied nursing leadership.

## Course Requirements

### Core Courses (19 Credits)

- DHS 810 Key Concepts in Public Health (3 Credits)
- DHS 820 Case Studies-Global Health (3 Credits)
- DHS 830 Managerial Epidemiology (3 Credits)
- DHS 840 Statistical Methods in Health Care Research (3 Credits)
- DHS 850 Computer Applications in the Health Sciences (3 Credits)
- DHS 860 Graduate Report in the Health Sciences/Comprehensive Exam (4 Credits)

### Doctoral Practicum and Seminar (12 Credits)

- DHS 800 Doctoral Practicum: Health Sciences (6 Credits)
- DHS 802 Doctoral Seminar-Summer Residential Institute: Health Sciences (6 Credits)

Specialization (18 Credits) A doctoral student shall select Graduate Certificate courses as the basis of the specialization studies that have not been used elsewhere in the master's degree studies. The Graduate Certificate specialization will be indicated on the doctoral transcript.

Public Health Applications (6 courses selected with approval of Advisor); or  
Nursing Leadership Applications (6 courses selected with approval of Advisor)

### Dissertation Courses (14 Credits)

The following courses in dissertation are all required for graduation Doctor of Philosophy (PhD) in Health Sciences Program. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session.

### Dissertation Guidelines

- DHS 999a Dissertation - Practical Research I (Proposal)
- DHS 999b Dissertation - Practical Research II (Review of Related Literature & Methodology)
- DHS 999c Dissertation - Practical Research III (Data Collection & Analysis)
- DHS 999d Dissertation - Practical Research IV (Dissertation complete and Oral Defense)

***Total Credits required for Doctor of Philosophy (PhD) in Health Sciences is 63. Please refer to the University Catalog University Catalog or website for admissions requirements; transfer credits policy; and tuition fees***

## **Doctor of Philosophy (PhD) in Health Sciences (with specialization in Occupational Health and Safety)**

The degree will prepare candidates for employment in industry and Government working in the field of occupational health and safety. This is an expanding area of interest internationally and candidates are in demand leading practices and research in a variety of industry endeavors such as mining, construction, agriculture, forestry and other high-risk sectors as well as with Government agencies such as advisory bodies and legislators.

The program would be specifically designed for health and/or safety professionals with opportunities for the application of scientific knowledge or methods in the health sciences and/or the delivery of health and human services.

A key concept is that the outcome must contribute uniquely to the body of knowledge and application to reduce occupational injury or disease.

As part of the preparation for the degree, students will undertake research in a particular field of occupational health and safety that is of relevance and interest in advancing practices and knowledge in their country and internationally. At PhD levels, publication is essential in peer reviewed journals and international presentations as part of the course. It is also important in disseminating new advances in the field and raising the profile of the student and Charisma University.

Qualified people are highly sought after in most parts of the world because of their specialized knowledge to prevent injuries and ill-health. Currently these are related to such areas as the need to protect people from Ebola virus in the field, coronavirus protection of health care workers, reducing noise exposure in most industry sectors, prevention of airborne contaminants contributing to disease such as accelerated silicosis, asbestosis and mesothelioma as well as many others.

In many countries as the topic is considered increasingly relevant and graduates are in demand internationally.

The program provides opportunities for independent and directed study and research under the guidance of a faculty advisor.

### **Program Learning Outcomes**

- Meet the increasing Occupational Health and Safety demands for professionals internationally who are knowledgeable in specific aspects of the field and able to impart that knowledge to reduce injuries and disease incidence and costs.
- Contribute expertise to research and enforcing legislative body activities in their respective countries.
- Raise awareness of preventable injuries and disease through knowledge, application and promotion and publications worldwide.
- Successfully defend dissertation including publication of findings in an open-access, peer reviewed journal.

- Function in a leadership role in an academic and professional Occupational Health and Safety setting.
- Demonstrate competency in Occupational Health and Safety.
- Critically review, appraise and synthesize Occupational Health and Safety literature into an applied Occupational Health and Safety report.
- Demonstrate competency in oral, written and electronic modes of communication, using both scholarly and technical formats.
- Be able to work collaboratively with others.
- Be able to demonstrate competency in Occupational Health and Safety leadership.

## Course Requirements

### Core Courses (18 Credits)

DHS 810 Key concepts in Public Health.

DHS 820 Case Studies-Global Health

DHS 830 Managerial Epidemiology.

DHS 840 Statistical Methods in Health Care Research.

DHS 850 Computer Applications in Health Sciences.

One other Core Courses to be decided between the Supervisor and the candidate relevant to the proposed research.

### Doctoral Practicum and Seminar (12 Credits)

DHS 800 Doctorial Practicum: Occupational Health and Safety.

DHS 802: Doctorial Seminar-Summer Residential Institute. Occupational Health and Safety.

### Specialization (18 Credits)

Occupational Health and Safety can encompass many areas of concern by nations and industries ranging from adherence to regulations to nuclear fall-out protection. The student will have a particular interest based on the country or industry specialization that requires innovative research and solutions. Essentially, the work must contribute to the body of science in the field and be original. The area of research and application will be decided by the student and the faculty.

### Dissertation Courses (14 Credits)

The following courses in dissertation are all required for graduation Doctor of Philosophy (PhD) in Health Sciences Program. Dissertation must be taken when all the non-dissertation courses are completed. No more than one dissertation course should be taken per session.



## Dissertation Guidelines

DHS 999a Dissertation - Practical Research I (Proposal)

DHS 999b Dissertation - Practical Research II (Review of Related Literature & Methodology)

DHS 999c Dissertation - Practical Research III (Data Collection & Analysis)

DHS 999d Dissertation - Practical Research IV (Dissertation complete and Oral Defense)

*Total Credits required for Doctor of Philosophy (PhD) in Health Sciences is 62. Please refer to the University Catalog University Catalog or website for admissions requirements; transfer credits policy; and tuition fees*



# School of Health Sciences Course Descriptions

**BHS 303 Introduction to Health Psychology (3 Credits)**

This course is for students pursuing a career in the health sciences. Overview of topics such as learning, sensation and perception, personality, lifespan development, physiological basis of behavior, stress and health, psychological disorders, social psychology, and research methods with emphasis on the health sciences (and its application).

**BHS 306 Health Information Management (3 Credits)**

This course is for students pursuing careers in the health sciences. Introduction of health information systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Introduction to health care delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, etc. Attention is given to the role of information needed for disease prevention and health promotion at the population-level.

**BSN 311 Nutrition and Diet Therapy (3 Credits)**

Nutrition and Diet Therapy will introduce students to the fundamental concepts of nutrition. This will include identification of nutrients, their food sources, amounts needed and used by the body and as well as varying needs for different ages. There will be emphasis on the management of restricted sodium, modified fat and cholesterol. Thorough discussions will also be done on diabetic and calorie-controlled diets.

**HCA 315 Bioethics (3 Credits)**

This course will explain the reasonableness of human choices and actions that usually take place in nursing practice, such as end-of-life decision-making, artificial reproduction, research ethics, cloning, and stem cell research. Other topics to be covered are the nature of the principles of patient decision-making, life-sustaining treatments, reproductive issues as well as arguments for euthanasia and physician-assisted suicide.

**STAT 320 Biostatistics (3 Credits)**

Through this course, the students will learn statistical concepts and analytical methods typically applied to data used in biotechnology and biomedical sciences. This program emphasizes the fundamental concepts of experimental design, statistical inferences as well as quantitative analysis of data.

**BSN 325 Philosophy of the Human Person (3 Credits)**

Philosophy of the Human Person teaches students about the human person as an embodied subjectivity. The main question that guides this course is: what makes man really human? Students will be required reflect upon experiences that are integral to human reality such as freedom, love, death and the absolute.

**HCA 333 Health Care Delivery System (3 Credits)**

Through this course, students will be able to understand the basis for health care informatics. This course also teaches about computer hardware, clinical application of electronic health records, network architecture as well as health care software applications. Discussions will also be provided on relevant regulatory, patient privacy, security, and reimbursement issues.

**BSN 400 Health Assessment (3 Credits)**

This course teaches practical application of holistic health assessment as foundation for nursing intervention and practice. Skills to be taught are interviewing skills, physical examination, health history, cultural variations and laboratory and diagnostic procedures

**BHS 307 Health Communications (3 Credits)**

This course is for students pursuing careers in the health sciences. Study is focused on social interaction in the context of health service delivery. Issues include: provider-client communication; system-client communication; health promotion and planning; communication among professionals; health communication issues in an intercultural setting.

**BSN 425 Nursing Care Management (3 Credits)**

This course teaches the development management skills assumed by professional nurses, including delegation of responsibilities, facilitation of groups, case management, conflict resolution, networking, leadership and collaboration. Discussions will include organizational structure, change management, management of quality and performance, budgeting and resource allocation, workplace diversity and delivery systems.

**BSN 431 Maternal and Child Health (3 Credits)**

This course emphasizes the use of the nursing process to satisfy human responses of childbearing families and children from infancy through adolescence that have actual or potential health problems. This Maternal and Child Health will also explore the nurse's role as care provider and how these roles relate to maternal child nursing. Topics included are communication, critical thinking, pharmacology and client education.

**BSN 433 Quality Improvement in Nursing Care (3 Credits)**

This course orients students with quality improvement at their work places. Quality Improvement in Nursing Care incorporates activities that are designed to help students to put the theory into practice and ascertain that they comprehend principles such as quality improvement tools, clinical decision-making and the quality improvement process in the context of nursing.

**BSN 442 Nursing Care Leadership (3 Credits)**

This course emphasizes leadership and management theories and concepts as they are associated with nursing practice and the delivery of care in different health care settings. Emphasis is on change theory and quality assurance concepts. This course also explores leader and change agent development as well as and consultant and collaborator roles.

**BHS 300 Introduction to Environmental Health (3 Credits)**

This course is for students pursuing careers in the health sciences. The course shows students how the environment impacts health. General ecological principles are explored. Human interaction with the environment is explored.

**BHS 301 Biology for the Health Sciences (3 Credits)**

This course is for students pursuing careers in the health sciences. Review biology as it pertains to the study of the health sciences-health professions, health care administration, health promotion, and public health-and as a science relevant to human health and disease. Develops knowledge of the terms of the concepts central to the mystery of life; microbes and cell structure; body skeletons, muscles, physiological functions; basic ecology and the environment; plants and animals, including humans; etc. Highlights these topics for the study in the health sciences.

**BHS 302 Anatomy and Physiology for the Health Sciences (3 Credits)**

This course is for students pursuing careers in the health sciences. Presents overview of anatomy and physiology in a clear, logical, and understandable way by guiding health science students to an understanding of human structure and function. Provides information on pathophysiology and clinical applications for the health sciences.

**BHS 304 Introduction to Health Care Systems (3 Credits)**

This course is for students pursuing a career in the health sciences. This course is designed for students who seek an understanding of the administration, organization and delivery of health care in international setting. This course studies the organizational structures, types of governance, and management issues of a health care system. Topics to be examined include introduction to health care systems; managing health services organizations and systems; health care environments, administrative responsibilities, and structures; and function and roles of health care and health service professionals.

**BHS 305 Introduction to Epidemiology and Biostatistics (3 Credits)**

This course is for students pursuing careers in the health sciences. It introduces students to basic epidemiological and bio-statistical concepts, epidemiological study design and the common ideas surrounding the use of selected bio-statistical techniques. Students will critically read and comment upon the scientific articles. SPSS will be the statistical software package used in this course. Writing and critical thinking skills are essential.

**BHS 306 Health Information Management (3 Credits)**

This course is for students pursuing careers in the health sciences. Introduction of health information systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Introduction to health care delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, etc. Attention is given to the role of information needed for disease prevention and health promotion at the population-level.

**BHS 308 Overview of Clinical Research (3 Credits)**

This course is for students pursuing careers in the health sciences. This course is an overview of the basic concepts in clinical research. Emphasis is given to clinical research in a global setting.

**BHS 307 Health Communications (3 Credits)**

This course is for students pursuing careers in the health sciences. Study of social interaction in the context of health service delivery is the focus. Issues include provider-client communication; system-client communication; health promotion and planning; communication among professionals; health communication issues in an intercultural setting.

**BHS 401 Foundations of Health Promotion (3 Credits)**

This course is for students pursuing careers in the health sciences. The foundations of health promotion and health planning begin with an understanding the dynamics of health in modern life in a rapidly changing world; modern concepts of health, disease, and longevity; current medical findings relative to emotional health, human sexuality, family planning, disease control, environmental health, and quackery are included. Attention is given to reduction of mortality and morbidity and the actions needed to plan for health promotion at the population-level.

**BHS 402 Cultural Diversity in Healthcare (3 Credits)**

This course is for students pursuing careers in the health sciences. Cultural issues and health care principles, focusing on cultural influences on biological, psychological, sociological, intellectual and spiritual dimensions of individuals receive thorough review. Historical perspective to contemporary cultural health care is given adequate treatment.

**BHS 403 Global Issues in Health Services Delivery-Comparative Approach (3 Credits)**

This course is for students pursuing careers in the health sciences. This course is an overview of the status, trends, and key issues concerning the delivery of health care services. The course will provide a comparative assessment of health service delivery issues mainly by comparing the WHO framework alongside a first, second, and third world nation's health service delivery system, looking for opportunities for the improvement of service delivery.

**BHS 498 Special Topics in Health Sciences (3 Credits)**

Prerequisite(s): permission of instructor and undergraduate program director and completed at least 12 semester hours of credit at the University.

This course is for students pursuing careers in the health sciences. Independent study or research on selected topics in the health sciences will be offered under the direction of a faculty member. The student is responsible for locating an appropriate faculty member who is willing to direct the research of independent study.

**BHS 499 Capstone Project (3 Credits)**

This course is for students pursuing careers in the health sciences. An independent study course is essentially an independent study project that culminates in the presentation of a term paper for academic review.

**BHF 401 Issues in Health Care for Health Professionals (3 Credits)**

This course is for students pursuing careers in the health sciences. This course explores current issues in health care and health care systems. Issues discussed from perspectives of an individual, family member, health care professional, lobby group, health care administrator, or politician. Analysis touches on cultural and global contexts in which health care and health care systems issues occur.

**BHF 402 Topics: Health and Aging (3 Credits)**

This course is for students pursuing careers in the health sciences. Examine biopsychosocial processes and aspects involved with normal aging. Gerontology is, also, explored. Issues related to aging and health of older adults include the following: chronic disease, health promotion, health care systems, death and dying.

**BHF 403 Topics: Medical Law and Ethics (3 Credits)**

This course is for students pursuing careers in the health sciences. This course looks at the legal relationship between allied health care professionals and patients. Emphasis placed on the basic concepts and principles of ethics and law involved in the provision of health care services. Special attention is given to issues of medical law and ethics in a global setting.

**BHF 404 Topics: Disease Process and Infection Control (3 Credits)**

This course is for students pursuing careers in the health sciences. This course covers the general pathophysiology of the disease process and reviews the importance of infection control. Common disease causes, signs, symptoms, treatment, patient teaching, and infection control are presented. Interventions to prevent disease and promote wellness are integrated into clinical case studies.

**BHF 410/411 Health Professions-Practicum I, Practicum II. (each course: 3 Credits)**

Prerequisite(s): permission of instructor and undergraduate program director, and completion of at least 9 semester hours of credit at the University.

This course is for students pursuing careers in the health sciences. The student will participate in a practicum (90- to 100- hours/practicum) in an allied health or human service setting related to her/his current professional area of practice. Practicum I will deal with topics related to the assessment of individual patients and health education. Practicum II will deal with topics related to the discharge of patients and health education. Additionally, an independent study or research on selected topics in the health sciences and related to the practicum will be developed by the student under the direction of a faculty member. The student is responsible for locating an appropriate practicum site with a health care professional who is willing to direct the on-site learning activities.

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**BHP 401 Race, Class, and Gender in Health (3 Credits)**

This course is for students pursuing careers in the health sciences. This course helps the student consider biological, social and societal factors-such as gender, race, economic/social class, etc.- that play a fundamental role in creating disparities in health. The goal is to raise awareness and help the student identify ways to lessen the impact of these factors on both the creation of public health policies and systems that seek to improve health status of a country

and the equitable delivery of health services, especially to those in need. Critical reflection on the formulation of public policy objectives to reduce and ultimately eliminate health disparities will be explored.

**BHP 403 Health Education (3 Credits)**

This course is for students pursuing careers in the health sciences. A study of the historical, educational, social, and political foundations of health education is achieved. Descriptions of the roles and responsibilities of health science professionals are presented.

**BHP 404 Community Health (3 Credits)** This course is for students pursuing careers in the health sciences. This course is designed to present the salient dimensions of community health. The course identifies the fundamental principles of personal health: nutrition, mental health, drugs, exercise, sleep and rest. Additionally, the study and practice of community health also explores the principles of community health sanitation, community services and public health. The course aims to provide a necessary set of building blocks for health science students who may at some point become involved in community health activities during their career.

**BHP 405 Sociology in Health Care (3 Credits)**

This course is for students pursuing careers in the health sciences. This course provides an introductory overview of the social facets of health, disease, illness, and the organization and delivery of health services. The course challenges the notion that health outcomes are the product of "personal choices" alone and investigates the impacts of social and institutional variables on health behavior and population health status.

**BHP 406 Nutrition in Health and Disease (3 Credits)**

This course is for students pursuing careers in the health sciences. A survey of the principles of nutrition in health and disease as it applies to the study of the health sciences is addressed, along with nutrient classes, their functions, sources, deficiency and toxicity symptoms, as well as practical applications of nutritional knowledge in relationship to well-being, physical activity, weight loss and maintenance. Nutritional needs at different stages of life are discussed. Common food/water illnesses are discussed.

**BHS 401 Foundations of Health Promotion (3 Credits)**

This course is for students pursuing careers in the health sciences. The foundations of health promotion and health planning begin with an understanding the dynamics of health in modern life in a rapidly changing world; modern concepts of health, disease, and longevity; current medical



findings relative to emotional health, human sexuality, family planning, disease control, environmental health, and quackery are included. Attention is given to reduction of mortality and morbidity and the actions needed to plan for health promotion at the population-level.

### **BHS 403 Global Issues in Health Services Delivery-Comparative Approach (3 Credits)**

This course is for students pursuing careers in the health sciences. This course is an overview of the status, trends, and key issues concerning the delivery of health care services. The course will provide a comparative assessment of health service delivery issues mainly by comparing the

WHO framework alongside a first, second, and third world nation's health service delivery system, looking for opportunities for the improvement of service delivery.

### **MPH 501 Principles of Public Health (3 Credits)**

This course is designed to provide students with a foundation in public health principles, including introduction to the core areas of public health study and practice-biostatistics, epidemiology, health promotion, health services administration, health program planning and evaluation, and environmental health.

### **MPH 502 Principles of Biostatistics for Public Health (3 Credits)**

This course provides graduate students with an overview to the role of biostatistics in advancing public health activities and improving public health through landmark studies and cases in a wide range of fields, including clinical trials, epidemiology, environmental studies, and healthcare evaluation. Biostatistical and data management concepts will be presented with emphasis on statistical applications in a real-world setting. SPSS is the statistical software package for the course and both the "point-and-click" and command syntax are used. Graduate students should purchase (or have access to) the most recent version of IBM SPSS Graduate Pack for use in the MPH Program.

### **MPH 503 Principles of Epidemiology for Public Health (3 Credits)**

This course provides graduate students with an overview to the role of epidemiological methods and their application to understanding public health and issues of public health importance. Students will be expected to develop their critical thinking skills and apply the concepts presented in class to applied problems, both in and outside the field of health.

### **MPH 504 Environmental Health Issues in Public Health Practice (3 Credits)**

Environmental factors including biological, physical, and chemical factors which affect the health of a community.

### **MPH 505 Behavioral Health Issues in Public Health Practice (3 Credits)**

Students are introduced to the concepts and methods of social and behavioral sciences relevant to the identification and the solution of public health problems.

**MPH 506 Health Services Administration (3 Credits)**

This course is an overview of planning, organization, administration, management, evaluation and policy analysis of public health programs.

**MPH 507 Public Health Program Planning and Evaluation (3 Credits)**

Overview of the foundations in public health program planning and evaluation

This course is designed to familiarize students with key historical underpinnings and principles and practices of community-based participatory research. (Note: Cannot be taken if already earned credit in EPI 650)

**EPI 551 Infectious Disease Epidemiology and Population Health Protection (3 Credits)**

The course helps students to understand epidemiological patterns, etiology and risk factors of infectious diseases as they occur in populations, rather than in individual patients. Familiarity with epidemiological terminology and biostatistics is required. (Note: This course is intended for learners with less than five-years of work experience in health and/or human service fields. Cannot be taken in already earned credit in EPI 652)

**EPI 552 Epidemiological Research Methods (3 Credits)**

This course is designed to cover the important concepts in epidemiology, epidemiologic methods, and their application in epidemiological research. Emphasis on measures and quantitative techniques, proper interpretation and explanation of quantitative measures and results. (Note: This course is intended for learners with less than five-years of work experience in health and/or human service fields.)

**EPI 553 Applied Epidemiology and Public Health Surveillance (3 Credits)**

Introduces the principles, methods, and issues in public health practice-based epidemiology. Covers public health surveillance, outbreak and cluster investigation, community health assessment, and other select topics. (Note: This course is intended for learners with less than five-years of work experience in health and/or human service fields.)

**EPI 554 Special Topics in Epidemiology (3 Credits)**

Independent study of topics in epidemiology determined by the student's needs and interests and in consultation with Public Health faculty member. (Note: This course is intended for learners with less than five-years of work experience in health and/or human service fields.) Cross-listed with (and appropriately modified for) GBH 554, ENV 554, PHS 554.

**EPI 650 Epidemiology in Public Health Practice (3 Credits)**

Provides a comprehensive look at all of its major topics of epidemiology as encountered in public health practice, from study designs and descriptive epidemiology, to quantitative measures and terminology. (Note: This course is intended for learners with at least five-years of work experience in health and/or human service fields.) The assumption is that the learner has already completed a graduate-level/professional-level course in epidemiology.

**EPI 651 Statistical Methods in Epidemiology (3 Credits)**

Intermediate concepts, principles, and methods of statistics applied to public health issues. SPSS is the statistical software package for the course and both the "point-and-click" and command syntax is used. (Note: This course is intended for learners with at least five-years of work experience in health and/or human service fields.) The assumption is that the learner has already completed a graduate-level/professional-level course in applied statistics/biostatistics.

**EPI 652 Communicable Disease Epidemiology and Control (3 Credits)**

Focuses on disease control strategies for selected infectious and communicable diseases. Diseases covered have been selected based on their relative contribution to the burden of disease in developing countries. (Note: This course is intended for learners with at least five-years of work experience in health and/or human service fields.) The assumption is that the learner has already completed a graduate-level/professional-level course in epidemiology.

**EPI 653 Epidemiology and the Delivery of Health Services (3 Credits)**

This course is an introduction to the principles and methods of managerial epidemiology and its application to health care. (Note: This course is intended for learners with at least five-years of work experience in the health and/or human service fields.) The assumption is that the learner has already completed a graduate-level/professional-level course in epidemiology.

**EPI 654 Advanced Topics in Epidemiology (3 Credits)**

This course is an independent study of advanced topics in epidemiology as determined by the student's needs and interests and in consultation with Public Health faculty member. (Note: This course is intended for learners with at least five-years of work experience in health and/or human service fields.) Cross-listed with (and appropriately modified for) BGH 654, ENV 654, PHS 654.

**GBH 550 International Public Health (3 Credits)**

This course is an independent study of advanced topics in public health as determined by the student's needs and interests and in consultation with Public Health faculty member. (Note: This course is intended for learners with at least five-years of work experience in health and/or human service fields.) Cross-listed with (and appropriately modified for) BGH 654, ENV 654, PHS 654

**GBH 551 Global Health (3 Credits)**

This course introduces students to the principles of public health from a global perspective. Emphasis will be placed on the impact of social, economic, political and environmental factors that influence health and access to health care across the globe.

**EPI 551 Infectious Disease Epidemiology and Population Health Protection (3 Credits)**

The course helps students to understand epidemiological patterns, etiology and risk factors of infectious diseases as they occur in populations, rather than in individual patients. Familiarity with epidemiological terminology and biostatistics is required. (Note: This course is intended for

learners with less than five-years of work experience in health and/or human service fields. Cannot be taken in already earned credit in EPI 652)

**EPI 553 Applied Epidemiology and Public Health Surveillance (3 Credits)**

Introduces the principles, methods, and issues in public health practice-based epidemiology. Covers public health surveillance, outbreak and cluster investigation, community health assessment, and other select topics. (Note: This course is intended for learners with less than five-years of work experience in health and/or human service fields.)

**ENV 550 Community Environmental Health (3 Credits)**

This course provides information regarding fundamental topics in environmental and occupational health including air pollution, water pollution, solid and hazardous waste, and environmental health law and ethics with emphasis on the community.

**ENV 552 Environmental and Occupational Health Studies (3 Credits)**

Introduces the principles of environmental health from a public health perspective. This course is designed for students with an interest in the environment, assessment of risk, human health issues, and control strategies to reduce health risks.

**EPI 553 Applied Epidemiology and Public Health Surveillance (3 Credits)**

Introduces the principles, methods, and issues in public health practice-based epidemiology. Covers public health surveillance, outbreak and cluster investigation, community health assessment, and other select topics. (Note: This course is intended for learners with less than five-years of work experience in health and/or human service fields.)

**PHS 550 Information Systems for Public Health Organizations (3 Credits)**

The course is designed to prepare students to analyze and design information systems in health services organizations.

**PHS 552 Public Health Services Management (3 Credits)**

This course is an introduction to the principles and methods for organization and management of government and non-government public health programs.

**EPI 553 Applied Epidemiology and Public Health Surveillance (3 Credits)**

Introduces the principles, methods, and issues in public health practice-based epidemiology. Covers public health surveillance, outbreak and cluster investigation, community health assessment, and other select topics. (Note: This course is intended for learners with less than five-years of work experience in health and/or human service fields.)

**EPI 554 Special Topics in Epidemiology (3 Credits)**

Independent study of topics in epidemiology determined by the student's needs and interests and in consultation with Public Health faculty member. (Note: This course is intended for learners with

less than five-years of work experience in health and/or human service fields.) Cross-listed with (and appropriately modified for) GBH 554, ENV 554, PHS 554.

**MSN 515 Community Health Nursing (3 Credits)**

This program teaches students about the roles and functions of community health nurses using principles, theories and concepts. Topics included are therapeutic communication, group process theory as well as its application to practice. Emphasis is given to nursing processes and nursing roles necessary for the promotion of system stability and maximum functional status of individuals across the lifespan, families, groups, aggregates, and community.

**HCA 526 Health Economics (3 Credits)**

This course thoroughly discusses fundamental theoretical foundations of health production and the organization of health care, demand for health, health care markets and health care financing. Topics that are included are market failures, information as well as health insurance. Analyses will also be undertaken on industrial organization of pharmaceuticals, economic evaluation, health systems and aging.

**HCA 532 Teaching Strategies in Health Education (3 Credits)**

This course focuses on the fundamentals of teaching Health Education in a school setting. Emphasis will be on the 10 elements of health education, including, body systems and how behavior affects disease onset and aging and educating youth on preventative techniques of major diseases and disabilities. Students will also learn about lesson planning, classroom management, course planning, and a developing a coordinated school health program.

**MSN 515 Community Health Nursing (3 Credits)**

This program teaches students about the roles and functions of community health nurses through the use of principles, theories and concepts. Topics included are therapeutic communication, group process theory as well as its application to practice. Emphasis is given to nursing processes and nursing roles necessary for the promotion of system stability and maximum functional status of individuals across the lifespan, families, groups, aggregates, and community.

**HCA 526 Health Economics (3 Credits)**

This course thoroughly discusses fundamental theoretical foundations of health production and the organization of health care, demand for health, health care markets and health care financing. Topics that are included are market failures, information as well as health insurance. Analyses will also be undertaken on industrial organization of pharmaceuticals, economic evaluation, health systems and aging.

**HCA 532 Teaching Strategies in Health Education (3 Credits)**

This course focuses on the fundamentals of teaching Health Education in a school setting. Emphasis will be on the 10 elements of health education, including, body systems and how behavior affects disease onset and aging and educating youth on preventative techniques of major diseases and

disabilities. Students will also learn about lesson planning, classroom management, course planning, and a developing a coordinated school health program.

**MSN 541 Nursing Informatics (3 Credits)**

Through this course, students will understand computer systems and how they are used to support nursing and health care administration. Emphasis is given on computer applications software for Internet research and data analysis and reporting. Students will be provided "hands-on" exposure to word processing, spreadsheet, database management, presentations graphics, and web page authoring.

**MSN 603 Nursing Research (3 Credits)**

Nursing Research discusses the research process and its application to nursing and nursing practice. Discussions will be undertaken on different types of research and research methods, including statistical method. Emphasis will be given on rights and responsibilities toward human subjects.

**HCA 611 Clinical Ethics (3 Credits)**

This course introduces students to the ethical dimensions of clinical nursing and discusses the fundamental language and methodology with which to critically examine these dimensions. Clinical Ethics provides advanced discussions to ethical theory and different approaches to clinical ethical decision-making. Through this course, students will engage with ethical issues, including truth-telling, killing and letting die, informed consent, conscientious objection and physician-assisted suicide.

**MSN 617 Competency Appraisal (3 Credits)**

Competency Appraisal reviews theories, concepts, principles, and processes fundamental to nursing practice. Emphasis will be given to health promotion as well as health maintenance, including the integral nursing care of the clients across the lifespan with mother, child, and family at risk/problems in any setting, using the nursing process as paradigm through the integration of competencies learned.

**HCA 623 Evidence-Based Practice (3 Credits)**

Evidence-based practice refers to the conscientious, explicit, and judicious use of current best evidence to inform decision making on the care of individual clients. Thus, this program teaches different sources of information, as well as the necessary skills to evaluate the quality of available information. This program also seeks to provide students with the foundational skills necessary for the integration of research evidence and critical thinking into practice.

**MSN 635 Nursing Leadership and Management (3 Credits)**

This course discusses leadership and management theory and application so that students are able to develop skills in understanding and implementing change within the health care setting. Topics explored in this course are leadership theory and frameworks, change management theory and paradigms, project management and systems theory, organizational culture, and financial management.

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**HCA 630 Digital Medicine (3 Credits)**

This innovative course is based on the presumption that prevention is always good health advice and attainable through early diagnosis. This course discusses a range of medical technologies used both inside and outside the body for the purpose of prevention.

**HCA 671 Change Management in Health Care (3 Credits)**

Change Management in Health Care explores the strategic change management process in the delivery of health care. This course emphasizes new models of strategy implementation related to change management, behavioral barriers to successful strategic change, important nursing roles in the strategic change process, as well as success factors in strategy implementation related to change. The course also delves on leadership concepts related to health care change management and how leaders can facilitate the successful implementation of strategies of change. Other topics to be discussed are within the context of health care mission, planning, program implementation, resource allocation, and program monitoring evaluation.

**HCA 673 Cultural Diversity Management in Health Care (3 Credits)**

This course is specifically designed for nurses to facilitate recognition of cultural dimensions of problems that emerge in health care contexts between and among patients, families, and staff. This course aims to assist student understanding of human differences, preferences, biases, and stereotypes, as impacted by culture. Different theoretical and experiential frameworks will be discussed, as these are useful in making sensitive assessments, interventions, and analyses regarding cultural diversity issues in health care contexts.

**HCA 679 Decision Making in Health Care (3 Credits)**

This course explores the major elements of health care decision-making. Topics to be discussed are meant to provide basic understanding of the methods used to develop decision rules, decision analyses, patient decision tools as well as strategies. There will also be emphasis on quantitative decision-making models applicable to 'real world' situations that frequently emerge in the health care setting.

**DHS 810 Key Concepts in Public Health (3 Credits)**

The key concepts of public health are examined with emphases on the international/global health implications. The course also addresses important health issues and problems facing the public health system. Case studies and a variety of practice-related exercises serve as a basis for learner participation in real world public health problem-solving simulations. Since computers and the Internet's World Wide Web are now basic tools for public health practitioners, this course also seeks to foster and enhance skills related to the use of technology for accessing and using information and communicating with colleagues.

**DHS 820 Case Studies-Global Health (3 Credits)**

This course examines a collection of global health problems rooted in rapidly changing social structures that transcend national and other administrative boundaries. Students explore case

studies focusing on how a broad biosocial analysis might improve the delivery of services designed to lessen the burden of disease, especially among developing countries. The basis for this course is material assembled by The Bill & Melinda Gates Foundation, Biotechnology Industry Organization (BIO), Global Health Progress (GHP), International AIDS Vaccine Initiative (IAVI), Infectious Disease Research Institute (IDRI), Association of University Technology Managers (AUTM) and World Health Organization's Special Program for Research and Training in Tropical Diseases (TDR), have joined together to prepare a set of multi-sector case studies to identify ways in which key stakeholders are addressing global health concerns. See this link: <http://www.casestudiesforglobalhealth.org/>

### **DHS 830 Managerial Epidemiology (3 Credits)**

Managerial epidemiology is the application of the principles and tools of epidemiology to the decision-making process. It applies analytic techniques to the management of health services through the study and measurement of the health of populations. Topics include population health appraisals, determinants of health and disease, health status measurement, health service use, and design and evaluation of health care interventions. The goal of the course is improved management of health service organization resources, with the expectation of enhancing the health status of the population that the organization serves. The outcomes of the course include a student's enhanced appreciation of the uses of managerial epidemiology in the strategic decision-making in a health science setting, especially in a developing country.

### **DHS 840 Statistical Methods in Health Care Research (3 Credits)**

This course covers topics in statistical analysis at a professional level is designed to assist the future health leader in understanding and interpreting data and in the role of decision maker. The course covers the collection, aggregation, and presentation of data and basic descriptive and inferential statistics. Doctoral students will get hands-on application of spreadsheets and statistical software to the solution of various statistics problems. Statistical software package: WINKS 7 SDA

### **DHS 850 Computer Applications in the Health Sciences (3 Credits)**

An overview to the world of computer basics--hardware, software, file management--and give you the knowledge and skills you need for efficient computer operation. Computer technology is a fundamental element of the modern application of health science knowledge and methods.

### **DHS 860 Comprehensive Exam/Graduate Report in the Health Sciences (4 Credits)**

The purpose of this examination is for the student to demonstrate understanding, synthesis, and application of Core Courses in the doctoral program as presented in the program and applied to a health science topic of the doctoral student's own choosing. The Graduate Report in the Health Sciences will allow the student to showcase knowledge and practice skills that are representative of attributes needed to perform successfully in a health sciences career or to be successful in a doctoral program. Thus, the goal with this course is to help students learn how to develop both advanced academic and professional competencies that will help them secure a job following graduation and transition from being a doctoral student to doctoral candidate ready to undertake the doctoral dissertation. The Graduate Report should be 20 pages in length.



**DHS 800 Practicum: Health Sciences (6 Credits)**

This is a 16-week course which includes a 10-week practicum to be completed at the end of the specialization coursework but before a doctoral student begins the dissertation courses. With approval of faculty, the doctoral student is responsible for arranging an appropriate practicum that will meet both the needs of the program specialization and serve the dissertation topic, as well. A Practicum Report will be developed and submitted as course deliverable at the end of the 16-week course.

**DHS 802 Doctoral Seminar-Summer Residential Institute: Health Sciences (6 Credits)**

This 8-week course includes a 10-day doctoral institute held in Turks and Caicos Islands.



## APPLICATION FORM

### Student Information

First Name			
Last Name			
Gender	M <input type="checkbox"/>	F <input type="checkbox"/>	Date of Birth (DD/MM/YYYY) <input type="text"/>
Place of Birth (Country)	<input type="text"/>	Nationality	<input type="text"/>
Address	<input type="text"/>		
Zip Code	<input type="text"/>	City	<input type="text"/>
		Country	<input type="text"/>
Mobile Number	<input type="text"/>	Other Number	<input type="text"/>
E-mail	<input type="text"/>		

### Program Information

Program Name	<input type="text"/>		
Intended Start Date (MM/YYYY)	<input type="text"/>	<input type="checkbox"/> Online	<input type="checkbox"/> On-campus

### Educational Background

① Degree <input type="text"/>	② Degree <input type="text"/>
Institution <input type="text"/>	Institution <input type="text"/>
Date Received (MM/YYYY) <input type="text"/>	Date Received (MM/YYYY) <input type="text"/>
③ Degree <input type="text"/>	④ Degree <input type="text"/>
Institution <input type="text"/>	Institution <input type="text"/>
Date Received (MM/YYYY) <input type="text"/>	Date Received (MM/YYYY) <input type="text"/>

### Professional Background (for MBA and DBA Applicants)

① Position <input type="text"/>	② Position <input type="text"/>
Company <input type="text"/>	Company <input type="text"/>
Began (MM/YYYY) <input type="text"/>	Began (MM/YYYY) <input type="text"/>
Ended (MM/YYYY) <input type="text"/>	Ended (MM/YYYY) <input type="text"/>
Current job <input type="checkbox"/>	
③ Position <input type="text"/>	④ Position <input type="text"/>
Company <input type="text"/>	Company <input type="text"/>
Began (MM/YYYY) <input type="text"/>	Began (MM/YYYY) <input type="text"/>
Ended (MM/YYYY) <input type="text"/>	Ended (MM/YYYY) <input type="text"/>

**Language Proficiency**

Proof of English Language Proficiency

☐ English Language Test

☐ Studied in English in the past

☐ Worked in English

☐ Native English speaker

**Application Checklist**

☐ Have you filled in both pages of the Application Form?

Have you enclosed the following documents?

☐ Digital copy of all transcripts and diplomas earned to date

☐ Digital copy of proof of Language Proficiency

☐ Digital copy of photo ID

☐ Updated Curriculum Vitae

☐ Other requested documents. If so, please write a description of these documents here:

*If you would like to add any commentd to your application, please add it here:*

Date

Signature

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