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CAPELLA UNIVERSITY

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Undergraduate and Graduate Programs

School of Undergraduate Studies
School of Business and Technology
School of Education
School of Human Services
Harold Abel School of Psychology



CAPELLA UNIVERSITY

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A Message from the President

Welcome to Capella University



Michael J. Offerman, EdD
President, Capella University

Initially, many of our learners choose Capella University because it is an accredited, online university in which a 24/7 class “schedule” allows adults with work and family commitments to attend classes.

But after one course, their reasons for attending Capella University change. Our learners talk about the quality and energy of the learning experience at Capella. What they find in the courserooms is an active and engaging learning community that invites them to include their own knowledge and experience and to profit from the knowledge of others. They tell us that interaction with faculty and professional peers from around the world has increased the breadth and depth of their knowledge and enhanced their critical thinking skills. At Capella, learners discover academic content that relates specifically to their own professions and professional goals, and knowledge that has immediate application to their work.

At Capella University, we provide an array of online services to minimize time spent on the day-to-day details associated with higher education. Our learners have convenient online access to registration, financial aid, and support from academic advisors, as well as Capella University Library services in collaboration with Johns Hopkins University.

We believe that Capella University delivers the quality, convenience, and impact working adults expect from higher education.

Thanks for joining us.

Michael J. Offerman, EdD
President

About Capella University

Mission Statement

The mission of Capella University is to extend access to high quality bachelor's, master's, doctoral, and certificate programs for adults who seek to maximize their personal and professional potential. This mission is fulfilled through innovative programs that are responsive to the needs of adult learners and involve active, engaging, challenging, and relevant learning experiences offered in a variety of delivery modes.

Educational Philosophy

Capella University's educational philosophy focuses on developing scholar-practitioners through learning that incorporates both theoretical knowledge and relevant experience. Learners synthesize scholarship with practical application appropriate to their level—as reflective-practitioners at the baccalaureate level, as practitioner-scholars at the master's level, and as scholar-practitioners at the doctoral level. Capella University faculty are themselves scholar-practitioners or as appropriate, practitioner-scholars. They guide and facilitate learner growth and development through dissemination of knowledge and the formation of learning communities. They promote active learning and they model what it means to be scholar-practitioners and life-long learners. Capella's philosophy also emphasizes collaboration: learners with their peers and learners with faculty. Learners and faculty reflect together on their experiences, build and apply knowledge, participate in communities of learning, and make theoretical and practical contributions in their fields.

University History

In 1992, Stephen Shank, former CEO of Tonka Corporation, provided the vision, leadership, and a portion of the initial funding for the incorporation of a

distance-learning institution. Mr. Shank observed that adults were underserved by traditional universities for several reasons. Most significantly, attending classes is difficult or impossible for working adults due to employment and family obligations, and traditional curriculum often does not correspond with the professional goals of mature adults. He envisioned a barrier-free university that people could attend from remote locations — like their own homes — at their convenience.

In 1993, Dr. Harold Abel, an experienced leader in higher education and a former president of three universities, joined Mr. Shank to serve as founding president and academic leader of Capella. Dr. Abel assembled a premier faculty, built graduate curricula, and guided the university toward academic accreditation. In 1997, during the presidency of Dr. Bruce Francis, Capella achieved accreditation by The Higher Learning Commission and became a member of the North Central Association.

Capella University, initially named The Graduate School of America (TGSA), offered master's and doctoral degree programs in management, education, and human services. Two years after accreditation, TGSA became Capella University and went on to establish the Schools of Business, Education, Human Services, Psychology, and Technology. Today, Capella University offers certificates and bachelor's, master's, and doctoral degrees across five schools.

In 2001, Dr. Michael Offerman, formerly a leader within the University of Wisconsin system, became president of Capella University. During Dr. Offerman's tenure, Capella has made learner success the strategic initiative for the university by emphasizing academic program quality as well as academic advising and learner support services.

A major milestone achieved during his presidency occurred in 2003, when The Higher Learning Commission of the North Central Association granted Capella permission to offer a full four-year bachelor's program.

The undergraduate learning experience has been enhanced by a reorganization of schools in 2004 to form the School of Undergraduate Studies and the School of Business and Technology in addition to the existing Schools of Education, Human Services, and the Harold Abel School of Psychology.

Affirmative Action

Capella University is an affirmative action employer.

Ownership of University

Capella University is wholly owned by Capella Education Company, a Minnesota corporation.

Institutional Accreditations

Capella University is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools (NCA), 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-5204, (312) 263-0456, www.ncahigherlearningcommission.org.

General Overview

Academic Program Options

Capella University offers graduate certificates, the Bachelor of Science (BS), Master of Science (MS), Master of Business Administration (MBA), Doctor of Philosophy (PhD), and Doctor of Psychology (PsyD).

Course Formats

Courses are offered online and in directed study formats. Online courses are typically 12 weeks in length. Designated directed study courses are available only to doctoral learners in the Schools of Business and Technology, Education, and Human Services. Directed study courses, in which learners work one-to-one with a faculty tutor, are offered quarterly. Additional details and requirements related to these course formats can be found in the [Academic and Other University Policies](#) section of this catalog or on iGuide.

Academic Residencies

All doctoral programs, clinically-focused master's programs, and some post-master's certificate programs require learners to attend academic residencies, either colloquia or the year-in-residence, offered in various locations. Academic residencies provide opportunities for learners to become familiar with Capella University's resources, to learn research methodologies, and to prepare for navigating the comprehensive examination and dissertation processes.

It is through these face-to-face encounters that learners further participate in Capella's learning community by networking and discussing course work, projects, and research issues with other learners and faculty. Capella believes that the sense of community developed during residential colloquia will endure throughout the program and become an essential part of a successful learner experience. Additional details regarding [residency](#) content and requirements can be found on iGuide.

Capella's Commitment to Learner Success

Capella University is committed to helping learners succeed. To that end, the university has developed a unique combination of course work and support services intended to facilitate a strong start for learners. New learners can expect the following support:

- **Online Orientation.**
- An outstanding **FirstCourse** that sets the stage for the rest of the learner's program.
- **Learner Success Lab.** Taken in conjunction with FirstCourse, learners receive the information and guidance they need to be successful and connect to the Capella community. Learners assess their skills, including writing, computer, and time management. The results of these self-evaluations help determine the most appropriate path to ensure success. The final outcome of the lab is the approval of a degree completion plan (DCP) in which learners chart their path to the successful completion of their degree.

Capella's academic advisors and faculty strive to provide the environment and support necessary for a successful learning experience.

Learner Services

For day-to-day needs, Capella's learner support services are available online through iGuide, via e-mail, and through toll-free calls within the United States.

- **iGuide** – iGuide allows learners to access Capella's services in one convenient place. Learners can register for classes, apply for financial assistance, view an unofficial transcript, and access a variety of other convenient services including the university Learner Handbook. iGuide can be found at www.capella.edu.
- **Learner Support** – The Learner Support teams exist to help learners

make a successful transition into their program at Capella and to serve as an ongoing source of support throughout their education at Capella. Learner Support teams include academic advisors and learner support associates. Learner Support team members are assigned by degree program and are dedicated to assisting learners in that program's specializations. Advisors communicate with learners on an ongoing basis, providing academic and personal strategies and support, clarifying university procedures, tracking and discussing academic progress, and providing information about any changes that may affect learners. A list of advisors by school and degree program can be found on iGuide under [Advising & Academic Support](#) – Meet the Advisors. For questions or concerns regarding registration, courses, access, financial aid, billing, or technical problems that are not answered on iGuide, learner support associates are available to assist learners at **1-888-CAPELLA (227-3552), option 2**, or by e-mailing Learner Support at learnersupport@capella.edu.

- **Academic Records** – Academic Records maintains the records of learners as they progress through their courses and degree programs at Capella University. Its mission is to provide confidential, accurate academic records. Learners may request official transcripts and view and print their unofficial transcripts any time through the [Records and Transcripts](#) section on iGuide.
- **Alumni Center** – Alumni benefit from networking opportunities, professional employment information and career services, an alumni newsletter, alumni grants, discounted courses, selected use of library resources, and the opportunity for free attendance at education industry trade shows where Capella is exhibiting. Further

General Overview, *continued*

information on the [Alumni Center](#) can be found on iGuide.

- **Bookstore** – Textbooks and software may be purchased through the [bookstore](#), accessible through iGuide.
- **Career Center** – Career Center services are designed to help learners successfully navigate the career planning and development process as they pursue and complete their degrees. While the Career Center does not guarantee employment upon degree completion or provide placement services, it does provide career counseling, job search advising, and career management support to all learners. The Career Center staff interacts with learners via e-mail and telephone to assist with career-related activities such as resume and cover letter development, interview preparation, effective job search implementation, and career advancement efforts. iGuide Career Center resources are helpful to learners in gathering occupational information and trends, accessing job postings, and networking with learners and alumni in their field. For more information about resources and services, visit the [Career Center](#) on iGuide and use the “Ask a Career Counselor” e-mail service to connect with a counselor.
- **Disability Services** – Capella University recognizes and fulfills its obligations under the Americans with Disabilities Act (ADA) of 1990, the Rehabilitation Act of 1973, and similar state laws. Capella University is committed to providing reasonable accommodations to qualified disabled learners in university programs and activities. Learners can get more information by e-mailing Disability Services at disabilityservices@capella.edu.
- **Armed Forces Support Services** – Capella University has a large population of learners who are affiliated with the armed forces. We recognize that these learners often face unique

challenges as they pursue higher education. Capella University provides support services to help our armed forces learners overcome the challenges of deployments, TDY missions, and frequent moves. We also provide a military leave of absence for those learners who experience an interruption in their program due to their military commitments. To learn more about these support services, please e-mail the armed forces liaison at armedforcesliaison@capella.edu.

- **Enrollment Services** – Capella University’s enrollment services team assists prospective learners from the point of initial inquiry through the application, admissions, and enrollment phases. Call **1-888-CAPELLA (227-3552), option 3** for assistance.
- **Faculty Mentor** – Doctoral learners and some master’s learners work with a faculty mentor who assists them in the development and completion of the comprehensive examination and dissertation. The faculty mentor also advises learners on course selection, success strategies, and professional issues. [Mentor biographies](#) can be found on iGuide, Advising and Resources.
- **Financial Aid** – Financial aid counselors help learners explore all options for financing their education. The Capella online financial aid center is the best source of information for federal loans, veteran’s benefits, special aid programs, and employer tuition reimbursement. See the [Finances](#) section on iGuide for more information, call Learner Support at **1-888-CAPELLA (227-3552), option 2**, or e-mail Learner Support at learnersupport@capella.edu.
- **Learner Accounts** – The learner accounts team is responsible for ensuring accurate, timely billing of learner accounts for tuition, employer reimbursement, and financial aid disbursements. For questions about

statements or billing, call Learner Support at **1-888-CAPELLA (227-3552), option 2**, or e-mail Learner Support at learnersupport@capella.edu.

- **Library** – Capella University has collaborated with the Sheridan Library System at Johns Hopkins University to provide a full range of academic library resources and services in an online environment. The [Capella University Library](#) Web site provides access to thousands of full-text articles, citations, abstracts, technical reports, and electronic books (e-books). Learners may also request books, copies of articles, and other resources held by university libraries nation wide. In addition, Capella reference librarians are available to assist learners and faculty with research questions, to help learners use library databases effectively, and to teach learners to successfully navigate the library Web site. The library is accessible through iGuide’s Advising and Resources section. Learners may contact a reference librarian by sending an e-mail to interlibraryloan@capella.edu or by calling 1-888-375-8221. Please see Capella’s [Interlibrary Loan policy](#) in the Academic and Other University Policies section of this catalog or on iGuide.
- **Writing Program** – To help learners improve their written communication skills, Capella offers a variety of writing resources. These include writing courses, online tutoring, and an array of guidelines and references in the [Writing Support](#) section of the Academic Success Center on iGuide. The writing program also offers face-to-face writing instruction at colloquia in writing-focused sessions and one-on-one consultations with writing faculty in the Mobile Writing Center.

Computer Requirements

Please review these requirements carefully; computer hardware, software, and an Internet connection are the primary means of participating in courses and thus are significant contributors to academic success. Capella provides learners with the opportunity to purchase Norton AntiVirus™ software, Microsoft Office, Visio, and Project for the nominal cost of media shipping. These requirements are subject to change. The most current requirements are published on iGuide and are reflected in the Computer Check-up Tool, also available on iGuide.

Internet connection: Capella University's technical support staff strongly recommends a broadband (cable modem or DSL) Internet connection. While not required, subscribing to a broadband connection may be the most important investment learners can make to improve their online learning experience.

All Learners	Minimum	Recommended
Internet Connection	56K modem	Broadband (cable or DSL)
E-mail Capabilities	E-mail client Unique e-mail address (not shared by others in a family or company)	Microsoft® Outlook® or Outlook Express 5+ MB of e-mail storage HTML e-mail capabilities
Hardware	20 GB of hard disk space	30 GB of hard disk space
Software*	Macintosh®: MS Word 98 or higher PC: MS Word 2000 or higher Anti-virus software	Macintosh: MS Office 98 or higher PC: MS Office 2000 or higher Symantec Norton AntiVirus Software
Plug-ins** (free downloads)	Windows Media Player 9® Adobe Acrobat® Reader 7 Flash Player 7 Java 1.4.2	Windows Media Player 10 Adobe Acrobat® Reader 7 Flash Player 7 Java 1.4.2
Peripherals	Video card and monitor display capable of 800x600 pixel resolution Speakers Sound card	Video card and monitor display capable of 1024x768 pixel resolution

* Specific courses or programs may have additional requirements.

* Pop-up blockers will impede the ability to use Capella's online resources.

** Capella University provides Computer Check-up, a learner tool for verifying and correcting browser settings, including plug-ins.

PC+	Minimum	Recommended
Processor	1GHz	2 GHz
Operating System	Windows® 2000/Windows ME	Windows XP
RAM	256 MB	512 MB
Browser ++ (only 1 needed)	Microsoft Internet Explorer 6.0 Netscape 7.0	Microsoft Internet Explorer 6.0 Netscape 7.2
Macintosh+	Minimum	Recommended
Processor	G3 800 MHz	G4 1.25 GHz
Operating System	OS X (10.3)	OS X (10.4)
RAM	256 MB	512 MB
Browser ++ (only 1 needed)	Microsoft Internet Explorer 5.1 (OS 9) and 5.2 (OS X 10.2)	Microsoft Internet Explorer 5.1 (OS 9, OS X10.1) and 5.2 (OS X 10.3)

+ Capella recommends that new learners use/purchase a computer with the recommended standards listed above at the beginning of their program and that learners review these technical standards on a regular basis.

++ While other browsers and platforms may perform adequately, Capella cannot provide technical support for browsers other than those listed above.

Information technology courses also require:

- Windows XP Pro or later.
- Macintosh users will need Virtual PC and Windows XP Pro or later.
- Backup storage device
- 30 GB of free hard disk space
- 512MB or greater of RAM highly recommended

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Microsoft, PowerPoint, Project, Outlook, Visio, and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Symantec Norton AntiVirus software is a registered trademark of Symantec corporation.

Admissions Policies

Admissions Requirements

Capella University was founded with a commitment to extend access to high quality higher education. To achieve this goal, Capella University admits applicants who have received the appropriate qualifying degree or course work from accredited institutions or programs with a qualifying grade point average. In addition, applicants must articulate educational goals appropriate for the program to which they have applied and must meet additional program-specific admission requirements as outlined below.

Capella degree	Minimum cumulative grade point average (on a 4.0 scale)	Minimum level of education completed	Admissions requirements
BS	High school diploma or equivalent	None	Applicants must be at least 24 years of age. This age requirement is waived for active military applicants and applicants with 90 or more quarter credits of prior college/university course work.
Graduate Certificate	2.70 College/University	Bachelor's degree from a college/university accredited by a U.S. Department of Education-recognized accrediting agency, OR an internationally recognized institution.	
MS	* 2.70 College/University	Bachelor's degree from a college/university accredited by a U.S. Department of Education-recognized accrediting agency, OR an internationally recognized institution.	Applicants to the School of Education MS specialization in leadership in educational administration must have three years of licensed teaching experience.
MBA	2.70 College/University	Bachelor's degree from a college/university accredited by a U.S. Department of Education-recognized accrediting agency, OR an internationally recognized institution.	Admission to the accounting specialization requires a fundamental understanding of accounting principles. Applicants must meet one or more of the following requirements: 1. Have completed at least eight quarter hour credits of upper-level undergraduate accounting course work with a grade of "B" or better; 2. Have earned an undergraduate degree in accounting from a regionally accredited or internationally recognized institution. 3. Have completed at least four quarter hour credits of graduate accounting course work with a grade of "B" or better. 4. Have passed the CPA or CMA examination.
Post-master's Certificate	3.00 College/University	Master's degree from a college/university accredited by a U.S. Department of Education-recognized accrediting agency, OR an internationally recognized institution.	Applicants to the School of Education post-master's specialist certificate in leadership in educational administration must have three years of licensed teaching experience. Applicants to the Harold Abel School of Psychology specialist certificate in school psychology must have a master's degree in school psychology from Capella University.
PhD	3.00 College/University	Master's degree from a college/university accredited by a U.S. Department of Education-recognized accrediting agency, OR an internationally recognized institution.	Applicants to the School of Education PhD specialization in leadership in educational administration must have three years of licensed teaching experience.
PsyD	3.00 College/University	Master's degree from a college/university accredited by a U.S. Department of Education-recognized accrediting agency, OR an internationally recognized institution.	Applicants to the Harold Abel School of Psychology PsyD clinical and counseling specializations must have a master's degree in psychology OR a master's degree in a related field with a bachelor's degree in psychology and have a minimum of three years of paid or volunteer work experience in a mental health-related setting.

Exceptions to the requirements for graduate programs may be granted by the manager of admissions, upon the recommendation of a school dean.
No exceptions to the requirements for undergraduate degree programs will be made.

* Applicants to the School of Human Services MS specializations (except mental health counseling and marital, couple and family counseling/therapy specializations) and to the Harold Abel School of Psychology specializations (except the school psychology specialization) must have a minimum cumulative GPA of 2.30 from the bachelor's degree granting institution.

Admissions Components

Applicants to Capella University use the online application tool, [eAdmissions](#). Through eAdmissions, applicants pay the application fee(s) and provide demographic information, professional history, academic history, and a goal statement. Additional materials are required as outlined below.

School	eAdmissions Application Components	Acknowledgement Agreement	Official Transcript from Previous Institution	Letters of Recommendation	Understanding of Curriculum Form	Pre-assessment Form	Teaching Experience Form	Teacher Licensure Form	Accounting Experience Form	Faculty Interview	International Applicants: Proof of English Equivalency
Undergraduate Studies	✓	✓	✓								✓
Business and Technology	✓	✓	✓						MBA with an accounting specialization		✓
Education	✓	✓	✓		✓	PhD and Post-master's certificates; Leadership in Educational Administration specialization	Leadership in Educational Administration specialization	Advanced Classroom Instruction; Curriculum and Instruction; Reading and Literacy specializations			✓
Human Services	✓	✓	✓		✓						✓
Psychology	✓	✓	✓		✓	PsyD Clinical Psychology and Counseling Psychology; MS in School Psychology specializations			PsyD Clinical Psychology and Counseling Psychology; MS in School Psychology specializations		✓

Admissions Decisions

Offer of Admission

Once all materials have been received, a final application decision is made and applicants are offered full admission, conditional admission, or are denied admission. Applicants receive notification via e-mail for all conditional admission decisions and via mail for full and denied admission decisions.

Full Admission

The applicant is offered admission to the school. All admission requirements have been met at time of decision. This offer of admission is valid for 90 days. Failure to start the program within that period may result in rescinding the offer of admission.

Conditional Admission

Applicants who have not submitted all required admission materials may be granted conditional admission and

matriculate into their program. In order for conditional admission to be granted, however, there must be some evidence that the academic requirements have been met. For example, conditional admission may be granted on the strength of a learner's copy of a transcript or a letter from an institutional registrar indicating that a degree has been earned. Learners admitted in this category have 60 days from their program start date to submit all required documentation and are allowed to register for their second quarter only upon completion of their application. Failure to complete the application will result in the learner being disenrolled from the university.

Denial of Admission

The Admissions Committee has the authority to recommend to a school's dean that an applicant be denied admission to the school. In the event of

denial of admission, the applicant has the right to appeal this decision to the dean or school designee.

International Applicants

International applicants must have attended an internationally recognized institution. Applicants for whom English is not a first language must provide evidence of English proficiency. To demonstrate English proficiency, applicants are required to submit a Test of English as a Foreign Language (TOEFL) score. A TOEFL score of 550 or higher on the written exam, a score of 213 on the computerized exam, with a score of 4.0 or higher on the Test of Written English (TWE), or a score of 79 or higher for those completing the Internet-based testing is required for admission.

International applicants residing outside the United States, Canada,

Admissions Policies, *continued*

Guam, Puerto Rico, or the Virgin Islands are not eligible for acceptance into programs requiring supervised clinical internships or practica within the Schools of Human Services and Psychology.

Readiness Assessment

Undergraduate Learners

Undergraduate learners entering the university with 23 or more quarter credits of successfully completed prior college/university course work and a cumulative college/university GPA of 2.0 or higher (on a 4.0 scale) are assumed to possess the writing and mathematical competency necessary to succeed in a Capella bachelor's degree program. Undergraduate learners not meeting the above criteria are required to demonstrate basic writing and mathematical competency through one of the following:

Writing competency

1. Submit official college or university transcripts prior to matriculation documenting the successful completion of an approved college-level writing course with an earned grade of "C" or better.
2. Submit a CLEP test score report prior to matriculation, documenting a passing score of 50 on the CLEP English composition examination.
3. Successfully complete a one-credit writing lab at Capella during the first quarter of enrollment.

Mathematics competency

1. Submit official college or university transcripts prior to matriculation documenting the successful completion of an approved college level mathematics course with an earned grade of "C" or better.
2. Submit a CLEP test score report prior to matriculation, documenting a passing score of 50 on the CLEP mathematics examination.
3. Successfully complete a one-credit mathematics lab at Capella during the first quarter of enrollment.

Learners entering the university without 23 or more quarter credits of successfully completed prior college/university course work and a cumulative college/university GPA of 2.0 or higher (on a 4.0 scale) will not be allowed to register for courses after the first quarter until he or she successfully demonstrates both basic writing and basic mathematical competency through one of the means outlined above.

As a secondary means of ensuring that undergraduate learners are prepared to undertake their field of study, Capella requires that all undergraduate learners initiate their study in FirstCourse. Capella's goal within FirstCourse is to identify areas of support that learners may require to best ensure their success in its programs, and to ensure that learners are prepared to continue their studies. Learners who do not successfully complete FirstCourse (earning a grade of "F") are not allowed to continue in their academic program and will be disenrolled from the university. Such learners are ineligible to re-enroll in any program at the university for one calendar year.

Graduate Learners

Capella requires that all graduate learners initiate their study in FirstCourse. Capella's goal within the graduate FirstCourse is to identify areas of support that learners may require to best ensure their success in its programs and to ensure that learners are prepared to continue their studies. Learners who do not successfully complete FirstCourse (earning a grade of "F") are not allowed to continue in their academic program and will be disenrolled from the university. Such learners are ineligible to re-enroll in any program at the university for one calendar year.

Please see iGuide for the [policy statement and full procedures](#).

Equal Opportunity and Nondiscrimination

Capella University prohibits and will not tolerate discriminatory practices and pledges to seek out and minimize all forms of discrimination in all of its activities and programs. The university supports federal and state legislation that prohibits discrimination against any person based on race, color, creed, religion, sex, national origin, age, marital status, disability, sexual orientation, or status with regard to public assistance. Harassment is a type of discrimination and is, therefore, prohibited.

Further, it is the university's policy to assure equal opportunity to all persons with disabilities, disabled veterans, and veterans of the Vietnam era. The university complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Credit for Prior Learning

Capella University recognizes the fact that significant and meaningful learning occurs throughout a learner's life and in a variety of contexts. The university awards credit for learning that has been achieved outside of the university classroom through the following processes: nationally recognized examination programs; American Council on Education (ACE) recommended credits for military training, corporate training, and business related certifications; and petition for credit.

The total number of credits awarded toward a Capella master's degree through transfer and petition cannot exceed 20 credits. The total number of credits awarded toward a Capella MBA degree through transfer and petition cannot exceed 15 credits.

The total number of credits awarded toward a Capella bachelor's degree through the transfer process, national examinations, ACE recommended credits, and petition for credit cannot exceed 75% of the total degree credit requirements. At least 25% of the total degree credit requirements must be earned through the completion of upper-division Capella courses. For more details, please see [Credit for Prior Learning](#) under the Academic and Other University Policies section.

Transfer of Credit

Credit Earned at Other Institutions

All transcripts received from regionally accredited or internationally recognized institutions will be reviewed as part of the admissions process. Capella will review and may accept the transfer of credit from some non-regionally accredited institutions or programs with alternate national, professional, or specialized accreditation recognized by the U.S. Secretary of Education, the Council for Higher Education Accreditation (CHEA), or by the Council on Postsecondary Accreditation (COPA)/Commission on Recognition of Postsecondary Accreditation (CORPA).

Transfer credit from a non-regionally accredited institution or program will be reviewed on an individual basis.

To be considered for transfer credit, course work must be from an institution or program that received accreditation prior to the student's separation from the institution. Transfer credit will be considered if an institution or program had provisional accreditation at the time that the learner separated from the institution.

Capella schools reserve the right to limit the number of courses transferred toward specific degree requirements.

International transfer credits will be reviewed by a third party evaluator for a

review of their equivalency to U.S. courses or degrees. Both an official transcript (or equivalent) and a diploma, if a degree has been awarded, must be submitted for the evaluation to be conducted.

Maximum Transfer Credit

The following information provides guidance on the maximum number of credits that can be transferred into a degree program at Capella University.

Undergraduate Credit

Applicants with previous undergraduate course work from institutions meeting Capella's qualifications for transfer credit as defined above may only be awarded transfer credit for course work completed with a grade of "C" (or equivalent) or better.

Learners must complete a minimum of 50% of their upper-division courses at Capella University.

Only three quarter credit hours of physical education will be accepted for transfer credit.

Graduate Credit

Schools of Business and Technology, Education, and Human Services

Applicants with previous graduate course work from institutions meeting Capella's qualifications for transfer credit as defined above may transfer up to a maximum of 12 quarter credits toward a master's degree or MBA and up to a maximum of 48 quarter credits toward a PhD. Only course work completed with a grade of "B" (or equivalent) or better will be evaluated for transfer credit.

School of Education applicants to the leadership in educational administration post-master's certificate program with previous post-master's course work from institutions meeting Capella's qualifications for transfer credit as defined above may transfer up to 12 quarter credits toward the post-master's

certificate. Only course work completed with a grade of "B" (or equivalent) or better will be evaluated for transfer credit.

Harold Abel School of Psychology

Applicants to the Harold Abel School of Psychology with previous graduate course work from institutions meeting Capella's qualifications for transfer credit as defined above may transfer a maximum of 15 quarter credits toward a master's or PsyD, and up to a maximum of 50 quarter credits toward a PhD. Only course work completed with a grade of "B" (or equivalent) or better will be evaluated for transfer credit.

Transfer credit articulation or alliance agreements approved by the university president may provide exceptions to these maximum transfer credit guidelines.

Appeal of Transfer Credit Evaluation

Learners have the right to appeal their transfer credit evaluation to the manager of the Office of Admissions. If not resolved, the incident will be forwarded to the Office of the Registrar for consideration. All decisions rendered by the registrar are final.

Transfer Credit Exceptions

Developmental, vocational, or remedial course work will not be accepted for transfer credit.

Credits from prior learning assessment issued by other universities such as petition for credit courses, portfolio assessments, or credit by exam will not be accepted for transfer credit.

Courses taken at other institutions will not be accepted for transfer credit to Capella certificate programs, except for the School of Education's leadership in educational administration post-master's certificate program.

In order to maintain currency and quality in Capella's academic programs, courses that were completed prior to ten years from the date of application will

Admissions Policies, *continued*

not be accepted for transfer credit to the Harold Abel School of Psychology.

Application of Capella Credits

Learners may apply previously earned Capella course credits toward a new Capella certificate, specialization, or degree. During the admission process, course credits previously earned at Capella will be evaluated for applicability to a new certificate, specialization, or degree.

Applying credits earned at Capella as a non-degree learner: Learners may apply course credits from no more than three Capella courses taken as a non-degree learner to a certificate or degree.

Applying credits earned at Capella as a certificate learner: Course credits earned toward a Capella certificate may be applied to a subsequent degree, provided that the courses fulfill requirements for the degree. However, learners who have completed a certificate may not apply course credits earned toward that certificate to a second certificate, even if they meet requirements for the second certificate.

Applying credits earned at Capella as a bachelor's learner: Bachelor's degree learners changing their specialization may apply previously earned Capella undergraduate course credits to their new undergraduate specialization provided that the courses fulfill specific requirements for the new specialization. However, learners who have completed a Capella bachelor's degree may not apply any of the course credits earned toward that degree to a second bachelor's degree, even if they meet requirements for the second bachelor's degree.

Applying credits earned at Capella as a master's learner: Master's degree learners changing their specialization may apply previously earned Capella graduate course credits to their new specialization provided that the courses fulfill specific

requirements for the new specialization. However, learners who have completed a Capella master's degree may not apply any of the course credits earned toward that degree toward a second master's degree, even if they meet requirements for the second master's degree. Course credits earned toward a Capella master's degree may be applied to a subsequent doctoral degree provided that the courses fulfill specific requirements for the doctoral degree.

Applying credits earned at Capella as a doctoral learner: Doctoral degree learners changing their specialization or degree may apply previously earned Capella graduate course credits to their new specialization or degree, provided that the courses fulfill specific requirements for the new specialization or degree. However, learners who have completed a Capella doctoral degree may not apply any of the course credits earned toward that degree to a second doctoral degree or specialization, even if they meet requirements for the second doctoral degree or specialization.

Truth in Information

If unexplained discrepancies appear between statements or documents provided to Capella University as a part of admissions materials and information otherwise obtained, applicants may be rejected for admission, admission may be revoked, or learners may be disenrolled.

Academic and Other University Policies

Academic Calendar

ACADEMIC DEADLINES	WINTER QUARTER 2006			SPRING QUARTER 2006		
	January	February	March	April	May	June
Course Registration Starts	10/6/05	10/6/05	10/6/05	1/6/06	1/6/06	1/6/06
Quarterly and Monthly Start Courses Begin	1/3/06	2/6/06	3/6/06	4/3/06	5/1/06	6/5/06
Quarterly and Monthly Start Registration Ends	1/5/06	2/8/06	3/8/06	4/5/06	5/3/06	6/7/06
Last Day to Drop Course Without "W"	1/14/06	2/17/06	3/17/06	4/14/06	5/12/06	6/16/06
Midquarter Courses Begin		2/13/06			5/15/06	
Midquarter Course Registration Ends		2/15/06			5/17/06	
Last Day to Drop Midquarter Course Without "W"		2/24/06			5/26/06	
Last Date to Drop a Course	60th calendar day for 12-week courses 30th calendar day for 6-week courses 15th calendar day for 3-week courses					
End of Quarter	3/24/06	4/28/06	5/26/06	6/23/06	7/21/06	8/25/06

FINANCIAL DEADLINES

Last Day to Drop Quarter and Monthly Start Courses with 100% Refund	1/7/06	2/10/06	3/10/06	4/7/06	5/5/06	6/9/06
Last Day to Drop Quarter and Monthly Start Courses with 75% Refund	1/14/06	2/17/06	3/17/06	4/14/06	5/12/06	6/16/06
Last Day to Drop Midquarter Course with 100% Refund		2/17/06			5/19/06	
Last Day to Drop Midquarter Course with 75% Refund		2/24/06			5/26/06	

2006 Holiday Schedule

Capella will observe the following holiday schedule in 2006. The office switchboard will be closed on the following dates:

- New Year's Day — observed Monday, January 2, 2006
- Martin Luther King Day — Monday, January 16, 2006
- Memorial Day — Monday, May 29, 2006
- Independence Day — Tuesday, July 4, 2006
- Labor Day — Monday, September 4, 2006
- Thanksgiving Day — Thursday, November 23, 2006
- Day after Thanksgiving — Friday, November 24, 2006
- Christmas Eve — observed Friday, December 22, 2006
- Christmas Day — Monday, December 25, 2006

Academic and Other University Policies, *continued*

Academic Freedom

Capella University is committed to freedom of expression and inquiry, and strives to promote an atmosphere in which rigorous academic dialogue is maintained, while respect for collegiality, civility, and diversity is embraced.

Academic Honesty

Learners are expected to be the sole authors of their work. Use of another's ideas must be accompanied by specific citation and reference. In addition, learners may not submit the same work for credit in more than one course. The disciplinary consequences of plagiarism and other forms of academic dishonesty include one or more of the following: non-acceptance of work submitted, a failing grade in the course, written reprimands or other disciplinary action, and possible dismissal. Similarly, due to the ease of accessing information via the Internet and the integration of learning concepts with practical application, Capella University extends the concept of academic integrity to include issues of copyright and trademark violation as well as misuse or misappropriation of company-owned and protected materials.

A computer program, marketing plan, PowerPoint® presentation, course postings, or other similar forms of work products written to satisfy a course requirement are, like a paper, expected to be the original work of the learner submitting it. Copying documentation from another learner or from any other source without proper citation is a form of academic dishonesty, as is deriving a final work product substantially from the work of another. Learners must assume that collaboration in the completion of written assignments is prohibited unless explicitly permitted by the instructor. Learners must acknowledge any collaboration and its extent in all submitted course work. Learners are subject to disciplinary action if they submit as their own work a paper

purchased from a term paper company or downloaded from the Internet.

The Publication Manual of the American Psychological Association (APA) is helpful in assessing what must be referenced and how work must be cited. In order to avoid any instances that may be construed as plagiarism, learners should consult this guide to identify the proper citation format. Procedures and additional information regarding [academic honesty](#) can be found on iGuide.

Capella University reserves the right to engage a third party agent to investigate and evaluate all materials submitted in fulfillment of course requirements.

Academic or Education Records (Privacy and Record Retention)

Capella University grants learners full rights as provided by the Family Educational Rights and Privacy Act of 1974 (FERPA). [FERPA](#) protects learners' privacy and provides learners with the right to inspect and review their education records. Disclosure of rights provided by FERPA at Capella University can also be found on iGuide. Questions regarding FERPA should be addressed to the registrar.

Definition of an Education Record

An education record is defined as a record, electronic or hard copy, that is directly related to a learner and is maintained by Capella University or a party acting for the university.

At Capella University, education records include the following:

- a) Documents collected or created during the application process including but not limited to the university application, professional history, and transcripts.
- b) Documents collected or created during the course of an academic program including but not limited to transcripts, test scores, grades, university advising records, or

financial aid education services provided to the learner.

- c) Official correspondence to or from a learner pertaining to his or her academic progress, advising, financial status, learning disability records, physical disability records, academic dishonesty records, and disciplinary and learner conduct records.

Education records do not include the following:

- a) Records relating to a learner that are
 - (1) created or maintained by a physician, psychiatrist, psychologist, or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
 - (2) used solely in connection with providing treatment to learners; and
 - (3) not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the learner's choice. "Treatment" in this context does not include remedial educational activities or activities that are part of the program of instruction at the institution.
- b) Institutional records that contain only information related to a learner after he or she is no longer a learner at the institution, (e.g., information gathered on the accomplishments of alumni).
- c) Records relating to individuals who are employed by the institution that are made and maintained in the normal course of business, that are related exclusively to individuals in their capacity as employees, and that are not used for any other purpose.
- d) Records and notes of instructional, supervisory, administrative, and certain educational personnel that are the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who performs the duties of

the individual who makes the records and/or notes on a temporary basis.

Right to Inspect and Review

Learners have the right to inspect and review their education records within 45 days of the day the university receives a request for review. Learners should submit written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the learners how the records may be inspected. If learners have an overdue financial obligation to the university or are subject to disciplinary action, they may inspect and review their education records, but not receive a copy of any records or direct that a copy of their transcript be sent to another person.

The university is not required to permit inspection and review of the following records:

- a) Those portions of a record that contain information regarding other learners;
- b) Financial information submitted by a learner's parents;
- c) Confidential letters and recommendations for which learners have waived their right of access.

Right to Request Amendment

Learners have the right to request the amendment of their education records where they believe information is inaccurate or misleading. Learners seeking amendment of an education record should write the registrar, clearly identifying the part of the record they want amended, and specifying why it is inaccurate or misleading. If the university decides not to amend the record as requested by learners, the university will notify the learners of the decision and advise the learners of their right to a hearing regarding the request for amendment. Learners whose request for amendment is denied following a hearing have the right to place in their education record a statement setting

forth the reason for disagreeing with the decision. Additional information regarding the hearing procedures will be provided to learners when notification is provided of the decision to deny the request for an amendment of the learner's education records.

Disclosure of Personally Identifiable Information

The university shall obtain the learner's written consent before disclosing personally identifiable information from a learner's education records except for:

- a) Disclosure to school officials with legitimate educational interests;
- b) Directory information.

School officials are persons employed by the university in administrative, supervisory, academic or research, or support staff positions, academic advisors, mentors, tutors, persons or companies with whom the university has contracted, persons serving on the board of directors, learners serving on an official committee (such as a disciplinary or grievance committee), or persons assisting other school officials in performing their tasks. School officials have a legitimate educational interest when they need to review education records in order to fulfill their professional responsibility. Upon request, the university discloses education records without consent to officials of other schools in which learners seek or intend to enroll.

Information contained in a learner's education record that generally would not be considered harmful or an invasion of privacy if disclosed to outside organizations is considered directory information. Directory information may be released without learner consent upon request by any individual or agency. Capella University defines directory information as the following:

- Learner name.
- State or country of residence.
- E-mail address.

- Major field of study (specialization or concentration).
- Degree program (BS, MS, MBA, Certificate, PhD, PsyD).
- Certificates or degrees received, and dates conferred.
- Dates of attendance.
- School affiliation.
- Class level (freshman, sophomore, junior, senior, graduate, or year in program).
- Enrollment status (full-time or part-time).

FERPA provides learners the right to withhold disclosure of their directory information. Learners are encouraged to consider carefully the ramifications of withholding directory information. Without subsequent written consent from the learner, withholding the disclosure of directory information will prohibit the university from publishing the learner's name in commencement programs, completing employer verifications, and complying with other common requests for directory information.

Learners wishing to restrict the disclosure of their directory information must complete and submit the [Directory Information Disclosure](#) form on Learner iGuide. Capella University annually advises learners of this option, and its repercussions, as part of its annual FERPA notification.

External Requests

The university maintains a record of external requests for learners' education records, except for directory information, and of the disposition of the requests. The university may disclose education records to authorized agencies and appropriate institutions as specified in the [FERPA policy](#) found on iGuide.

Retention of Education Records

Education records may not be destroyed or otherwise disposed of without authorization from the university's approved records retention schedule under the supervision of the registrar.

Academic and Other University Policies, *continued*

The retention schedule provides authorized retention periods for the records they describe and grants authorization to dispose of education records upon the expiration of the applicable retention period.

For the purposes of records retention, information about prospective learners, matriculated learners, withdrawn learners, withdrawn prospective learners, and denied applicants will be considered education records and will be handled accordingly.

Complaints Regarding FERPA

Learners have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Capella University to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974.

The name and address of the office that administers the Family Educational Rights and Privacy Act is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-4605

Official Transcripts

Learners may request official transcripts on iGuide or by calling Learner Support at 1-888-CAPELLA (227-3552), **option 2**.

Change of Program

Change of Degree Program

Learners may apply to change their degree program at Capella University at any point in their program studies. A degree program change relates to any change in degree or school (internal transfer within Capella). Learners may not pursue more than one Capella degree program concurrently. The change, if accepted, becomes effective at the start of the next academic quarter. Learners will remain enrolled in any current courses unless they initiate a course drop process. That process is governed by the [Course Drop policy](#).

For all degree program changes, learners must apply for admission to the new school or program. The application fee is waived for degree program change applications. Learners who are approved for admission to a new school and/or program must meet the program requirements in effect at the time they are admitted to the new program and/or school.

Learners will receive new course and credit evaluations (CCE), advisor and/or mentor assignments, and will need to document new degree completion plans (DCP). Additionally, learners are expected to take the appropriate FirstCourse affiliated with the new school and program. The accompanying Learner Success Lab may be waived if a learner has successfully completed a Capella Learner Success Lab during his or her previous program.

Change of Specialization

Learners may apply to change their field of study at Capella at any point in their program studies. A field of study change relates to any change in specialization within a program. Learners may not pursue more than one specialization concurrently. The change, if accepted, becomes effective at the start of the next academic quarter. Learners will remain enrolled in any current courses unless they initiate a course drop process. That process is governed by the [Course Drop policy](#).

Learners who are approved for a change in specialization must meet the program requirements in effect at the time they are admitted to the new specialization.

A change in specialization will warrant a new course and credit evaluation (CCE) and may necessitate a reassignment of mentor and/or advisor. Learners will need to update their degree completion plan (DCP) based on degree completion requirements for the new specialization.

Exceptions to this policy may be granted in extenuating circumstances, upon the recommendation of a school dean.

Change of Certificate Program

Learners may apply to change their certificate program at any point in their program studies. A learner may change to a certificate program within the current school or in a different school. This change, if approved, becomes effective for the learner at the start of the next academic quarter. Learners will remain enrolled in any current courses unless they initiate a course drop process. That process is governed by the [Course Drop policy](#).

For all certificate program changes, learners must apply for admission to the new program. The application fee is waived for certificate program change applications. Learners who are approved for admission to a certificate program must meet the program requirements in effect at the time they are admitted to the new certificate program.

Learners applying to the School of Education leadership in educational administration post-master's certificate program will receive new course and credit evaluations (CCE). All other certificate program change applicants will not receive a new CCE.

All learners changing their certificate program will receive new advisor assignments and will need to document new degree completion plans (DCP).

Consensual Relationships

Capella University seeks to maintain a professional educational environment. Actions of faculty members, staff, and academic administrators that are unprofessional or appear to be unprofessional are inconsistent with the university's educational mission. It is essential that those in a position of authority or power not abuse, or appear to abuse, the authority or power with which they are entrusted.

Faculty, staff, and administrators shall not engage in consensual relationships with learners whenever an individual has a professional “position of authority” or “power differential” with respect to learners in such matters as teaching a course, facilitating a residential colloquium, or in otherwise evaluating, supervising, mentoring, or advising learners as part of academic activities.

A violation of this policy will result in disciplinary action. Should a consensual relationship develop, or appear likely to develop, while the faculty member, staff person, or administrator is in a position of authority, the individual shall terminate the position of authority and disclose the matter to his or her supervisor.

Learners who feel that they are being invited or expected to participate in a relationship in violation of this policy should immediately report that matter to the dean of their school. All reports will be promptly investigated and appropriate action will be taken. No learners making a good faith report will be subject to retaliation. Additional information regarding the policy on [consensual relationships](#) can be found on iGuide.

Contact Information for Learners

Learners are responsible for keeping their [contact information](#) accurate and current. Learner information may be updated at any time on iGuide or via Learner Support. The primary form of official communication from Capella University is through e-mail. Learners are required to maintain active e-mail addresses. To ensure receipt of important communications, learners should make sure that spam filters are set to receive e-mail from Capella University.

Course Drop

A learner may drop a course during the first 12 calendar days of the course without academic penalty. A course drop during this time does not appear on the

learner’s transcript and does not affect grade point average.

A learner may withdraw from a course on or after the 13th calendar day of the course through the last day to withdraw from a course.

- The last day to withdraw from a three-week course is the 15th calendar day of the course.
- The last day to withdraw from a six-week course is the 30th calendar day of the course.
- The last day to withdraw from a 12-week course is the 60th calendar day of the course.

The following consequences will apply to a learner who withdraws between the 13th calendar day of the course and the last day to withdraw:

- The learner will receive a grade of “W” for the course.
- The grade of “W” will appear on the learner’s transcript.
- The grade of “W” does not affect grade point average, but course credits will be included in attempted credits when monitoring satisfactory academic progress (see Capella’s [Satisfactory Academic Progress policy](#)).

Learners may not withdraw from a course after 11:59 pm Central Time on the 60th calendar day of a 12-week course, after 11:59 pm Central Time on the 30th calendar day of a six-week course, or after the 15th day of a three-week course.

Course Formats

Online Courses

Capella University is committed to offering high quality academic programs. Essential to high quality is the necessity of fostering an interactive teaching and learning environment. High quality online courses are constructed around an interactive model of communication in which faculty and learners actively contribute to one another’s learning through critical

dialogue, integrative learning, collaborative learning, and regular faculty feedback regarding learners’ knowledge acquisition, skill building, and attainment of the intended course outcomes. Successful participation in an online course requires active, not passive, participation by learners.

Directed Study Courses

Learners in the doctoral degree programs in the Schools of Business and Technology, Education, and Human Services may take a limited number of courses in the directed study format. Directed study courses allow learners to complete courses independently with support and direction from a faculty member.

Each school’s academic curriculum lists program and course requirements, including courses that have been designated as appropriate for directed study. A list of approved courses and other school-specific information can be found on each school’s [directed study page](#) on iGuide.

Learners matriculating after July 1, 2003 are allowed to take up to 25% of their Capella course work in the directed study format.

Course Load

Learners may not register for more than three concurrent courses. Exceptions may be granted by the dean or school designee.

Credit for Prior Learning

Capella University recognizes the fact that significant and meaningful learning occurs throughout a learner’s life and in a variety of contexts. When that learning is relevant to the knowledge, skills, and competencies to be developed in a degree program, learners have the opportunity to document their learning and be awarded appropriate credit toward the completion of their degree program.

Capella University awards credit for learning that has been achieved outside

Academic and Other University Policies, *continued*

of the university classroom through the following three processes: nationally recognized examination programs; American Council on Education (ACE) recommended credits for military training, corporate training, and business related certifications; and petition for credit.

The total number of credits awarded toward a Capella bachelor's degree through the transfer process, national examinations, ACE recommended credits, and petition for credit cannot exceed 75% of the total degree credit requirements. At least 25% of the total degree credit requirements must be earned through the completion of upper-division Capella courses.

Nationally Recognized Examination Programs

1. Advanced Placement (AP) Exams:

Scores of 3 or above on AP exams are awarded six quarter credits. When applicable, these credits will be counted toward the completion of general education requirements and lower-division electives.

2. International Baccalaureate (IB)

Exams: Learners who have earned an IB diploma with composite scores of 30 or higher will be awarded 12 quarter credits for each higher level exam, and three quarter credit hours for each standard level exam. Learners who participated in an IB program but did not receive an IB diploma, or received a composite score lower than 30 will be awarded 12 quarter credits for each higher level exam on which they scored 5 or higher. When applicable, these credits will be counted toward the completion of general education requirements.

3. College-Level Examination Program (CLEP) Exams:

Credit will be awarded for the successful completion of CLEP exams as outlined by ACE recommendations. When applicable, these credits will be counted toward

the completion of general education requirements.

4. Defense Activity for Non-Traditional Education Support (DANTES)

Exams: Credit will be awarded for the successful completion of DANTES exams as outlined by ACE recommendations. When applicable, these credits will be counted toward the completion of general education requirements. A maximum of 45 examination credits may be applied toward a Capella bachelor's degree.

ACE Recommended Credits

Capella grants credit for learning obtained through military training, college-level course work, corporate training programs, and business related certifications that have been reviewed and recommended for credit by ACE. The maximum credit recommended by ACE will be awarded for all ACE reviewed training and course work.

Petition for Credit

As a competency-based institution, Capella also allows learners to petition for credit. Through a detailed petition process, learners must demonstrate that they have mastered the competencies of one or more specific Capella courses. If mastery of the competencies is successfully demonstrated, learners are granted credit for the Capella course(s).

Petition for Credit for Undergraduate Learners

Bachelor's learners may fulfill no more than 30 lower-division credits and 48 upper-division credits through the petition process. Petitioned credits may not be used to fulfill the 60 credits of general education requirements. Capella provides bachelor's learners an opportunity to petition for credit based on evidence of previous learning using the following guidelines:

1. The combination of transferred credits and petitioned credits cannot exceed 30 lower-division credits and 48 upper-division credits in total.

2. Learners must prepare a separate petition document for each course they are petitioning for credit.
3. The petition for credit processing fee of \$325 per course is non-refundable.

Petition for Credit for Graduate Learners

At the graduate level, Capella currently grants credit for prior learning for a limited number of courses within the School of Business and Technology. MS and MBA learners may petition for credit as evidence of previous learning using the following guidelines:

1. The combination of transferred credits and petitioned credits cannot exceed 20 credits in total for the MS programs and 15 credits for the MBA program.
2. Learners must prepare a separate petition document for each course they are petitioning for credit.
3. The petition for credit processing fee of \$325 per course is non-refundable.

Graduate learners in the MS programs may fulfill no more than 20 credits of their required program-specific course work through petitioned credits. Graduate learners in the MBA program may fulfill no more than 15 credits of their required program-specific course work through petitioned credits.

Description of Credit Awarded

Capella University operates on the quarter system so all courses, including transfer courses, are awarded credit based on quarter equivalency. Learners are awarded credit for successful completion of courses at Capella and by transferring course work from some accredited institutions and programs. Transfer credit is assessed from an official transcript from the transfer institution; if the transfer institution operates on a semester system, the credits will be converted by the university to quarter credits. There are a maximum number of credits that will be

accepted in transfer by the university; this number varies by school and degree. Transfer courses assessed to fill requirements must meet the criteria established by the provost. See [Transfer of Credit policy](#) for more information.

Disability Accommodation

Capella University is committed to extending access to adult learners and acknowledges that some adult learners have special accommodation needs. Capella University recognizes and fulfills its obligation to provide reasonable accommodations under the Americans with Disabilities Act (ADA) of 1990, the Rehabilitation Act of 1973, and similar state laws.

Documentation of the disability is required from an appropriate professional, and learners must make a written request for accommodations. The university's ADA coordinator will review this information, will seek additional information through interactive discussion with the learner,

and if necessary, will evaluate available and reasonable accommodations and notify faculty of necessary accommodations. Learners who have a disability and would like to request reasonable academic accommodations for the courseroom or an academic residency should go to iGuide's [Disability Services](#) section for more information.

Discrimination, Harassment, and Assault

Capella University prohibits and will not tolerate discriminatory practices or the harassment or assault of any members of the university community and prohibits all forms of discrimination in its activities and programs. Capella University supports federal and state laws which prohibit discrimination against any person because of race, color, religion, national origin, age, sex, disability, sexual orientation, marital status, or status with regard to public assistance. Harassment is a type of discrimination. Sexual harassment of learners is prohibited under Title IX of the

Education Amendments of 1972 and the Minnesota Human Rights Act. Procedures for addressing [discrimination](#), [harassment](#), and [assault](#) can be found on iGuide.

Discrimination – Discrimination is the segregation or separation of individuals based on race, gender, age, ethnicity, religion, national origin, disability, sexual orientation, marital status, status with regard to public assistance, or any other characteristic protected under applicable federal, state, or local law. Discriminatory practices include any instances of differential treatment or behavior that interferes with learners' full participation in this university community.

Harassment – Harassment encompasses any behavior that is unwanted resulting in a hostile environment including conduct that has the purpose or effect of interfering with the individual's academic performance, or of causing learners to feel intimidated about expressing their perspectives.

DISMISSAL FROM THE UNIVERSITY POLICY

Learners may be disenrolled, suspended, or expelled as outlined in the specific policies or procedures referenced in the table below. Learners who are disenrolled or suspended are eligible to return when stated conditions are met. Learners who are expelled are not eligible for readmission.

Status	Related Policy or Procedure	Conditions for Return	Contact
Disenrolled	Satisfactory Academic Progress	Eligible to apply for re-admission one year after dismissal. Doctoral learners dismissed for comprehensive examination and dissertation provisions of the Satisfactory Academic Progress policy are not eligible to reapply.	Enrollment Services
	Non-registration (for four consecutive quarters)	Eligible to apply for re-admission.	Enrollment Services
	Special Business Office Hold	If four consecutive quarters of non-registration, eligible to return when account paid in full.	Learner Support
		If more than four consecutive quarters of non-registration, eligible to apply for re-admission when account paid in full.	Enrollment Services
	Conditional Admission	Eligible to apply for re-admission when all required documents are submitted.	Enrollment Services
Suspended	Academic Honesty; Learner Code of Conduct; Discrimination and Harassment; Drug and Alcohol	Dependent on stated conditions specified at the time of the suspension by the university official(s) assigning the suspension.	Learner Support
Expelled	Academic Honesty; Learner Code of Conduct; Discrimination and Harassment; Drug and Alcohol	Not eligible for re-admission.	Not applicable

Academic and Other University Policies, *continued*

Sexual Harassment – Sexual harassment is a form of unlawful discrimination and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that unreasonably interferes with learners' academic performance.

Assault – Assault is the commission of an act with the intent to cause fear in another of immediate bodily harm or death, or the intentional infliction or attempt to inflict bodily harm upon another. Sexual assault is forced sexual activity without the expressed consent of both parties.

Dissertation Publishing

Capella University requires all doctoral learners to [publish a dissertation](#) written in partial fulfillment of their doctoral degree. The objectives of this policy are to:

- Empower the university to disseminate new knowledge and increase the availability of learners' research to scholars.
- Provide learners with the opportunity to publish and understand issues associated with publishing.
- Preserve learners' dissertations electronically in a secure venue.

To achieve these objectives, all learners must agree to the following conditions in order for their dissertations to fulfill degree requirements.

Capella University shall have a perpetual, royalty-free right to the following activities:

- Make copies and distribute the dissertations as part of Capella University's normal dissertation review process.
- Place copies of the dissertations on Capella University's Web site or archived Proquest/UMI.
- Make any other use with respect to the dissertations that is required by law, regulation, or accreditors.

- Subject to the learner's advance approval, which shall not be unreasonably withheld or delayed, Capella University shall have the right to publish dissertations.

Capella University strongly encourages learners to include a copyright notice on their dissertations and to register their dissertations with the United States Copyright Office. Learners who have concerns about publishing their dissertation may request a waiver of the requirement from the dean or designee of their school.

Doctoral Learners—Continuous Enrollment During Comprehensive Examination and Dissertation Courses

All doctoral learners are expected to remain continuously enrolled throughout their comprehensive examination and dissertation course work. However, learners are allowed to register for a single quarter of inactivity once during this final phase of their program.

Learners who need time off should contact their advisor. Advisors can assist with administrative details and ensure a successful return into the process.

Doctoral learners who do not register for either a comprehensive examination course, a dissertation course, or a quarter of inactivity each quarter once they have begun this phase of their program will be administratively disenrolled from the university. Administratively disenrolled learners who wish to return to the university must reapply to their program, must meet the admissions criteria in effect at the time they reapply, and must fulfill the program requirements in effect at time of their readmission.

Learners should contact their advisor with questions about registering for their comprehensive examination or dissertation courses or registering for a quarter of inactivity during these courses. See iGuide for complete [Continuous Enrollment](#) policy and procedures.

Drug and Alcohol Policy

Capella University is committed to providing a learning environment free of alcohol abuse, illegal use of alcohol and other illegal drugs, and abuse of prescribed drugs/substances that is associated with impaired performance. The unlawful possession, use, or distribution of illicit drugs and alcohol by individuals on property owned, leased, or rented by Capella University, or as part of any of the activities of the university, is strictly prohibited. The use of alcohol by learners of drinking age on property owned, leased, or rented by Capella University, or as part of any of the activities of the university, is prohibited, unless part of a university-sponsored event or otherwise approved in writing by the provost. Conduct in violation of this policy will subject violators to one or more of the following sanctions:

- Issuance of a formal warning.
- Placement on probationary status.
- Suspension.
- Expulsion from the university.

Capella will report all offenses to the appropriate law enforcement authorities.

Additional [drug and alcohol policy](#) information can be found on iGuide.

Grading Policies

Grading

Grades are awarded for all courses taken at Capella University. Letter grades are the default grading option for most courses. Learners registered for courses offered by the Schools of Business and Technology, Education, and Human Services may request the Satisfactory/Not Satisfactory grading option within 12 calendar days from the course start as an alternative to the letter grading scale. Grading scales for each course are predetermined by the school's administration. Psychology and information technology degree programs do not use Satisfactory/Not Satisfactory grades except in Learner Success Labs

and for the School of Psychology, in practicum and internship courses and in comprehensive examination and dissertation courses. The S/NS grading option is not available for learners taking OM8000-level courses. No courses in the School of Undergraduate Studies may be taken with a Satisfactory/Not Satisfactory grade.

The university offers online and directed study courses. Online courses follow syllabi while directed study courses follow course guides. The university's grading policy applies to both online and directed study courses. Grades are evaluated against the instructor's expectations and defined course requirements, which include both course participation and assignments.

- **A grade of "A"** is awarded for course work that exceeds the instructor's expectations as defined in the course syllabus or course guide. A grade of "A" earns four quality points toward the learner's GPA.
- **A grade of "B"** is awarded for course work that meets the instructor's expectations as defined in the course syllabus or course guide. A grade of "B" earns three quality points toward the learner's GPA.
- **A grade of "C"** is awarded for course work that minimally meets the instructor's expectations as defined in the course syllabus or course guide. A grade of "C" earns two quality points toward the learner's GPA.
- **A grade of "D"** is awarded for undergraduate course work that marginally meets the instructor's expectations as defined in the course syllabus. A grade of "D" earns one quality point toward the learner's GPA. The grade of "D" is for undergraduate level courses only and may not be awarded for graduate level course work.
- **A grade of "I"** (Incomplete) may be granted by the instructor. Final work must be completed by the end of the

following quarter or earlier, if so directed by the instructor. A grade of "I" is not awarded quality points and is not included in a learner's GPA. Incompletes are included as attempted credits but not as earned credits. When a learner completes the final paper or project prior to the stated deadline, the grade will be changed to the appropriate letter grade ("A", "B", etc.) and will earn the corresponding quality points. If the final paper or project is not completed prior to the stated deadline, a learner will be awarded a final grade of "F."

- **A grade of "F"** is awarded for course work that does not meet the instructor's expectations as described in the course syllabus or course guide. It is also used for learners who had been assigned an "I" but did not meet all of the course requirements by the end of the following quarter. A grade of "F" earns zero quality points and affects the learner's GPA. It counts toward attempted credits but not earned credits.
- **A grade of "S"** (Satisfactory) is awarded for course work that meets the instructor's expectations as defined in the course syllabus or course guide for those courses in which the learner has received approval to be graded on the S/NS scale. The "S" grade is equivalent to a letter grade of "B" or better. It does not earn quality points and is not included in the learner's GPA. It counts toward attempted and earned credits.
- **A grade of "IS"** (Incomplete – S/NS scale) may be granted by the instructor if the learner has received approval to be graded on the S/NS scale. Final work must be completed by the end of the following quarter or earlier, if so directed by the instructor. A grade of "IS" does not earn quality points and is not included in the learner's GPA. It counts toward

attempted credits but not earned credits. If the learner completes the final paper or project prior to the stated deadline the grade will be changed to an "S." If the final paper or project is not completed prior to the stated deadline, the learner will receive a final grade of "NS."

- **A grade of "NS"** (Not Satisfactory) is awarded for course work that does not meet the instructor's expectations as defined in the syllabus or course guide for those courses in which the learner has received approval to be graded on the S/NS scale. It is also used for learners who had been assigned an "IS" but did not meet all the course requirements by the end of the following quarter. A grade of "NS" does not earn quality points and is not included in the learner's GPA. It counts toward attempted credits but not earned credits.
- **A grade of "IP"** (In Progress) is awarded for doctoral comprehensive examination, dissertation, and select internship and practicum courses when learners require additional quarters in which to complete all components of the course. A grade of "IP" does not earn quality points and is not included in the learner's GPA. "IP" grades do not count toward attempted credits or earned credits. When learners complete all course components, the grade will be changed to either "S" or "NS" or the appropriate letter grade.
- **A grade of "NG"** (No Grade) is assigned to doctoral comprehensive examination, dissertation, and select internship and practicum courses for all continuing course (dash C) registrations (subsequent to the initial registration). A grade of "NG" does not earn quality points and is not included in the learner's GPA. It does not count toward attempted or earned credits and does not affect the total credits on the transcript.

Academic and Other University Policies, continued

- **A grade of “W”** (Withdrawal) is awarded when a learner withdraws from a course after the 12th calendar day of the course and before the last day to withdraw without academic penalty as defined in the Course Drop policy.
- **A grade of “HM”** (Military Hold) is awarded when a learner is called to active military duty and serves as a placeholder for the learner until he or she returns to the course. A grade of “HM” is not awarded quality points and is not included in the learner’s GPA. It does not count toward attempted or earned credits.
- **A grade of “HD”** (Hold Due to National Emergency) is awarded when a learner “resides in or is employed in an area that is declared a disaster area by any Federal, State, or local official in connection with a national emergency or suffers direct economic hardship as a result of ...national emergency.”* A grade of “HD” is not awarded quality points and is not included in the learner’s GPA. It does not count toward attempted or earned credits.

* *HEROS Act*

- **A grade of “PC”** (Petition for Credit) is awarded when a learner successfully petitions a school for credit for learning and competencies gained from previous work or educational experiences. A grade of “PC” does not earn quality points and is not included in the learner’s GPA. It does not count toward attempted or earned credits and only affects the total credits on the transcript.
- **A grade of “T”** (Transfer) is awarded for courses that are taken at another institution and are accepted for credit at Capella University. A grade of “T” does not earn quality points and is not included in the learner’s GPA. It does not count toward attempted or earned credits and only affects the total credits on the transcript.

- **A grade of “VR”** (Verified Residency) is awarded for residency courses for which learners have met attendance and all other residency requirements. A grade of “VR” does not earn quality points and is not included in the learner’s GPA. A grade of “VR” does not count toward attempted or earned credits.

Note: The grades of “NC” (No Credit) and “NP” (Non-participation) were assigned to courses taken prior to April 1, 2003. Grades of “NC” and “NP” do not earn quality points and are not included in a learner’s GPA. They count toward attempted credits but not earned credits.

Grades are submitted by the faculty within seven calendar days after the final day of the course. Notification of grades is sent to learners from Learner Support via e-mail within seven calendar days after they are submitted to the university by the instructor.

In order to be graded on the S/NS scale in a course in which such grading is permitted, learners must notify Capella within the first 12 calendar days of the

course. Approval for the alternate grading option is granted by school administrators.

Repeating Courses

Learners are allowed one opportunity to repeat a course that they have completed and been assigned a grade. Courses from which learners withdraw and receive a “W” on their transcript are not considered completed courses so this restriction does not apply. While federal financial aid may be used to cover the cost of the initial repeat of a course, learners approved to repeat a course more than once may not use federal financial aid to cover the cost of the additional course repeats.

When a course is repeated, the grade considered for the credit and GPA calculations will be the higher of the two grades earned. Each attempt in the course will appear on the transcript and all attempts will be used to evaluate the learner’s completion percentage for evaluation of satisfactory academic progress. Only one course attempt will be excluded from the GPA calculation.

GRADE VALUE SUMMARY

Grading scale	Quality points	Counts as attempted credits	Counts as earned credits	Included in total credits	Included in GPA	Defaults to
A	4	YES	YES	YES	YES	
B	3	YES	YES	YES	YES	
C	2	YES	YES	YES	YES	
D	1	YES	YES	YES	YES	
F	0	YES	NO	NO	YES	
I		YES	NO	NO	NO	F
S		YES	YES	YES	NO	
IS		YES	NO	NO	NO	NS
NS		YES	NO	NO	NO	
IP		NO	NO	NO	NO	
NG		NO	NO	NO	NO	
W		YES	NO	NO	NO	
HM		NO	NO	NO	NO	
HD		NO	NO	NO	NO	
PC		NO	NO	YES	NO	
T		NO	NO	YES	NO	
VR		NO	NO	NO	NO	

For a course to be considered a repeat of a previous course, the learner must complete the identical course, as defined by the title and course number. If a new course has been designated by the school as the original course's equivalent, it will be considered an identical course. If a course is discontinued, it will no longer be possible to repeat the course. Please see iGuide for the full statement and procedures.

Appealing a Grade

The assessment of a learner's academic performance is one of the major professional responsibilities of faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at Capella University and the integrity of the degrees conferred by this university that the professional judgments of faculty members not be subject to pressures or other interference from any source.

Learners at Capella University may appeal a grade no later than 60 days after receipt of the grade that the learner believes is in error as a result of instructor capriciousness.

Capricious grading is limited to one or more of the following criteria:

1. The assignment of a grade to a particular learner on some basis other than performance in the course.
2. The assignment of a grade to a particular learner by more exacting or demanding standards than those applied to other learners in that course.
3. The assignment of a grade that is a substantial departure from the faculty member's established criteria.

Learners who feel that a grade has been assigned capriciously should first confer with the faculty member. If the problem cannot be resolved, learners may petition the school. The complete procedure for appealing a grade and the [Grade Appeal form](#) can be found on iGuide.

Graduation Requirements and Commencement

Graduation requirements are specified in the catalog in effect at the time learners matriculate to their degree programs. The degree completion plan (DCP) is completed by learners in FirstCourse and outlines the specific courses learners plan to take to complete their degree requirements as well as the quarter in which they plan to take each course. Upon completion of all academic requirements, learners are eligible for graduation. Academic requirements include successful completion of all course(s) and residency requirements stated in the catalog with a cumulative Capella GPA of 3.0 for graduate learners and 2.0 for undergraduate learners.

In addition to completing all academic requirements, learners must also submit the application for graduation.

Undergraduate Academic Honors

Capella University seeks to recognize the superior accomplishments of its learners. Learners at the bachelor's level are eligible to graduate with honors based on attaining the following grade point averages:

Graduation with Honor:

Cum Laude: 3.500-3.749

Graduation with High Honor:

Magna Cum Laude: 3.750-3.849

Graduation with Highest Honor:

Summa Cum Laude: 3.850 or better

This distinction will be noted on the learner's official transcript at the time the degree is conferred and will also be on the diploma. Honors will be determined at the time of graduation and will be based solely on academic work done at Capella. In order to qualify for these honors, the following requirements must be met:

- No class taken under "S/NS" option.
- No incompletes.
- No grade lower than a "C."
- No course may be repeated.

Application to Graduate

Undergraduate or master's learners enrolled in their final term's courses or doctoral learners approved to register for Dissertation Research IV are eligible to apply for graduation. The [application for graduation](#) is completed online via iGuide. A graduation audit is completed at the time learners apply to graduate.

If a learner has completed all academic requirements for graduation, the degree will be conferred on the last day of the month in which all academic requirements have been met. If the application to graduate is submitted after the academic requirements have been met, the degree will be conferred on the last day of the month in which the application to graduate was received. Learners graduate at the time their degree is conferred, and this conferral date appears on their official transcripts.

Application to Receive Certificate

Certificate learners are eligible to apply for their certificates once they are enrolled in the final course(s) required for their program. The [application for receipt of the certificate](#) is completed online via iGuide. Certificate recipients are not eligible to participate in the commencement ceremony.

Commencement

Commencement is the ceremony that celebrates the awarding of the degree. Participation in the commencement ceremony is optional for those who are eligible to participate. Learners who plan to participate must complete the application for graduation, complete the application for commencement, and order academic regalia to wear during the ceremony. For more information on [commencement](#), please see the graduation page on iGuide.

Academic and Other University Policies, *continued*

Intellectual Property

Capella University respects intellectual property rights, and expects and requires that Capella University learners do so also. To ensure that faculty, learners, and Capella University live up to this standard, Capella University has adopted the following policy regarding intellectual property and the use of confidential information in course work:

- Learners will generally continue to own all of their intellectual property from their course work. This includes, for example, copyrights of written work and patents for inventions. There may, however, be exceptions to this general principle, which will be addressed on a case-by-case basis (e.g., when learners are working on faculty-sponsored research where participation is contingent upon the learners assigning certain of their intellectual property rights and/or maintaining certain information as a trade secret of Capella University or of the faculty member). Further, as set forth in the [Dissertation Publishing](#) section, learners must grant Capella University limited rights to dissertations.
- In accordance with Capella University's [Academic Honesty policy](#), learners may not violate other parties' rights in connection with their course work. For example, plagiarism or other forms of copyright infringement are forbidden, as is the disclosure of another party's confidential information or trade secrets.
- To ensure that Capella University continues to respect learners' rights, as a matter of policy, Capella University and faculty members may not and will not accept information from learners under an obligation of confidentiality. Types of information that could be subject to confidentiality requirements include information obtained from an employer, unpatented inventions, and information obtained pursuant to a

nondisclosure agreement. Information that is subject to an obligation of confidentiality may not be used in any part of the Capella University learning process, including but not limited to Web postings, materials prepared for a course, dissertation work, and comprehensive exams.

- Of course, to the degree that applicable laws or regulations provide for confidentiality, such as in connection with certain learner records and financial aid, Capella University will abide by such laws or regulations.
- Faculty members do not have authority to modify this policy. Capella University therefore recommends that prior to disclosing any information to faculty members, learners ensure that the information being disclosed is not the confidential information of a third party. Learners should apply for patent protection for any patentable inventions and advise the faculty member to whom information is disclosed of the patent application and the scope thereof.

Interlibrary Loans

Capella University Library (CUL) borrows printed materials from other libraries for current Capella University learners, faculty, and staff.

The following items are not available through interlibrary loan:

- Required textbooks
- Dissertations
- Reference books
- Entire issues or several articles from the same journal
- Non-academic related items (such as books on a best seller list or books on hobbies)
- Media: videos, films, CDs

Learners are limited to borrowing 25 interlibrary loan items per quarter.

Fulfillment of interlibrary loan requests submitted by learners outside of the continental United States will be handled on a case-by-case basis. Capella

University Library may provide a table of contents of the book for review and selection of specific chapters in lieu of sending the book.

The loan period is determined by the lending library. Capella University does not control the loan period. Books must be returned promptly according to specified due dates. The Capella University Library reserves the right to limit or refuse interlibrary loan service to learners who repeatedly lose or return items late.

Overdue notices are courtesy notices only. Failure to receive overdue notices will not be accepted as grounds to cancel fines. Books that are not returned or renewed by the date due will be assessed a fine at the rates listed.

Overdue Books

All interlibrary loan users will be subject to the following penalties for overdue and lost interlibrary loan materials:

Calendar Days Overdue	Penalties and Impact
7	- Fine of \$1.00/day begins on the seventh calendar day.
60	- The material is considered lost. - In addition to the accumulated fine, a \$60 processing fee will be assessed on the 60th calendar day. - Replacement charges as determined by the lending library will also be assessed. - Charges will be applied to the learner's account. - Future interlibrary loan requests will not be processed. - Graduation hold applied until charges are paid.

If a book is returned at any time between 7 and 60 days of the due date, accumulated charges will be applied.

All charges are irreversible.

Book Recalls

On occasion, a lending library will recall a book from a Capella learner in order to sufficiently meet demand for materials. If a book is recalled, the book must be

returned immediately even if the original loan period has not yet expired.

The following penalties will be applied for recalled items that are not returned promptly:

Calendar Days Following Recall Notice	Penalties and Impact
7	- Fine of \$1.00/day begins on the seventh calendar day.
30	- In addition to the accumulated fine, a \$60 processing fee will be assessed on the 30th calendar day. - Charges will be applied to the learner's account. - Future interlibrary loan requests will not be processed. - Graduation hold applied until charges are paid.
60	- The book is considered lost. - Replacement charges as determined by the lending library will also be assessed.

If a book is returned at any time between 7 and 60 days of the recall notice, appropriate charges will be applied.

All charges are irreversible.

Additional information on [interlibrary loans](#) can be found on iGuide.

Learner Code of Conduct

Capella University is committed to providing to its learners a high quality educational experience. Capella faculty and staff play a primary role in assuring a high quality educational experience; learners play a role as well. They are responsible for conducting themselves in a manner guided by respect, collegiality, and honesty. Learner conduct that infringes on the quality of the educational experience is not acceptable; this policy describes the types of conduct that are unacceptable.

Prohibited learner conduct includes, but is not limited to the following:

Illegal Activities

Learners may not post, transmit, promote, or distribute content that they know is illegal or could reasonably be expected

to know is illegal. Conduct that violates federal, state, or local laws is prohibited.

Theft

Learners may not post, transmit, promote, or distribute content that violates copyright or other protected intellectual property rights. Unauthorized use of university property is prohibited. Theft or abuse of computer resources is prohibited.

Disrespect

Learners may not harass, threaten, or embarrass others. Learners may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive, or that is harmful, abusive, vulgar, sexually explicit, or otherwise potentially offensive. Learners must refrain from behavior that may be perceived as inappropriate, offensive, and unfair and must treat all other university learners, faculty, staff, and administrators with respect at all times.

Interfering with University Activities

Actions that interfere with, obstruct, or disrupt university courses, functions, and activities are prohibited. Inappropriate, offensive, or irrelevant course postings are prohibited.

Dishonesty

Learners may not intentionally provide false information, forge, alter, or falsify university documents. Learners may not misrepresent their academic record. Learners may not represent the academic work of others as their own. Learners engaging in prohibited conduct will be subject to disciplinary action, including, but not limited to course failure, probation, suspension, or expulsion. Such sanctions may lead to additional academic and financial consequences. Learners who are unable to complete a course as a result of disciplinary sanctions, suspension, or expulsion are not eligible for tuition refunds.

The university reserves the right to immediately suspend a learner accused

of violating this policy. This summary suspension may remain in effect until a full investigation and all disciplinary action involving the allegations has been completed. Notification of such suspension will be provided to the learner at the time the sanction is issued. See iGuide for [Learner Code of Conduct](#) policy procedures and for more information on summary suspension.

Learner Grievance

Capella University supports the right of faculty, staff, and learners to a review of decisions made or actions taken that they consider unfair or an impediment to working and/or learning at the university.

Capella University does not discriminate in its educational or employment programs, policies, practices, or procedures on the basis of race, gender, sexual orientation, color, creed, age, ethnic or national origin, disability, or veteran status. In addition, harassment related to any of these areas is prohibited. Learner claims of [harassment and/or discrimination](#) are appropriate grounds for initiating a grievance.

Capella University will not subject learners to unfair or retaliatory action as a result of initiating a grievance.

See iGuide for [learner grievance policy and procedures](#).

For Arizona Learners

If a complaint cannot be resolved after exhausting the institution's learner grievance procedure, the learner may file a complaint with the Arizona State Board for Private Postsecondary Education, 1400 W. Washington, Room 260, Phoenix, AZ 85007, (602) 542-5709; <http://azppse.state.az.us>. Learners must contact the state board for further details.

For Arkansas Learners — School of Business and Technology

If a complaint cannot be resolved after exhausting the institution's learner

Academic and Other University Policies, continued

grievance procedure, the learner may file a complaint with the Arkansas Higher Education Coordinating Board, 114 E. Capitol, Little Rock, AR, 72201-3918, (501) 371-2065

For Florida Learners

If a complaint cannot be resolved after exhausting the institution's learner grievance procedure, the learner may file a complaint with the Florida Commission for Independent Education, 2650 Apalachee Parkway, Tallahassee, FL 32301, (850) 245-3200. Learners must contact the Commission for further details.

For Georgia Learners

If a complaint cannot be resolved after exhausting the institution's learner grievance procedure, the learner may file a complaint with the Georgia Nonpublic Postsecondary Education Commission, 2189 Northlake Parkway, Building 10, Suite 100, Tucker, GA 30084-4113, (770) 414-3235. Learners must contact the Commission for further details.

For Ohio Learners — School of Undergraduate Studies, School of Business and Technology Master's and MBA Programs

If a complaint cannot be resolved after exhausting the institution's learner grievance procedure, the learner may file a complaint with the Ohio Board of Regents, 30 E. Broad St., 36th Floor, Columbus, OH 43215-3414, (614) 466-6000.

For Ohio Certificate Learners

If a complaint cannot be resolved after exhausting the institution's learner grievance procedure, the learner may file a complaint with the Ohio State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215-3138, (614) 466-2752. Registration No. 04-03-1709T. Learners must contact the State Board for further details.

For Wisconsin Learners

If a complaint cannot be resolved after exhausting the institution's learner grievance procedure, the learner may file a complaint with the Wisconsin Educational Approval Board, 30 W. Mifflin St., 9th Floor, Madison, WI, 53707-8896, (608) 266-1354.

Leave of Absence

In order to offer learners the flexibility they need while pursuing their education, Capella University has developed an enrollment policy to allow for that flexibility while ensuring that learners have the greatest possible success in their programs. Learners who need an approved leave of absence must submit their request and receive approval before the start of the quarter for which the leave is requested and approved.

For further information on [leave of absence](#) see iGuide.

Military Leave of Absence

The Higher Education Relief Opportunities for Students Act of 2003 grants specific waiver authority in response to a war, military operation, or national emergency.

In accordance with the Act, Capella offers the following accommodations to learners who experience an interruption in their program due to military service:

- Learners who experience an interruption in their program due to their military commitment will be offered a full refund for the courses they were unable to complete.
- Learners will also be given the option of receiving an incomplete grade for any courses in which they were enrolled when they were affected by their military duties. They must work with the armed forces liaison and their faculty for approval and be able to complete the required assignments in an independent study format, outside of the classroom.

- Faculty must provide flexibility and accommodate the needs of learners on a military leave of absence.
- Learners will not incur any financial, academic, or administrative penalties while on a [military leave of absence](#).

Limitations of Registrations with a Single Faculty Member

To maximize doctoral learners' exposure to faculty diversity in theory, practice, ideas, and values, doctoral learners must select at least five different course instructors and may utilize one course instructor for no more than five courses.

Multiple Degree Program Enrollments

Learners may not pursue more than one Capella degree program concurrently. Within a degree program, learners may not pursue more than one specialization concurrently. Certificates may be completed at the same time that learners are enrolled in a degree program.

National Emergency Leave of Absence

Capella University provides the following accommodations to learners affected by a national emergency or disaster during the academic term:

- Learners who experience an interruption in their program due to a national emergency or disaster will be offered the option of withdrawing (resulting in a grade of "W") from their courses or requesting an Incomplete ("I" or "IS") grade for courses in which they were enrolled when effected by a national emergency or disaster.

Learners who withdraw from their courses will be offered the option of a tuition credit or appropriate refund for courses they were unable to complete. Learners who request an Incomplete ("I" or "IS") grade must get approval from instructors of their courses and be able to complete the required assignments independently,

outside of the course room. Learners who request an Incomplete (“I” or “IS”) grade are not issued a tuition credit. This will appear on the transcript as an “HD” grade.

- Learners on leave due to a national emergency or disaster are not required to meet financial obligations to Capella while on approved leave.
- Time spent on leave due to a national emergency or disaster does not count towards the maximum time for completion of the program.
- Faculty will be flexible and offer accommodations to academic deadlines for learners affected by national emergencies or disasters.
- Capella will provide flexibility and accommodations regarding administrative deadlines for learners affected by national emergencies or disasters.

Learners are encouraged to contact Learner Support and/or their instructor/s as soon as possible. Please see iGuide for the [National Emergency policy statement and procedures](#).

Professional Licensure and Certification

Capella University offers academic programs leading to advanced degrees in a number of fields for which professional practice requires licensure or certification by state, local, or professional boards. However, because the licensing or certification standards vary, Capella University makes no representation, warranty, or guarantees that successful completion of the course of study will permit the learner to obtain licensure or certification. Learners who enroll in a Capella University degree program, in a field for which professional practice requires any type of licensure or certification, are solely responsible for determining and complying with state, local, or professional licensure and certification requirements. These

learners are also responsible for taking the steps necessary to satisfy those requirements. Capella University requires all learners in these programs to sign the Understanding of the Curriculum form, as part of the admission process, in which the learners agree it is their responsibility to understand and to comply with licensing and certification laws and regulations. Additional information on [professional licensure and certification](#) can be found on iGuide.

State regulations vary regarding course requirements for professional licensure. For assistance with [state-mandated course requirements for licensure](#), contact the appropriate school representative.

Research at Capella University

Capella University recognizes its institutional responsibility to respect and protect the rights of individuals involved as human participants/subjects in research. All learners, faculty, and staff who undertake research studies that grow out of their affiliation with the university are required to obtain institutional approval prior to undertaking the research. Persons who propose research designed to develop or contribute to generalizable knowledge are expected to submit applications to their respective schools.

The university’s Institutional Review Board (IRB) is charged with ensuring that all proposed research involving human participants/subjects or records about them will not expose human participants/subjects to the risk of psychological, social, or physical harm. The IRB process is intended to safeguard the welfare of the participants/subjects without causing undue obstruction to the research. In addition, the university’s IRB reviews all requests to use Capella’s learners, faculty, or staff as participants in proposed research

studies. To that end, the IRB delegates to each school the authority and responsibility to conduct the first review to determine whether the research application involves the risk of harm.

Additional information on the [IRB](#) can be found on iGuide.

Residencies

Academic residencies—onsite learning experiences varying in length and number according to the specialization—are required for all doctoral specializations, some clinically focused master’s specializations, and a post-master’s certificate program. Academic residencies must be completed at specific points during a learner’s program based on the length of the program or the number of credits completed.

All doctoral learners who matriculate July 1, 2005 or later must complete all residency requirements prior to enrolling in the comprehensive examination courses.

Depending on their program, learners enroll in one of two types of [residencies](#): colloquia or the year-in-residence.

School of Education and School of Business and Technology Colloquia

PhD Specializations

PhD learners in the Schools of Education and Business and Technology are required to attend colloquia Tracks I, II, and III.

Track I is taken by doctoral learners prior to transferring in and/or completing 56 credits. However, all learners are strongly encouraged to complete Track I within the first quarter of enrollment, because this track focuses on critical success skills and provides an introduction to Capella-specific resources, policies, and procedures.

Track II is taken when learners have completed 57-72 doctoral credits.

Academic and Other University Policies, continued

Track III is completed by doctoral learners prior to completing 96 credits and before enrolling in comprehensive examination courses.

School of Education Leadership in Educational Administration Post-master's Certificate

School of Education learners in the leadership in educational administration post-master's certificate are required to attend one, one-week colloquium, Track I.

School of Human Services Colloquia

PhD Specializations

Doctoral learners complete colloquia Tracks I, II, and III.

MS Specializations

Master's learners in the School of Human Services mental health counseling and marital, couple, and family counseling/therapy specializations complete two 10-day residencies, typically offered simultaneously with the colloquia and residencies for doctoral learners in summer and winter only.

Harold Abel School of Psychology (HASOP) Academic Residencies

HASOP Colloquia— All PhD Specializations

- Track I—HASOP PhD learners complete the first colloquium during their first two quarters of enrollment.
- Track II—HASOP PhD learners complete the second colloquia between 36 and 60 quarter credits of course work.
- Track III—HASOP PhD learners take the final colloquium prior to completing 61 quarter credits of course work.

MS Specializations in Clinical and Counseling Psychology

HASOP master's learners in the clinical and counseling specializations complete three one-week master's colloquia.

- Track I—HASOP master's learners in the clinical and counseling specializations complete this

colloquium during the first two quarters of enrollment.

- Track II—HASOP master's learners in the clinical and counseling specializations complete this colloquium between 30 and 60 quarter credits of course work.
- Track III—HASOP master's learners in the clinical and counseling specializations take this colloquium after completing 61 quarter credits and prior to supervised field training (practicum) or the final integrative project.

HASOP Year-in-Residence

PsyD Specializations in Clinical and Counseling Psychology

PsyD learners in the clinical and counseling specializations complete specific year-in-residence sessions as described in the program requirements and in the [Residencies](#) section of this catalog.

MS and Specialist Certificate Learners in School Psychology

HASOP MS and specialist certificate learners in school psychology complete specific year-in-residence sessions as

RESIDENCY REQUIREMENTS

Residency requirements by program—number of residential experiences required.

PROGRAM AND SCHOOL	6-day colloquium	10-day residency	YEAR-IN-RESIDENCE	
			2-week extended seminar	3-day weekend-in-residence
PhD programs, all schools	3			
PsyD and PhD learners enrolled before January 2004,* Harold Abel School of Psychology (Clinical and Counseling specializations only)			2	10
MS,** Harold Abel School of Psychology (School Psychology specialization only)			1	5
Graduate Certificate,*** Harold Abel School of Psychology (School Psychology specialization only)			1	3
Graduate Certificate, School of Education (K-12 Educational Leadership specialization only)	1			
MS, Harold Abel School of Psychology (Clinical and Counseling specializations only)	3			
MS, School of Human Services (Mental Health Counseling, and Marital, Couple, and Family Counseling/Therapy specializations only)		2		

* *PsyD and PhD clinical and counseling learners enrolled before January 2004 are required to complete the full year-in-residence sequence, which includes full-time enrollment in course work and no less than 500 hours of contact over a period not to exceed 13 months. Attendance is required at each extended seminar and weekend-in-residence in order to successfully complete the year-in-residence.*

** *Harold Abel School of Psychology master's learners in the school psychology specialization are required to complete Part I of the year-in-residence. This includes the first two-week extended seminar and the first five weekends-in-residence.*

*** *Harold Abel School of Psychology post-master's certificate learners in the school psychology specialization are required to complete Part II of the year-in-residence. This includes the last three weekends-in-residence, and the final two-week extended seminar. Most school psychology learners will complete both the master's degree and the post-master's certificate in school psychology.*

described in the program requirements and in the [Residencies](#) section of this catalog.

Attendance Requirements and Cancellation Fees

Attendance at Residencies

Capella University requires academic residential experiences for learners in all of its doctoral programs and for learners in some master's programs. These academic residential experiences allow faculty and learners to have face-to-face contact, they foster community building, and they provide knowledge and skill development that will support continued learner success.

Completion of Residency Requirements for Master's Learners

Master's learners entering July 1, 2005 or later are required to complete all of their residency requirements prior to registering for the final integrative project course in their master's program. Learners will not be allowed to register for the integrative project course until all residency requirements are fulfilled. In unusual circumstances an exception may be granted by the provost, upon the recommendation of the dean of the school.

Completion of Residency Requirements for Doctoral Learners

Doctoral learners entering July 1, 2005 or later are required to complete all of their residency requirements prior to entering the comprehensive examination and dissertation phases of their doctoral program. Learners will not be allowed to register for the comprehensive examination courses until all residency requirements are fulfilled. In unusual circumstances an exception may be granted by the provost, upon the recommendation of the dean of the school.

Tuition

Tuition is charged separately for each colloquium, extended seminar, and

weekend-in-residence (see iGuide for the current fee schedule). In addition, learners are responsible for the cost of their travel, accommodations, food, and other expenses associated with residencies.

Attendance Requirements

Learners are required to attend the entire residency to have successfully completed the residency. Exceptions to the attendance requirement may be granted in cases of emergency, subject to approval by the school's dean or designee. If an exception is approved, the learner will be required to complete additional assignments to successfully complete the residency.

Residency Registration Cancellation Fees

Learners canceling their residency registration may be charged a cancellation fee or the full tuition of the residency, depending on when the cancellation is made.

Timing of cancellation	Cancellation fee	Tuition charge
30 + days in advance	none	none
8 – 29 days in advance	\$50	none
3 – 7 days in advance	\$150	none
0 – 2 days in advance	none	full tuition

Educational Accommodations for Learners with Disabilities

Capella University is dedicated to providing accommodations and services to qualified learners with disabilities so that they may achieve their full educational potential. The type of accommodation provided is dependent on a learners' disability and limitations. Learners with disabilities who require academic accommodations should contact the disabilities coordinator at DisabilityServices@capella.edu.

Learners are not charged additional fees for disability accommodations. However, the university reserves the right to utilize

external service agencies to provide the necessary accommodations. Examples include, but are not limited to, the following: sign language interpreters, mobility services, and real time captionists.

Disability Accommodation Cancellation Fee

A learner who is unable to attend an event for which accommodations have been contracted must cancel these accommodations at least seven calendar days prior to start of the event. Learners canceling less than seven calendar prior to the event will be required to pay all cancellation fees incurred by the university in arranging for the service.

Retention of Learner Work Products and Grading Records

Learners are strongly advised to retain all of their course-related work, as well as all faculty correspondence pertaining to final course grades. Should a learner appeal an assigned final course grade it is his or her responsibility to provide comprehensive documentation supporting his or her claim of capriciousness, including copies of all relevant course work products and relevant correspondence. Archived courseroom materials will be available to learners for one quarter after the end of the course. See the [Retention of Learner Work Products](#) policy on iGuide for faculty responsibilities.

Satisfactory Academic Progress

Capella University requires all learners to make satisfactory progress in their academic programs. Satisfactory academic progress is determined through two measures—grade point average (GPA) and course completion rate. In order to maintain satisfactory academic progress, learners must meet minimum requirements for both measures.

Undergraduate Programs

Undergraduate learners are required to maintain a cumulative grade point

Academic and Other University Policies, continued

average of 2.0 or better and complete a minimum of two (2) out of every three (3) attempted credits (67% of cumulative attempted credits). Additionally, undergraduate learners will not be eligible for federal financial aid for any courses that exceed 150% of the undergraduate program requirements as described in their catalog.

In the first quarter of attendance, undergraduate learners must complete and achieve a grade of C or better in FirstCourse. Learners who fail to do so will be considered as failing to achieve satisfactory academic progress, will be placed on academic probation, and may be disenrolled.

Graduate Programs

Graduate learners are required to maintain a cumulative grade point average of 3.0 or better and complete a minimum of one (1) out of every two (2) total attempted credits (50% of cumulative attempted credits). Additionally, graduate learners will not be eligible for federal financial aid for any courses that exceed 200% of the graduate program requirements as described in their catalog.

In the first quarter of attendance, graduate learners must complete and achieve a grade of B or better in FirstCourse. Learners who fail to do so will be considered as failing to achieve satisfactory academic progress, will be placed on academic probation, and may be disenrolled.

Academic progress is measured four times each academic year. Learners must meet minimum requirements of both cumulative GPA and total attempted credits in order to maintain satisfactory academic progress. If a learner has failed to achieve the standard specified above for the first quarter of attendance, they will be evaluated to determine whether they may continue in their academic program. If a learner has achieved the

standard for the first quarter of attendance, academic progress is re-evaluated each subsequent quarter. Grades such as W, I, NS, and NC are included in the course completion rate but do not impact the learner's GPA. Repeated courses are counted as attempted credits; only the higher grade will factor into the GPA.

With the exception of learners who are disenrolled for failing to meet the standard for the first quarter of attendance, learners who do not meet satisfactory academic progress requirements in any subsequent quarter will be placed on academic probation. There are five (5) stages of probation, each accumulating additional restrictions. (*See chart*)

A learner's academic probation status may change (whether academic probation status is cleared or progresses to the next stage) only in quarters during which the learner is registered for one or more courses. Thus, a learner's academic probation status will not change during a quarter of academic inactivity. The learner's

current probation status remains on record until there is academic activity for evaluation. When evaluation shows that a learner on academic probation meets the satisfactory academic progress requirements all restrictions are removed and financial aid will be reinstated if applicable.

Capella reserves the right to withhold financial aid and/or dismiss from the University learners who register for courses and make no progress for three (3) consecutive complete terms.

Learners on academic probation who leave Capella by withdrawal or disenrollment are eligible to reapply for admission following one full year away. Upon admission and following initial evaluation, the learner will be reinstated at the fourth stage of probation.

Doctoral Learners

Capella University recognizes that learners in the comprehensive examination and dissertation phases of a doctoral program progress at different rates. Although the comprehensive examination and dissertation courses

FIVE STAGES OF ACADEMIC PROBATION

Stage	Probation Code	Impact
Stage 1	AP1	- Eligible for financial aid, subject to possible financial aid restrictions. - Must meet satisfactory academic progress requirements or be moved to stage 2.
Stage 2	AP2	- Eligible for financial aid, subject to possible financial aid restrictions which include pending financial aid disbursements on hold until AP review is completed. - Must meet satisfactory academic progress requirements or be moved to stage 3.
Stage 3	AP3	- Not eligible for financial aid. - May appeal for reinstatement of financial aid, if applicable. - Must meet satisfactory academic progress requirements or be moved to stage 4.
Stage 4	AP4	- Not eligible for financial aid. - May appeal for reinstatement of financial aid, if applicable. - Must meet satisfactory academic progress requirements or be moved to stage 5.
Stage 5	AP5	- Not eligible for financial aid. - Disenrolled from the university. - May appeal disenrollment and reinstatement of financial aid, if applicable.

are designed to help learners move through these phases in an appropriate amount of time, learners may need more than one quarter to complete a course within the sequence. For comprehensive examination and dissertation courses learners are allowed to register for a continuation (dash C) course in the following quarter.

Please see iGuide for the [full SAP policy statement and procedures](#).

Registration in Continuation Courses, Federal Financial Aid, and Satisfactory Academic Progress

Eligible doctoral learners in comprehensive examination and dissertation courses and learners in some practicum and internship courses may receive federal financial aid for no more than two identical continuation (dash C) courses. The number of comprehensive examination and dissertation courses in which learners may enroll is outlined in the Satisfactory Academic Progress policy. If doctoral learners want to enroll in more than two continuation courses, they must get the approval of their school's dean or designee. While learners in some comprehensive examination and dissertation courses may register for more than two continuation courses, doing so means that the learner is no longer considered to be making satisfactory academic progress (SAP). The loss of federal financial aid due to registering for a third identical continuation course may be appealed by submitting a [Continuation Course Appeal form](#) to the director of financial aid. No learners will be granted federal financial aid for a fourth continuation course.

See iGuide for more information on [satisfactory academic progress](#) and [financial aid](#).

Maximum Time to Completion

Capella University is committed to learner success and to providing assistance that will help learners make reasonable and timely progress in their programs. To ensure that learners' degree course work is current, Capella University requires learners to complete all program requirements within specific time limits in order to be eligible to graduate. Exceptions due to extenuating circumstances may be approved by the registrar.

Awards	Maximum time to completion from date of matriculation
BS Degree	8 years (32 quarters)
MS Degree*	4 years (16 quarters)
MBA	4 years (16 quarters)
Graduate Certificate**	3 years (12 quarters)
Doctoral Degree	7 years (28 quarters)

* Learners enrolled in the Master of Science in Human Services with a specialization in marital, couple, and family counseling/therapy or with a specialization in mental health counseling have a maximum of 6 years (24 quarters) to complete their degree.

** Learners enrolled in the specialist certificate program in the Harold Abel School of Psychology have a maximum of 4 years (16 quarters) to complete their certificate.

Note: These time limits may not align with financial aid eligibility requirements. Learners will not be eligible for federal financial aid for any credits that exceed 150% of their undergraduate program requirements and 200% of their graduate program requirements.

Transcripts

Learners may [request transcripts](#) on iGuide or by calling Learner Support at **1-888-Capella (227-3552), option 2**. Capella University reserves the right to withhold the official transcripts of learners who are not in good financial standing with the institution.

Transferability of Capella Credits

Capella University is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools (NCA), 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-5204, (312) 263-0456, www.ncahigherlearningcommission.org.

The transferability of credits to another institution is solely at the discretion of that institution.

Financial Aid

Capella University offers assistance to learners who would like to secure educational funding to help finance their academic program. Learners can find out more about financial aid by calling **1-888-CAPELLA (227-3552)**, **option 2**, or on iGuide under [Finances](#).

Satisfactory Academic Progress Policy for Financial Aid

Federal and state laws require learners to make satisfactory academic progress during their period of enrollment to remain eligible for financial aid. In compliance with federal and state regulations, Capella University has established policies for all learners regarding satisfactory academic progress, academic probation, academic progress review, and the appeals process. These policies are described in detail in the [University Policies](#) section on iGuide.

Scholarships

Capella has three [scholarship options](#) available. First, Capella offers two internal scholarships to learners; the Robert C. Ford Human Services Scholarship and the Helene Krivosha Scholarship. Second, learners are encouraged to apply for external scholarships that are offered specifically to Capella learners, e.g., the Go the Distance Scholarship. Third, free [scholarship search engines](#) are available on iGuide.

Veterans' Educational Benefits

Capella University is approved by the Minnesota State Approving Agency for veterans' educational benefits. Eligible learners may apply for benefits by calling the Veterans Administration (VA) Office for assistance at 1-800-827-1000. The original application should be mailed to Capella University's Office of Financial Aid.

To receive full-time veterans' educational benefits, learners must meet the following criteria based upon their program of study:

Bachelor's learners must complete a minimum of 12 quarter credits in that quarter. The date of course completion is determined by the last day of the quarter. Those who do not complete at least 12 credits per quarter will not be entitled to receive full-time benefits for that quarter.

Master's learners must complete a minimum of eight quarter credits in that quarter. Learners enrolled in the MS in Education program must complete a minimum of six quarter credits in that quarter for full time benefits.

MBA learners must complete a minimum of six quarter credits in that quarter. Those who do not complete the required credits per quarter will not be entitled to receive full-time benefits for that quarter.

Doctoral learners must complete a minimum of eight quarter credits in that quarter to qualify for full-time benefits. Doctoral learners enrolled in the Harold Abel School of Psychology must complete a minimum of 10 quarter credits in that quarter to qualify for full-time benefits. The date of course completion is determined by the last day of the quarter. Doctoral learners who are in the comprehensive examination and dissertation phases of their program will be certified as full time.

Certificate learners must complete a minimum of eight quarter credits in that quarter to qualify for full-time benefits. The date of course completion is determined by the last day of the quarter.

In order to receive veterans' education benefits, all post-high school transcripts must be submitted to the Admissions Office prior to enrollment. Learners who fail to satisfy the requirements for veterans' educational benefits are personally responsible for tuition payments.

Payment is based upon pursuit as defined by the VA. This means that Capella University will certify the day the course begins and the day the course ends as the period during which learners are pursuing education. The eligibility of benefits is based upon the number of days between the start and end of the course(s).

Additional information for [veterans](#) can be found on the Capella University Web site visitor section under the U.S. Armed Forces tab.

Capella reserves the right to change these requirements if there are changes in the structure of a particular program.

Tuition and Fees

TUITION AND FEES

The following charges are in effect as of this catalog's effective date, January 3, 2006, and are subject to change. For current pricing visit the Capella University Web site at www.capella.edu. See applicable schools' degree programs.

ALL PROGRAMS	BUSINESS	INFORMATION TECHNOLOGY	EDUCATION	HUMAN SERVICES	PSYCHOLOGY
Application Fee (non-refundable)	\$75	\$75	\$75	\$75	\$75
International Application Fee – includes international transcript evaluation (non-refundable)	\$175	\$175	\$175	\$175	\$175
BACHELOR OF SCIENCE (BS) PROGRAM					
Petition for Credit Per Course (non-refundable)	\$325	\$325			
Tuition Per 6-Credit Course	\$1,740	\$1,740			
Tuition Per 3-Credit Course	\$870	\$870			
BS Graduation Fee	\$250	\$250			
MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM					
Petition for Credit Per Course (non-refundable)	\$325				
Tuition Per 3-Credit Course	\$1,755				
MBA Graduation Fee	\$350				
MASTER OF SCIENCE (MS) PROGRAM					
Petition for Credit Per Course (non-refundable)	\$325	\$325			
Tuition Per 6-Credit Course			\$2,100		
Tuition Per 5-Credit Course					\$1,625
Tuition Per 4-Credit Course	\$1,925	\$1,925	\$1,400	\$1,440	
Tuition Per 3-Credit Course			\$1,050		
Tuition Per 2-Credit Course		\$963	\$700	\$720	
Residential Colloquium Per Week*				\$1,350	\$1,350
School of Psychology Year-in-Residence — Weekends-in-Residence (4)*					\$756
School of Psychology Year-in-Residence — Extended Seminar (1)*					\$2,700
MS Graduation Fee	\$350	\$350	\$350	\$350	\$350
DOCTOR OF PHILOSOPHY (PhD) PROGRAM					
Quarterly Tuition	\$3,975		\$3,975	\$3,975	
Quarterly Tuition for Comprehensive Examination and Dissertation Courses	\$3,200		\$3,200	\$3,200	
Tuition Per 5-Credit Course					\$1,950
Residential Colloquium Per Week*	\$1,350		\$1,350	\$1,350	\$1,350
PhD Graduation Fee	\$450		\$450	\$450	\$450
DOCTOR OF PSYCHOLOGY (PsyD) PROGRAM					
Tuition Per 5-Credit Course					\$1,950
Year-in-Residence — Weekends-in-Residence (9)*					\$1,700
Year-in-Residence — Extended Seminars (2)*					\$5,400
PsyD Graduation Fee					\$450
CERTIFICATE PROGRAM					
Tuition Per Course	\$1,925	\$1,925	\$1,400	\$1,440	\$1,625
Residential Colloquium Per Week (Track I)*			\$1,350		
School of Psychology Certificate Practicum 3-Credit Course					\$975
School of Psychology Certificate Practicum 2-Credit Course					\$650
School of Psychology Year-in-Residence — Weekends-in-Residence (3)*					\$567
School of Psychology Year-in-Residence — Extended Seminar (1)*					\$2,700

* Learners are responsible for food, travel, and lodging for all residential colloquia and year-in-residence sessions. See the [Residencies](#) section in this catalog for more information.

Tuition and Fees, continued

Tuition and Fees

Bachelor's, MBA, Master's, and Certificate Tuition

Learners in bachelor's, MBA, master's, and certificate programs pay tuition on a course-by-course basis. Learners pay their own school and program's tuition for all courses in which they enroll. Learners who take a course from another school must pay their own school and program's tuition for that course. Payment is due at the time of course registration. American Express, Discover, MasterCard, Visa, wire transfer, and paper check payments are accepted. For information related to financial aid, please refer to the [Financial Aid](#) section.

PhD Tuition

For doctoral learners in the Schools of Business and Technology, Human Services, and Education, tuition is charged quarterly as a flat rate, not on a per-course basis. New doctoral learners who enter the program after the beginning of a quarter pay 100% tuition for that quarter and receive a prorated tuition charge for the following quarter if registered for a course. Doctoral learners may choose a yearly prepayment option. Learners who want more information on yearly prepayment should contact Learner Support at **1-888-CAPELLA (227-3552), option 2**. Payment is due prior to the start of the quarter or course for mid-quarter starts. American Express, Discover, MasterCard, Visa, wire transfer, and paper check payments are accepted. For information related to financial aid, please refer to the [Finances](#) section.

Harold Abel School of Psychology PhD and PsyD Tuition

Psychology PhD and PsyD learners pay tuition on a per-course basis. Payment is due at the time of course registration. American Express, Discover, MasterCard, Visa, wire transfer, and paper check payments are accepted. For information

related to financial aid, please refer to the Financial Aid section. **Note:** *Harold Abel School of Psychology learners should check iGuide for the most current internship course prices.*

Tuition for Continuation Courses

Learners who require additional quarter(s) to complete all required components of comprehensive examination and dissertation courses, practicum courses, and internship courses should enroll in continuation courses (dash C courses). Learners in continuation courses do not earn additional credit.

To maintain active learner status, and access to university activities, academic personnel, and services (including advisors, mentors, courses, and library), learners must register and pay for continuation courses based on their school's regular registration, tuition, and payment schedules.

Reduced Tuition for Advanced Doctoral Learners

Capella University acknowledges that graduate education represents a major investment of time, energy, and money on the part of our learners. In a doctoral program it is difficult to determine the overall cost because the "time-to-degree completion" is not fixed. While it is likely that doctoral learners will complete their program in approximately four years, some financial accommodation will be made for learners who take longer to complete their comprehensive examination and dissertation.

Doctoral learners in the schools of Business and Technology, Education, and Human Services who have completed at least four full years (16 complete quarters) of active enrollment in their doctoral program and have completed all residency requirements and degree course work (except the comprehensive examinations and the dissertation) are charged a reduced

tuition rate (for a maximum of 12 additional quarters of enrollment) in lieu of regular tuition (see current tuition schedule for reduced tuition rates).

Learners meeting these criteria qualify for this reduced tuition rate only during terms in which they enroll in the comprehensive examination or dissertation courses.

Quarters in which a current doctoral learner was enrolled in Capella as a certificate or master's learner, and time off taken for administrative, medical, military, or family leave shall not count toward the minimum active enrollment period.

Employer Reimbursement

Learners receiving tuition assistance from their employers must arrange for payment of their tuition to Capella prior to the start of their course(s). This policy does not currently affect learners receiving veterans' assistance, active armed forces learners, vocational rehabilitation assistance, or learners whose employers arrange for a direct invoice from Capella. Direct bill invoicing must be completed prior to the start of the course and is only an option when no specific grade is required by the employer as a condition of reimbursement.

Special Business Office Hold

All learners with an outstanding balance may be placed on special business office hold (SBOH). Learners who have not completed the financial aid process by the 10th calendar day of the quarter will be placed on SBOH. While on SBOH, learners will not be granted access to university activities, academic personnel, or services including advisors, mentors, courses, or library. Access will be restored and billing will resume when the account balance is current.

Tuition Refunds

Learners who completely withdraw from Capella University or drop one or more of their courses will have their tuition refunded according to the refund schedule in this section.

For doctoral learners in the Schools of Business and Technology, Human Services, and Education, tuition is charged quarterly on a flat rate, not on a per-course basis.

There are no refunds for books, supplies, or application fees.

Tuition Refund Schedules

The following schedule applies to learners residing in locations other than Florida, Georgia, or Wisconsin:

Withdrawal or Drop Date From the Class Start Date	Tuition Refund
Through fifth calendar day	100%
6-12 calendar days	75%
Remainder of the term	No refund

Florida Residents Refund Policy:

The refund policy applicable to Florida students is the Capella University institutional refund policy or the following minimum refund policy as stipulated by Florida law, whichever is more favorable to the learner.

Prior to beginning classes, the Florida applicant receives a full refund of all monies if he or she requests it within three business days after making a payment to Capella University.

A Florida learner who withdraws or is disenrolled after the start date of a course, but before 40% of the course term has passed, is entitled to a pro rata refund as follows. (All percentages are based on the total number of calendar days in the course.)

% of Total Calendar Days	Tuition Refund
1 day – 5%	95%
6% – 10%	90%
11% – 25%	75%
26% – 40%	50%
41% +	No refund

As part of this policy, Capella University may retain an administrative fee of no more than \$150. This administrative cost may be in addition to the percentage of tuition, which may be retained by the institution as provided above.

Florida learners should notify Capella if they wish to [withdraw from a program](#) or [drop a course](#). Refunds are calculated by using the date notification is received from the learner, unless the learner immediately contacts Capella requesting an earlier withdrawal date and provides acceptable verification that no academically significant interaction occurred after the requested date. Capella University issues the appropriate refund in full to the learner within a maximum of 30 days of notification. All or a portion of the refund will be used to pay grants, loans, scholarships, or other financial aid in conformity with federal and state laws.

Georgia Residents Refund Policy:

The refund policy applicable to Georgia students is the Capella University institutional refund policy or the following minimum refund policy as stipulated by Georgia law, whichever is more favorable to the learner.

Prior to beginning classes, the Georgia applicant receives a full refund of all monies if he or she requests it within three business days after making a payment to Capella University.

A Georgia learner who withdraws or is disenrolled after the start date of a course, but before 50% of the course term has passed, is entitled to a pro rata refund as follows. (All percentages are based on the total number of calendar days in the course.)

% of Total Calendar Days	Tuition Refund
1 day – 5%	95%
6% – 10%	90%
11% – 25%	75%
26% – 50%	50%
51% +	No refund

As part of this policy, Capella University may retain an administrative fee of no more than \$150. This administrative cost may be in addition to the percentage of tuition, which may be retained by the institution as provided above.

Georgia learners should notify Capella if they wish to [withdraw from a program](#) or [drop a course](#). Refunds are calculated by using the date notification is received from the learner, unless the learner immediately contacts Capella requesting an earlier withdrawal date and provides acceptable verification that no academically significant interaction occurred after the requested date. Capella University issues the appropriate refund in full to the learner within a maximum of 30 days of notification. All or a portion of the refund will be used to pay grants, loans, scholarships or other financial aid in conformity with federal and state laws.

Wisconsin Residents Refund Policy:

Regulations in the State of Wisconsin require Capella University to apply a separate refund policy to Wisconsin learners. Refund credits will be processed in two steps. Each may be reflected on separate days and/or separate monthly statements. Capella's refund will be recorded first, and Wisconsin's refund (if applicable) will be recorded as a second line item. All refunds will be applied within 40 days of the withdrawal date.

The policy is as follows:

Learners residing in Wisconsin will receive a full refund of all tuition money paid if they withdraw from a course within a three-business-day cancellation period from the course start date.

Learners who withdraw or are disenrolled after the start date of a course, but before 60% of the course term has passed, are entitled to a pro rata refund as follows. (All percentages are based on the total number of calendar days in the course.)

Tuition and Fees, continued

% of Total Calendar Days	Tuition Refund
4th day - 9%	90%
10% - 19%	80%
20% - 29%	70%
30% - 39%	60%
40% - 49%	50%
50% - 59%	40%
60% +	No refund

As part of the percentage breakdown, Capella may retain a one-time administrative fee of no more than \$100. Learners will receive the tuition credit within 40 days of withdrawal date.

Learners must notify the institution by phone **1-888-CAPELLA (227-3552)**, **option 2**, or in writing of their intention to withdraw from courses. The effective date of the withdrawals will be the date notifications are received by the institution. All or a portion of refunds will be used to pay grants, loans, scholarships, or other financial aid in conformity with federal and state law.

Refund Procedure for Financial Aid Recipients

Learners receiving financial aid should contact the Office of Financial Aid before canceling enrollment and requesting a refund. They may be required to pay back all or part of the financial aid award prior to receiving any refund from Capella University.

Financial aid recipients who completely withdraw from their program or drop all of their courses prior to the 60% point of a term are subject to the Federal Return of Title IV Funds policy regulations for any federal aid not earned. Details of actual refund calculations are available upon request from the Office of Financial Aid. Financial aid funds will be returned to the appropriate agency in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans

The amount of the refund is in direct correlation to the learner's approved withdrawal date as determined by Academic Records. If learners withdraw from Capella and have received financial aid, specific requirements will be followed. These can be found on the Capella University Web site at [Tuition Refund policy](#).

Learners who utilize the Minnesota SELF Loan will be subject to the Tuition Refund policy.

Residency Tuition and Fees

Learners pay tuition for each residency they attend. Learners are responsible for their food, travel, and lodging expenses for all residencies.

Residency Cancellation Fee

Learners canceling their residency registration may be charged a cancellation fee or may be ineligible for a tuition refund, depending on when the cancellation is made. Visit the [residency registration](#) pages in iGuide for the exact dates and times of cancellation deadlines.

Timing of Cancellation	Cancellation Fee	Tuition Refund
30+ days in advance of the residency	\$0	100%
8 - 29 days in advance of the residency	\$50	100%
3 - 7 days in advance of the residency	\$150	100%
0 - 2 days in advance of the residency	\$0	No refund

Other Fees

Application Fees

Applicants must complete the online payment section of the application. Credit card or U.S. bank account (e-check) payment is required with the online application.

The amount of the application fee will be automatically determined based on information provided. The fee for domestic U.S. applicants is \$75. The fee for international applicants is \$175, which includes \$100 for international academic review. **All application fees are non-refundable.**

Petition for Credit Fee

The petition process requires learners seeking credit for prior learning to pay a \$325 evaluation fee for each petition. See the [Credit for Prior Learning policy](#) in this catalog for details and restrictions. **Petition for credit fees are non-refundable.**

Graduation Fee

A fee will be assessed when a learner applies for graduation. See the [Tuition and Fees](#) chart in this catalog and on iGuide.

CAPELLA UNIVERSITY

School of Undergraduate Studies



School of Undergraduate Studies



Valerie Perkins, EdD
Dean, School of Undergraduate Studies

From the Dean

I am pleased to welcome you to Capella University's School of Undergraduate Studies. Today's competitive work environment is rapidly changing, as are the skills necessary for career success. Programs in the School of Undergraduate Studies have an immediate and long-term impact, transforming the lives and careers of learners. Our programs and curricula help learners expand their experience into the global community through interactive technology, broad-based discussions, and a recognition of the importance and impact of diversity and culture.

Degree programs in the School of Undergraduate Studies are designed for working adult learners who want to develop relevant skills in a variety of areas in the fields of business and information technology. Capella's business program develops foundational knowledge and scholarship related to current issues in the specializations of accounting, and business administration, finance, human resource management, management and leadership, and marketing. Learners in the information technology bachelor's program, benefit from a relevant curriculum that addresses essential information technology competencies in project management, information security, enterprise systems integration, application development, network architecture and design, systems design and programming, and graphics multimedia specializations.

Online learning at Capella is led by experienced faculty who share their knowledge and passion for their subject areas; who link theory, research, and practice; who are active in business and information technology fields, and who support learners as they work to achieve personal goals and transform their lives and careers. The faculty and staff of the School of Undergraduate Studies are dedicated to offering a rewarding learning experience that provides professional and personal value; they join me in welcoming you.

Valerie Perkins, EdD

Dean

About the School of Undergraduate Studies

Mission Statement

The mission of the School of Undergraduate Studies is to create competency-based, online degree programs that serve a collaborative community of learners. Capella University provides an invigorating and challenging educational experience for adult working professionals and is dedicated to the development of learners' knowledge, values, and skills. The programs in the School of Undergraduate Studies have an immediate and long-term impact on learners' lives and careers as they demonstrate increased leadership, scholarship, and service.

Undergraduate Degree Programs

Bachelor of Science (BS) in Business

The School of Undergraduate Studies bachelor's degree program integrates the mastery of business fundamentals with practical application in a rich, interactive learning environment that enhances learners' personal and organizational effectiveness in their chosen field of study.

Capella's bachelor's degree in business curriculum focuses on providing a sound grounding in accounting, business administration, management and leadership, human resource management, finance, and marketing. The curriculum also provides an integrated approach to enterprise, preparing learners to work in collaboration with diverse work groups and functional areas.

Bachelor of Science (BS) in Information Technology

This School of Undergraduate Studies bachelor's degree program allows learners to efficiently complete their studies for a degree and focus on courses that teach the skills that prepare them for careers in technology.

The courses in information technology help learners build a deep knowledge of current IT tools and practices while preparing them to earn new certifications they may need. During the program, learners gain hands-on access to the applications they are learning and have the opportunity to demonstrate their new skills. When they are finished, learners have a bachelor's degree that validates their professional status and a portfolio of course work that demonstrates their mastery of the latest software, Web tools, and other applications.

General Education Requirements for the BS Degree

General education courses develop the knowledge, skills, and abilities foundational to a baccalaureate program and to more advanced study. Capella University's general education curriculum works in concert with the course work in a learner's field of study to develop reflective-practitioners at the bachelor's level. Reflective-practitioners

learn to use analytical and relational skills to improve their professional practices through action, reflection, and adaptation.

At Capella University, the general education program is structured around the development of knowledge and skills within seven core areas.

- 1. Communication:** Capella learners develop the communication skills necessary to effectively use the English language to communicate both verbally and in written form. In addition, they learn to read, write, speak, and listen critically.
- 2. Critical Thinking:** Capella learners develop the thinking skills necessary to critically evaluate information, integrate differing points of view, and establish a reasoned course of action for effectively solving problems. These critical thinking skills are reinforced throughout the program.

SPECIALIZATIONS OFFERED IN THE SCHOOL OF UNDERGRADUATE STUDIES

Business Program	Degree
Accounting *	BS
Business Administration	BS
Finance	BS
Human Resource Management	BS
Management and Leadership	BS
Marketing	BS

Information Technology Program	Degree
General Information Technology	BS
Graphics and Multimedia	BS
Network Technology	BS
Project Management	BS
Web Application Development	BS

* Capella University will seek approval of this new specialization from the states of Arkansas and Georgia. Learners should contact an enrollment counselor for current approval status in these states. Anticipated start date January 2006, approval by the Higher Learning Commission pending.

3. Ethical and Social Responsibility:

Capella learners develop an understanding of the ethical dimensions of their personal and professional lives. Through reflection on their own values and positions, as well as those of others, they learn what it means to be a socially responsible citizen in today's world and develop the ability to appropriately exercise that citizenship.

4. Fine Arts and Humanities: Capella learners develop an understanding of the arts and humanities as an expression of human culture, and through the critical analysis of works of art, literature, and philosophy, they develop the ability to form their own aesthetic judgments.

5. Mathematical and Logical Reasoning: Capella learners develop an understanding of mathematical and logical reasoning and the ability to use mathematics and logic to address problems in their personal and professional lives.

6. Natural Science: Capella learners develop an understanding of the scientific methods used to study phenomena in the natural sciences and an appreciation of the role scientific inquiry plays in addressing the critical issues facing today's world.

7. Social Science: Capella learners develop an understanding of the scientific methods used to study human behavior and interaction and knowledge of the predominant theories resulting from this study.

School of Undergraduate Studies Degree Programs

Bachelor of Science (BS) in Business Specializations

Accounting

Accounting professionals design, examine, and manage accurate financial recording and reporting procedures for financial and business transactions. Learners in the accounting specialization acquire and apply various methods of ethically maintaining accurate and up-to-date records. The specialization provides learners with an understanding of a wide array of accounting related services, including budget analysis, financial and investment planning, and financial statement and internal control auditing. These skills prepare graduates for a profession in financial, managerial, or government accounting. In addition to accounting expertise, learners in the specialization will demonstrate the interpersonal and communication skills required to present information to both internal and external clients, influencing organizational effectiveness at all levels of their organization. This specialization is not designed to prepare learners for a CPA exam.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

- ENG1000 English Composition
- ENG2000 Research Writing
- SPC2000 Intercultural Communication
- SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

- PHI2000 Ethics
- PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

- ART2000 Art History Survey
- HUM1000 Introduction to the Humanities
- HUM1050 World Religions (3 quarter credits)
- PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

- MAT1050 College Algebra
- MAT1051 Pre-Calculus
- MAT2001 Statistical Reasoning
- MAT2050 Statistical Literacy (3 quarter credits)
- MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

- BIO1000 Human Biology
- BIO1050 Biology and Society
- CHM1000 Chemistry for Changing Times
- PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

- ECO1050 Microeconomics
- PSY1000 Introduction to Psychology
- POL1000 The Politics of American Government
- SOC1000 Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 42 quarter credits

- BUS3004 Developing a Business Perspective
- BUS3005 Undergraduate Learner Success Lab (non-credit)
- BUS3010 Fundamentals of Management and Leadership
- BUS3020 Fundamentals of E-Business
- BUS3030 Fundamentals of Marketing and Sales
- BUS3040 Fundamentals of Human Resource Management
- BUS3050 Fundamentals of Organizational Communication
- BUS3060 Fundamentals of Finance and Accounting

Specialization Courses - 48 quarter credits

- BUS4060 Financial Accounting Principles (BUS3060)
- BUS4061 Managerial Accounting Principles (BUS4060)
- BUS4062 Intermediate Financial Accounting Topics & Trends (BUS4060)
- BUS4063 Advanced Financial Accounting Topics & Trends (BUS4062)
- BUS4064 Cost Accounting for Planning and Control (BUS4061)
- BUS4065 Income Tax Concepts & Strategies (BUS4062)
- BUS4066 Contemporary Auditing: An Ethical Perspective (BUS4063)
- BUS4070 Foundations in Finance (BUS3060)

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter.

- BUS4993 Business Capstone Project

Total 186 quarter credits

Capella University will seek approval of this new specialization from the states of Arkansas and Georgia. Learners should contact an enrollment counselor for current approval status in these states. Anticipated start date January 2006, approval by the Higher Learning Commission pending.

Business Administration

Learners in the business administration specialization develop the business, interpersonal, and professional thinking skills to impact organizational effectiveness across all functional levels of organizations in manufacturing, service, professional, and government arenas. Learners select elective courses based on their individual professional needs.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

- ENG1000 English Composition
- ENG2000 Research Writing
- SPC2000 Intercultural Communication
- SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

- PHI2000 Ethics
- PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

- ART2000 Art History Survey
- HUM1000 Introduction to the Humanities
- HUM1050 World Religions (3 quarter credits)
- PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

- MAT1050 College Algebra
- MAT1051 Pre-Calculus
- MAT2001 Statistical Reasoning
- MAT2050 Statistical Literacy (3 quarter credits)
- MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

- BIO1000 Human Biology
- BIO1050 Biology and Society
- CHM1000 Chemistry for Changing Times
- PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

- ECO1050 Microeconomics
- PSY1000 Introduction to Psychology
- POL1000 The Politics of American Government
- SOC1000 Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 42 quarter credits

- BUS3004 Developing a Business Perspective
- BUS3005 Undergraduate Learner Success Lab (non-credit)
- BUS3010 Fundamentals of Management and Leadership
- BUS3020 Fundamentals of E-Business
- BUS3030 Fundamentals of Marketing and Sales
- BUS3040 Fundamentals of Human Resource Management
- BUS3050 Fundamentals of Organizational Communication
- BUS3060 Fundamentals of Finance and Accounting

All courses are 6 quarter credits except as noted. Courses listed in parentheses denote prerequisites.

Bachelor's in Business Specializations, continued

Specialization Courses - 48 quarter credits

Required course:

BUS4801 Ethics and Enterprise

Choose 42 quarter credits from the following courses:

BUS4011 Virtual Team Collaboration (BUS3010)
 BUS4012 Leadership in Organizations (BUS3010)
 BUS4013 Organizational Structure, Learning, and Performance (BUS3010)
 BUS4014 Operations Management for Competitive Advantage (BUS3010)
 BUS4015 Strategic Planning and Implementation (BUS3010)
 BUS4016 Global Business Relationships (BUS3010)
 BUS4021 E-Business Technology Infrastructure (BUS3020)
 BUS4022 E-Business Sourcing, Marketing, and Sales (BUS3020)
 BUS4023 E-Business Project Implementation (BUS3020)
 BUS4031 Marketing, Sales, and Channel Management (BUS3030)
 BUS4032 Customer Psychology and Marketing Research (BUS3030)
 BUS4033 Brand Identity and Marketing Communication (BUS3030)
 BUS4034 Marketing Strategy (BUS3030)
 BUS4035 Marketing Across Borders (BUS3030)
 BUS4043 Compensation and Benefits Management (BUS3040)
 BUS4044 Legal Issues in Human Resource Management (BUS3040)
 BUS4045 Recruitment, Retention, and Development (BUS3040)
 BUS4046 Employee and Labor Relations (BUS3040)
 BUS4047 Employee Training and Development (BUS3040)
 BUS4048 International Human Resources Management Issues (BUS3040)
 BUS4070 Foundations in Finance (BUS3060)
 BUS4071 Financial Markets and Institutions (BUS4070)
 BUS4072 Analysis for Financial Management (BUS4070)
 BUS4073 Investments and Portfolio Management (BUS4070)
 BUS4074 Entrepreneurial Finance (BUS4070)
 BUS4075 Public and Nonprofit Finance (BUS4070)
 BUS4076 Issues in International Finance (BUS4070)
 BUS4077 Risk Management Strategies (BUS4070)
 BUS4078 Financial Institution Management (BUS4070)
 BUS4079 Real Estate Finance (BUS4070)
 BUS4802 Change Management

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter.

BUS4993 Business Capstone Project

Total 186 quarter credits

Finance

Finance professionals help organizations find and manage the resources needed to grow, make investments and acquisitions, plan for the future, and manage existing assets. Learners in the finance specialization build the finance knowledge and skills needed to advance in the financial services industry or as a finance professional within a public or private organization. Beyond expertise in finance, learners also demonstrate the management, interpersonal, and professional thinking skills to impact organizational effectiveness across all levels of their organization. Learners select elective courses based on their individual professional needs.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

ENG1000 English Composition

ENG2000 Research Writing

SPC2000 Intercultural Communication

SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

PHI2000 Ethics

PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

ART2000 Art History Survey

HUM1000 Introduction to the Humanities

HUM1050 World Religions (3 quarter credits)

PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

MAT1050 College Algebra

MAT1051 Pre-Calculus

MAT2001 Statistical Reasoning

MAT2050 Statistical Literacy (3 quarter credits)

MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

BIO1000 Human Biology

BIO1050 Biology and Society

CHM1000 Chemistry for Changing Times

PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

ECO1050 Microeconomics

PSY1000 Introduction to Psychology

POL1000 The Politics of American Government

SOC1000 Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 42 quarter credits

BUS3004 Developing a Business Perspective

BUS3005 Undergraduate Learner Success Lab (non-credit)

BUS3010 Fundamentals of Management and Leadership

BUS3020 Fundamentals of E-Business

BUS3030 Fundamentals of Marketing and Sales

BUS3040 Fundamentals of Human Resource Management

BUS3050 Fundamentals of Organizational Communication

BUS3060 Fundamentals of Finance and Accounting

Specialization Courses - 48 quarter credits

BUS4070 Foundations in Finance (BUS3060)

BUS4071 Financial Markets and Institutions (BUS4070)

BUS4072 Analysis for Financial Management (BUS4070)

BUS4073 Investments and Portfolio Management (BUS4070)

BUS4801 Ethics and Enterprise

Choose 18 quarter credits from the following courses:

BUS4074 Entrepreneurial Finance (BUS4070)

BUS4075 Public and Nonprofit Finance (BUS4070)

BUS4076 Issues in International Finance (BUS4070)

BUS4077 Risk Management Strategies (BUS4070)

BUS4078 Financial Institution Management (BUS4070)

BUS4079 Real Estate Finance (BUS4070)

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter.

BUS4993 Business Capstone Project

Total 186 quarter credits

All courses are 6 quarter credits except as noted.
 Courses listed in parentheses denote prerequisites.

School of Undergraduate Studies Programs, *continued*

Bachelor's in Business Specializations, continued

Human Resource Management

The human resource professional wears many hats, and the specific duties depend upon the nature and size of the organization. Typical responsibilities may include staffing the organization, training and developing employees at all levels, maintaining a fair and equitable compensation system, developing personnel policies and procedures, and developing strategies to meet the human resource needs for the organization's future. Learners in the human resource management specialization develop the human resource management, interpersonal, and professional thinking skills to manage talent, develop intellectual capital, work in networked relationships, deal with continuous change, and impact organizational effectiveness as human resource leaders and managers at all levels of their organizations.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

ENG1000 English Composition
ENG2000 Research Writing
SPC2000 Intercultural Communication
SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

PHI2000 Ethics
PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

ART2000 Art History Survey
HUM1000 Introduction to the Humanities
HUM1050 World Religions (3 quarter credits)
PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

MAT1050 College Algebra
MAT1051 Pre-Calculus
MAT2001 Statistical Reasoning
MAT2050 Statistical Literacy (3 quarter credits)
MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

BIO1000 Human Biology
BIO1050 Biology and Society
CHM1000 Chemistry for Changing Times
PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

ECO1050 Microeconomics
PSY1000 Introduction to Psychology
POL1000 The Politics of American Government
SOC1000 Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 42 quarter credits

BUS3004 Developing a Business Perspective
BUS3005 Undergraduate Learner Success Lab (non-credit)
BUS3010 Fundamentals of Management and Leadership
BUS3020 Fundamentals of E-Business
BUS3030 Fundamentals of Marketing and Sales
BUS3040 Fundamentals of Human Resource Management
BUS3050 Fundamentals of Organizational Communication
BUS3060 Fundamentals of Finance and Accounting

Specialization Courses - 48 quarter credits

BUS4043 Compensation and Benefits Management (BUS3040)
BUS4044 Legal Issues in Human Resource Management (BUS3040)
BUS4045 Recruitment, Retention, and Development (BUS3040)
BUS4046 Employee and Labor Relations (BUS3040)
BUS4047 Employee Training and Development (BUS3040)
BUS4048 International Human Resource Management Issues (BUS3040)
BUS4801 Ethics and Enterprise
BUS4802 Change Management

Elective Courses - 30 quarter credits

Choose 30 credits of additional undergraduate courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter.

BUS4993 Business Capstone Project

Total 186 quarter credits

Management and Leadership

Management involves the coordination, implementation, promotion, supervision, and directing of the activities of individuals, organizations, and businesses. The focus of the management and leadership specialization is to develop individuals who have the skills and competencies to successfully lead people and manage organizations in a dynamic, global environment. Learners in this specialization demonstrate the management, interpersonal, and professional thinking skills to impact organizational effectiveness as leaders and managers at all levels of their organizations.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

ENG1000 English Composition
ENG2000 Research Writing
SPC2000 Intercultural Communication
SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

PHI2000 Ethics
PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

ART2000 Art History Survey
HUM1000 Introduction to the Humanities
HUM1050 World Religions (3 quarter credits)
PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

MAT1050 College Algebra
MAT1051 Pre-Calculus
MAT2001 Statistical Reasoning
MAT2050 Statistical Literacy (3 quarter credits)
MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

BIO1000 Human Biology
BIO1050 Biology and Society
CHM1000 Chemistry for Changing Times
PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

ECO1050 Microeconomics
PSY1000 Introduction to Psychology
POL1000 The Politics of American Government
SOC1000 Introduction to Human Society

Bachelor's in Business Specializations, continued

Additional Program Requirements

Core Courses + Lab - 42 quarter credits

BUS3004	Developing a Business Perspective
BUS3005	Undergraduate Learner Success Lab (non-credit)
BUS3010	Fundamentals of Management and Leadership
BUS3020	Fundamentals of E-Business
BUS3030	Fundamentals of Marketing and Sales
BUS3040	Fundamentals of Human Resource Management
BUS3050	Fundamentals of Organizational Communication
BUS3060	Fundamentals of Finance and Accounting

Specialization Courses - 48 quarter credits

BUS4011	Virtual Team Collaboration (BUS3010)
BUS4012	Leadership in Organizations (BUS3010)
BUS4013	Organizational Structure, Learning, and Performance (BUS3010)
BUS4014	Operations Management for Competitive Advantage (BUS3010)
BUS4015	Strategic Planning and Implementation (BUS3010)
BUS4016	Global Business Relationships (BUS3010)
BUS4801	Ethics and Enterprise
BUS4802	Change Management

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter.

BUS4993	Business Capstone Project
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Total 186 quarter credits

Marketing

Marketing professionals must be prepared for a diverse set of challenges from understanding the needs of the customer to managing sales and distribution operations. Because of its broad scope, marketing can also serve as a foundation from which to build a successful career in product development or general business management. Learners in this specialization may choose to focus on the fundamentals of sales and marketing or broaden their study to include a stronger emphasis on the marketing aspects of e-business. E-business has changed the way companies operate, going beyond e-commerce into layers of how organizations relate to the whole chain of enterprise, from raw materials to satisfied customers. In addition to marketing expertise, learners demonstrate the management, interpersonal, and professional thinking skills needed to impact organizational effectiveness at all levels of their organizations.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

ENG1000	English Composition
ENG2000	Research Writing
SPC2000	Intercultural Communication
SPC2050	Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

PHI2000	Ethics
PHI2050	Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

ART2000	Art History Survey
HUM1000	Introduction to the Humanities
HUM1050	World Religions (3 quarter credits)
PHI1000	Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

MAT1050	College Algebra
MAT1051	Pre-Calculus
MAT2001	Statistical Reasoning
MAT2050	Statistical Literacy (3 quarter credits)
MAT2051	Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

BIO1000	Human Biology
BIO1050	Biology and Society
CHM1000	Chemistry for Changing Times
PHY1000	Introduction to Astronomy

Social Science (12 quarter credits required)

ECO1050	Microeconomics
PSY1000	Introduction to Psychology
POL1000	The Politics of American Government
SOC1000	Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 42 quarter credits

BUS3004	Developing a Business Perspective
BUS3005	Undergraduate Learner Success Lab (non-credit)
BUS3010	Fundamentals of Management and Leadership
BUS3020	Fundamentals of E-Business
BUS3030	Fundamentals of Marketing and Sales
BUS3040	Fundamentals of Human Resource Management
BUS3050	Fundamentals of Organizational Communication
BUS3060	Fundamentals of Finance and Accounting

Specialization Courses - 48 quarter credits

BUS4022	E-Business Sourcing, Marketing, and Sales (BUS3020)
BUS4031	Marketing, Sales, and Channel Management (BUS3030)
BUS4032	Customer Psychology and Marketing Research (BUS3030)
BUS4033	Brand Identity and Marketing Communication (BUS3030)
BUS4801	Ethics and Enterprise
BUS4802	Change Management
Choose 12 quarter credits from the following courses:	
BUS4021	E-Business Technology Infrastructure (BUS3020)
BUS4023	E-Business Project Implementation (BUS3020)
BUS4034	Marketing Strategy (BUS3030)
BUS4035	Marketing Across Borders (BUS3030)

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter.

BUS4993	Business Capstone Project
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Total 186 quarter credits

School of Undergraduate Studies Programs, *continued*

Bachelor of Science (BS) in Information Technology Specializations

General

In this general information technology specialization, learners explore a range of IT topics. This program of study consists of a set of core courses that cover the fundamental IT domains of networking, database, Web development, systems analysis and design, and project management. Learners have an opportunity to select a variety of more advanced IT courses that allow them to develop deeper and broader knowledge and skills in diverse IT topic areas. These areas include Web development, networking, project management, and graphics and multimedia.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

ENG1000 English Composition

ENG2000 Research Writing

SPC2000 Intercultural Communication

SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

PHI2000 Ethics

PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

ART2000 Art History Survey

HUM1000 Introduction to the Humanities

HUM1050 World Religions (3 quarter credits)

PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

MAT1050 College Algebra

MAT1051 Pre-Calculus

MAT2001 Statistical Reasoning

MAT2050 Statistical Literacy (3 quarter credits)

MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

BIO1000 Human Biology

BIO1050 Biology and Society

CHM1000 Chemistry for Changing Times

PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

ECO1050 Microeconomics

PSY1000 Introduction to Psychology

POL1000 The Politics of American Government

SOC1000 Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 48 quarter credits

TS3004 Communicating in New Media

TS3005 Undergraduate Learner Success Lab (non-credit)

TS3100 Fundamentals of Web Application Development

TS3110 Fundamentals of E-Business
TS3120 Fundamentals of Project Management
TS3130 Fundamentals of Database Systems
TS3140 Fundamentals of Software Development
TS3150 Fundamentals of Network Systems
TS3160 Ethical and Human Side of Information Technology

Specialization Courses - 42 quarter credits

Choose 42 quarter credits from the following courses:

TS4010 Presentation Layer: Client Side Programming (TS3100, TS4805)
TS4012 Advanced Server Side Programming (TS4811, TS4819, TS4820)
TS4030 Project Estimation and Budgeting (TS3120)
TS4031 Risk Management in Information System Development (TS3120)
TS4032 Motivating IT Professionals (TS3120)
TS4040 Network Administration (TS3150)
TS4041 Advanced Network Administration (TS4040)
TS4042 Network Design (TS3150)
TS4050 Vector Graphics Animation (TS3100)
TS4051 Web Graphics Animation (TS3100)
TS4052 Image Processing (TS3100)
TS4060 Managing the Project I (TS3120)
TS4061 Managing the Project II (TS4060)
TS4801 Information Systems Analysis and Design
TS4802 System Assurance Quality and Testing
TS4803 System Assurance Security
TS4805 Programming Concepts and Practices
TS4806 Future of Information Technology
TS4807 Legal Issues in Information Technology
TS4808 Object-oriented Analysis, Design and Programming (TS3140)
TS4809 Data Warehousing and Data Mining
TS4810 Web Design (TS3100)
TS4811 Object-oriented Programming in Java (TS4805)
TS4812 Advanced Java Programming (TS4811)
TS4813 Operating Systems
TS4814 Wireless Web Programming
TS4815 Introduction to Telecommunications
TS4816 Mobile Device Programming
TS4817 Security Management Practices (TS3150)
TS4819 Application Layer: Server Side Programming (TS3130, TS4805, TS4010)
TS4820 Server Side Programming ASP.NET (TS4819)
TS4899 Special Topics in Information Technology (school permission)

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses. The School of Undergraduate Studies recommends that 18 of these quarter credits be earned through undergraduate information technology courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter:

TS4990 Integrated Action Learning Project

Total 186 quarter credits

Graphics and Multimedia

As Web-enabled applications become more common, significant demand exists for technically proficient professionals who can design high quality, aesthetically pleasing graphic and multimedia content. The specialization in graphics and multimedia helps learners build the skills necessary to develop graphic-intensive content that enhances the appeal and navigability of Web sites.

While pursuing this specialization, learners are led by trained graphic artists and experts in Web-based design. Learners engage in a collaborative, online community that provides real-time feedback on their work from a variety of learner and instructor perspectives. The specialization leaves learners with a sound knowledge of the latest professional tools used for vector graphics, vector graphics animation, and image processing.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

ENG1000 English Composition

ENG2000 Research Writing

SPC2000 Intercultural Communication

SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

PHI2000 Ethics

PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

ART2000 Art History Survey

HUM1000 Introduction to the Humanities

HUM1050 World Religions (3 quarter credits)

PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

MAT1050 College Algebra

MAT1051 Pre-Calculus

MAT2001 Statistical Reasoning

MAT2050 Statistical Literacy (3 quarter credits)

MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

BIO1000 Human Biology

BIO1050 Biology and Society

CHM1000 Chemistry for Changing Times

PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

ECO1050 Microeconomics

PSY1000 Introduction to Psychology

POL1000 The Politics of American Government

SOC1000 Introduction to Human Society

All courses are 6 quarter credits except as noted. Courses listed in parentheses denote prerequisites.

Bachelor's in Information Technology Specializations, continued

Additional Program Requirements

Core Courses + Lab - 48 quarter credits

TS3004	Communicating in New Media
TS3005	Undergraduate Learner Success Lab (non-credit)
TS3100	Fundamentals of Web Application Development
TS3110	Fundamentals of E-Business
TS3120	Fundamentals of Project Management
TS3130	Fundamentals of Database Systems
TS3140	Fundamentals of Software Development
TS3150	Fundamentals of Network Systems
TS3160	Ethical and Human Side of Information Technology

Specialization Courses - 42 quarter credits

TS4050	Vector Graphics Animation (TS3100)
TS4051	Web Graphics Production (TS3100)
TS4052	Image Processing (TS3100)
TS4801	Information Systems Analysis and Design
TS4802	System Assurance Quality and Testing
TS4810	Web Design (TS3100)

Any additional 6-credit 4000-level course

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses. The School of Undergraduate Studies recommends that 18 of these quarter credits be earned through undergraduate technology courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter:

TS4990	Integrated Action Learning Project
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Total 186 quarter credits

Network Technology

The specialization in network technology provides learners with the skills they need to take certification tests in the areas of network administration, network design, and network security from Microsoft, Cisco, CompTIA, and other leading technology organizations. Some key technologies are introduced, including local and wide area networking, directory services, network security, authentication schemes, and various operating systems. Innovative software tools and Capella's advanced IT infrastructure enable simulated hands-on learning in a flexible, online environment.

Equally important, as learners work toward various in-demand certifications, they continue acquiring the broader critical thinking, strategic, and managerial skills that last a lifetime and make the IT professional a valuable asset to every department within an organization.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

ENG1000	English Composition
ENG2000	Research Writing
SPC2000	Intercultural Communication
SPC2050	Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

PHI2000	Ethics
PHI2050	Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

ART2000	Art History Survey
HUM1000	Introduction to the Humanities
HUM1050	World Religions (3 quarter credits)
PHI1000	Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

MAT1050	College Algebra
MAT1051	Pre-Calculus
MAT2001	Statistical Reasoning
MAT2050	Statistical Literacy (3 quarter credits)
MAT2051	Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

BIO1000	Human Biology
BIO1050	Biology and Society
CHM1000	Chemistry for Changing Times
PHY1000	Introduction to Astronomy

Social Science (12 quarter credits required)

ECO1050	Microeconomics
PSY1000	Introduction to Psychology
POL1000	The Politics of American Government
SOC1000	Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 48 quarter credits

TS3004	Communicating in New Media
TS3005	Undergraduate Learner Success Lab (non-credit)
TS3100	Fundamentals of Web Application Development
TS3110	Fundamentals of E-Business
TS3120	Fundamentals of Project Management
TS3130	Fundamentals of Database Systems
TS3140	Fundamentals of Software Development
TS3150	Fundamentals of Network Systems
TS3160	Ethical and Human Side of Information Technology

Specialization Courses - 42 quarter credits

TS4040	Network Administration (TS3150)
TS4041	Advanced Network Administration (TS4040)
TS4042	Network Design (TS3150)
TS4803	System Assurance Security
TS4813	Operating Systems
TS4815	Introduction to Telecommunications

Any additional 6-credit 4000-level course

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses. The School of Undergraduate Studies recommends that 18 of these quarter credits be earned through undergraduate information technology courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter:

TS4990	Integrated Action Learning Project
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Total 186 quarter credits

School of Undergraduate Studies Programs, continued

Bachelor's in Information Technology Specializations, continued

Project Management

The project management specialization focuses on developing skills that are required to effectively lead and manage a complex IT project. This specialization also allows learners to integrate information technologies, business, and human interaction skills.

Learners are introduced to a variety of topics including assessing product requirements; establishing configuration management; understanding the impact of evolving legal and regulatory issues on a project; understanding team dynamics; and using tools for project planning, estimation, budgeting, and risk management. Learners will ultimately integrate IT fundamentals, professional practice, and project management specialization course work in an integrated action learning project.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

- ENG1000 English Composition
- ENG2000 Research Writing
- SPC2000 Intercultural Communication
- SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

- PHI2000 Ethics
- PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

- ART2000 Art History Survey
- HUM1000 Introduction to the Humanities
- HUM1050 World Religions (3 quarter credits)
- PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

- MAT1050 College Algebra
- MAT1051 Pre-Calculus
- MAT2001 Statistical Reasoning
- MAT2050 Statistical Literacy (3 quarter credits)
- MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

- BIO1000 Human Biology
- BIO1050 Biology and Society
- CHM1000 Chemistry for Changing Times
- PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

- ECO1050 Microeconomics
- PSY1000 Introduction to Psychology
- POL1000 The Politics of American Government
- SOC1000 Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 48 quarter credits

- TS3004 Communicating in New Media
- TS3005 Undergraduate Learner Success Lab (non-credit)
- TS3100 Fundamentals of Web Application Development

- TS3110 Fundamentals of E-Business
- TS3120 Fundamentals of Project Management
- TS3130 Fundamentals of Database Systems
- TS3140 Fundamentals of Software Development
- TS3150 Fundamentals of Network Systems
- TS3160 Ethical and Human Side of Information Technology

Specialization Courses - 42 quarter credits

- TS4030 Project Estimating and Budgeting
- TS4032 Motivating IT Professionals (TS3120)
- TS4060 Managing the Project I (TS3120)
- TS4061 Managing the Project II (TS4060)
- TS4802 Systems Assurance Quality and Testing
- TS4807 Legal Issues in IT

Any additional 6-credit 4000-level course (TS4031 is recommended)

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses. The School of Undergraduate Studies recommends that 18 of these quarter credits be earned through undergraduate information technology courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter:

- TS4990 Integrated Action Learning Project

Total 186 quarter credits

Web Application Development

The Web application development specialization is appropriate for those whose goal is to create professional, high quality Web-based applications. This specialization focuses on the enabling technologies, but also integrates an awareness of business and human realities. The key concepts of Web application development are emphasized to prepare learners for the variety of development environments. Some key technologies will be introduced using the Virtual Lab Environment (VLE) including Enterprise JavaBeans, Common Object Request Broker Architecture (CORBA), Extensible Markup Language (XML), and Open Database Connectivity (ODBC)/Java Database Connectivity (JDBC), and Application Programming Interfaces (APIs). Learners will ultimately integrate IT fundamentals, professional practice, and Web application development specialization course work in an integrated action learning project.

General Education Requirements

Choose 60 quarter credits as indicated from the following categories:

Communication (12 quarter credits required)

- ENG1000 English Composition
- ENG2000 Research Writing
- SPC2000 Intercultural Communication
- SPC2050 Visual Design in Communications (3 quarter credits)

Ethical and Social Responsibility (6 quarter credits required)

- PHI2000 Ethics
- PHI2050 Human Nature and Ethics (3 quarter credits)

Fine Arts and Humanities (12 quarter credits required)

- ART2000 Art History Survey
- HUM1000 Introduction to the Humanities
- HUM1050 World Religions (3 quarter credits)
- PHI1000 Introduction to Philosophy

Mathematical and Logical Reasoning (6 quarter credits required)

- MAT1050 College Algebra
- MAT1051 Pre-Calculus
- MAT2001 Statistical Reasoning
- MAT2050 Statistical Literacy (3 quarter credits)
- MAT2051 Discrete Mathematics (MAT1050)

Natural Science (12 quarter credits required)

- BIO1000 Human Biology
- BIO1050 Biology and Society
- CHM1000 Chemistry for Changing Times
- PHY1000 Introduction to Astronomy

Social Science (12 quarter credits required)

- ECO1050 Microeconomics
- PSY1000 Introduction to Psychology
- POL1000 The Politics of American Government
- SOC1000 Introduction to Human Society

Additional Program Requirements

Core Courses + Lab - 48 quarter credits

- TS3004 Communicating in New Media
- TS3005 Undergraduate Learner Success Lab (non-credit)
- TS3100 Fundamentals of Web Application Development
- TS3110 Fundamentals of E-Business
- TS3120 Fundamentals of Project Management
- TS3130 Fundamentals of Database Systems
- TS3140 Fundamentals of Software Development
- TS3150 Fundamentals of Network Systems
- TS3160 Ethical and Human Side of Information Technology

Specialization Courses - 42 quarter credits

- TS4010 Presentation Layer: Client Side Programming (TS3100, TS4805)
- TS4012 Advanced Server Side Programming (TS4010, TS4819, TS4820)
- TS4802 System Assurance Quality and Testing
- TS4811 Object-oriented Programming in Java (TS4805)
- TS4819 Application Layer: Server Side Programming (TS3130, TS4010, TS4805)
- TS4820 Server Side Programming ASP.NET (TS4819)

Any additional 6-credit 4000-level course (TS4805 is recommended)

Elective Courses - 30 quarter credits

Choose 30 quarter credits of additional undergraduate courses. The School of Undergraduate Studies recommends that 18 of these quarter credits be earned through undergraduate information technology courses.

Capstone Course - 6 quarter credits

To be taken during the learner's final quarter:

- TS4990 Integrated Action Learning Project

Total 186 quarter credits

All courses are 6 quarter credits except as noted. Courses listed in parentheses denote prerequisites.

Undergraduate Course Descriptions

in Numerical Order by Program Prefix

The following course list is correct as of the date this catalog was prepared. These descriptions indicate the general content and topics typically covered in the course. Capella University retains the right to withdraw, modify, or add courses to the existing list without prior notice.

3-credit general education courses are offered during both the first and second half of each quarter.

General Education Courses

COMMUNICATION

ENG1000 - English Composition (6 quarter credits). This course provides an introduction to writing with an emphasis on exposition, including learning research techniques and writing in a variety of forms. Particular attention is given to increasing learners' effectiveness in organizing and developing topics, thinking critically, and revising for clarity of purpose, readability, and style.

ENG2000 - Research Writing (6 quarter credits). This course is intended to help learners become more familiar and comfortable with the kind of writing that depends on the use of source material. Since most writing in professional or academic contexts calls in some fashion for evaluating or interpreting information provided by others, this course's main goal is to give you portable and adaptable skills that will help you uncover and critically assess sources, and then appropriately and correctly incorporate them into the professional or academic work you are writing.

SPC2000 - Intercultural Communication (6 quarter credits). This course explores cultural differences and their implications for communication, including differences in values, norms, social interaction, and code systems.

SPC2050 - Visual Design in Communications (3 quarter credits). This course introduces the learner to the use of visual design in communication. Fundamental concepts of graphic design and the principles of visual design will be applied through the use of online exercises, discussions, critiques, and texts. Methods to analyze visual images and their influence on communication will be explored.

ETHICAL AND SOCIAL RESPONSIBILITY

PHI2000 - Ethics (6 quarter credits). The course explores major philosophical approaches to evaluating moral actions and then applies them to contemporary issues. Learners will reflect on their own moral beliefs and the ways in which these beliefs influence and inform their moral judgments and behavior.

PHI2050 - Human Nature and Ethics (3 quarter credits). This course introduces learners to some of the principal Western conceptions of human nature and how these conceptions of human

nature give rise to and affect a number of ethical issues. Specific topics addressed by the course include the age-old human aspiration to improve human nature, the scientific view and approach to human nature, the relation between bodies and minds (souls), how we change over the course of our lives and yet still remain "ourselves," and the character and dignity of human beings. Assigned readings are interdisciplinary and historically range from the ancient Greeks to the twenty-first century.

FINE ARTS AND HUMANITIES

ART2000 - Art History Survey (6 quarter credits). This course provides a survey of art of the Western world from prehistoric to modern times. Activities include exploration of museums or galleries, analysis of art and buildings, and examination of art in everyday life.

HUM1000 - Introduction to the Humanities (6 quarter credits). This course provides a broad-based introduction to the humanities, including topics within the various arts, philosophy, and religion. Emphasis will be placed on developing an understanding of the uniqueness as well as the interrelatedness of these fields, how they significantly shape the cultures in which they are found, and how they reflect their culture's values and vision of the human condition.

HUM1050 - World Religions (3 quarter credits). This course introduces the wisdom traditions of the world, both East and West, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

PHI1000 - Introduction to Philosophy (6 quarter credits). An inquiry into the main problems of philosophical inquiry begins with an introduction to the nature of philosophy and a logical module, which includes basic logical concepts, syllogistic reasoning, Venn diagrams, deductive reasoning, inductive reasoning, and informal fallacies. The course further explores topics in philosophy such as religion, knowledge and perspectives on truth, rationality and cognitive relativism, philosophy of mind issues including monism/dualism, personal identity and immortality, freedom of the will and determinism, theoretic and applied ethics, and the meaning of human existence.

MATHEMATICAL AND LOGICAL REASONING

MAT1050 - College Algebra (6 quarter credits). This course introduces the study of mathematical functions, including linear, exponential, logarithmic, and other functions with their graphical, algebraic, numerical and other properties. Emphasis is placed on applying the learned concepts to applications in the social and natural sciences, business, and everyday life.

MAT1051 - Pre-calculus (6 quarter credits). Pre-calculus extends the formal study of elementary functions introduced in algebra. In this course, learners use technology, modeling, and problem solving skills to study and apply trigonometric and circular functions, identities and inverses, polar coordinates, complex numbers, and vectors in two and three dimensions. The course focuses on solving problems by applying multiple tools: algebraic, graphic and numeric. Quadratic relations are represented in polar, rectangular, and parametric forms. Each of these topics provides a bridge to further study in calculus and other key areas including economics, business, physics, chemistry, biology, chemistry, computer science, and other natural and social sciences topics. Prior college algebra course work or completion of Math 1050 is strongly recommended prior to enrollment in this course.

MAT2001 - Statistical Reasoning (6 quarter credits). This course covers the basic concepts of elementary statistics, including descriptive statistics, methods of counting, probability distributions, approximations, estimation, and hypothesis testing. While the computation of statistics (with software) is important, more emphasis is placed on the application and interpretation of statistical results.

MAT2050 - Statistical Literacy (3 quarter credits). This course concentrates on the application of critical thinking skills to arguments involving statistics. Emphasis will be placed on the learner as a consumer of statistics rather than a producer of statistical calculations. Course activities will focus on the interpretation, evaluation, and communication of real world situations and news stories.

MAT2051 - Discrete Mathematics (6 quarter credits). Topics for this course include number logic and set theory, functions and sequences, relations (equivalence, partial order, digraphs, recurrence relations, counting techniques, logic and techniques of proof, graphs, and algorithms. Other topics include networks (graphs), fundamentals of counting and discrete probability, and matrices. This course prepares learners for further study in business, especially marketing and information technology. **Prerequisite(s): MAT1050.**

NATURAL SCIENCE

BIO1000 - Human Biology (6 quarter credits). This course provides an introduction to basic biological principles with a human perspective. Areas addressed include the molecular and cellular basis of life, genetics, organ systems, and human impact on the environment.

BIO1050 - Biology and Society (3 quarter credits). This course introduces learners to an awareness of environmental issues that shape our world. We will explore humans' roles in the

Undergraduate Course Descriptions, *continued*

environment, consider the causes for environmental stresses and degradation, and study initiatives currently underway to deal with these issues.

CHM1000 - Chemistry for Changing Times (6 quarter credits). This course provides a broad introduction to basic chemistry and basic risk analysis. These concepts are applied to ecological, environmental, health, nuclear, and medical concerns, with an emphasis on understanding the impact of chemistry in society. There is no lab associated with the course.

PHY1000 - Introduction to Astronomy (6 quarter credits). This course provides an overview of our solar system, stars, and galaxies. The development of scientific thought is traced from early civilization to the present day.

SOCIAL SCIENCE

ECO1050 - Microeconomics (6 quarter credits). This economics course focuses on the optimizing behavior of individual consumers and firms and the coordination of these individual decisions through markets. It includes the evaluation of market outcomes in terms of efficiency and fairness. Topics include the theory of the consumer, the theory of the firm, market structures, and market failure and the role of government. Applications to real world events are used to provide examples of principles of microeconomics.

PSY1000 - Introduction to Psychology (6 quarter credits). This course provides an introduction to the basic principles of psychology and the scientific methods that psychologists employ. A variety of topics, including the brain, learning and memory, personality, social influence, child and lifespan development, and psychopathology will be addressed. The application of psychological concepts to everyday situations is emphasized.

POL1000 - The Politics of American Government (6 quarter credits). This course examines the fundamental workings of the American political system, particularly how the Constitutional structure shapes American politics, and how institutions and processes connect individuals to the larger political system.

SOC1000 - Introduction to Human Society (6 quarter credits). This course explores questions such as "What is society?" and "How does it make us who we are?" The manner in which sociology offers insights into discovering the world and one's place in it is discussed, with an emphasis on developing an understanding of culture, social structure, institutions, and our interactions with each other.

Business Courses

BUS3004 - Developing a Business Perspective (6 quarter credits). Learners gain a business perspective of what higher education can do to prepare them for careers in a constantly changing workplace. In addition, learners investigate and practice thinking habits, the new business realities that business professionals must deal with in the twenty-first century, and develop the research and writing skills needed for success in the undergraduate program. Throughout the course, learners analyze, synthesize, and evaluate business concepts and current topics in light of their personal and professional experiences. This course encourages all learners to broaden their perspective, participate in building a learning community, and tap into the talents and resources of the class. ***BUS3004 and BUS3005 must be taken concurrently by bachelor's learners in their first quarter. Cannot be fulfilled by transfer.***

BUS3005 - Undergraduate Learner Success Lab (non-credit). This lab is designed to provide new undergraduate learners with the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. Learners build skills in the selection and use of methods, techniques, and library resources. Working with an academic advisor, learners will develop a degree completion plan. ***BUS3005 is an advisor-led course taken in the first quarter, in conjunction with BUS3004. Cannot be fulfilled by transfer.***

BUS3010 - Fundamentals of Management and Leadership (6 quarter credits). This course introduces the primary forces that drive contemporary business. Learners explore the implications for organizational management and collaborative leadership within a changing business climate. This course focuses on key elements of the business world, including the manager, the enterprise, and the environment within which both the manager and the enterprise operate.

BUS3020 - Fundamentals of E-Business (6 quarter credits). This course presents an understanding of the fundamentals of e-business, the acquisition of hands-on experience with e-business technology, an evaluation of the primary management considerations in the development process of commercial e-business systems, an assessment of the implications of an e-business initiative, and the development of an e-business technological and management plan for an enterprise.

BUS3030 - Fundamentals of Marketing and Sales (6 quarter credits). This course examines the fundamentals of marketing and sales: market research and planning, product differentiation and positioning, marketing communications, differences between consumer and business

markets, and relational marketing and sales strategy. Learners prepare a marketing and sales plan for a simple product offering and a corresponding marketing and sales strategy.

BUS3040 - Fundamentals of Human Resource Management (6 quarter credits). This course is designed to help learners develop an understanding of the fundamentals of human resource management, explore the human capital perspective of employees as the principal economic asset of the enterprise, examine human capital development, study how the human resource management function is evolving in different types of organizations and underscore the implications for human resource professionals. A case study to identify and understand the evolving talents, motivations, and needs of different types of employees from different generations, backgrounds, and personality types is assigned to learners.

BUS3050 - Fundamentals of Organizational Communication (6 quarter credits). This course assists learners to develop an understanding of the fundamentals of organizational communication, explore the interrelationship of organizational communication, symbols, culture, and performance, learn effective communications practices in relationships internal and external to the enterprise, and realize how they contribute to successful organizational performance. Through participation in a case study, learners experience how the interrelated organizational communication factors function in an enterprise.

BUS3060 - Fundamentals of Finance and Accounting (6 quarter credits). This course content enables learners to gain knowledge of the fundamentals of finance and accounting, understand and create the standard financial statements of a simple enterprise, and evaluate the financial condition of this simple enterprise, from the different perspectives of various financial institutions, using typical financial ratios and metrics. Learners practice reading and deciphering annual reports of more complex publicly traded enterprises to interpret explanatory footnotes, and to relate financial statements to the business performance of the enterprise.

BUS4011 - Virtual Team Collaboration (6 quarter credits). Practical communication and collaboration skills for effective participation in and leadership of teams in a virtual networked context are examined. Various forms of collaborative leadership will be examined and learners participate in collaborative leadership experiences in a virtual networked organizational setting. ***Prerequisite(s): BUS3010.***

BUS4012 - Leadership in Organizations (6 quarter credits). The art and science of leadership in the networked enterprise at different organizational levels and perspectives are examined. Personal characteristics of effective leaders including coaching skills, personal integrity, trustworthiness, a courageous and generous heart, and an ability to engage the active participation of others in leadership are studied. **Prerequisite(s): BUS3010.**

BUS4013 - Organizational Structure, Learning, and Performance (6 quarter credits). Various types of organizational structures that influence organizational intelligence, learning ability, and practical performance of an enterprise are presented and studied. Special attention will focus on the adaptive and responsive organization and its relationship to enterprise stakeholders and environment. A collaborative case study to illustrate the interrelationship of organizational structure, learning, and performance is presented. **Prerequisite(s): BUS3010.**

BUS4014 - Operations Management for Competitive Advantage (6 quarter credits). This course surveys the field of operations management in both the service and manufacturing environments. Coverage flows from the overall strategic issues of designing products and services and making major capacity and location decisions, through the operating processes and control systems. Case studies are liberally used to demonstrate important concepts and decision-making tools. **Prerequisite(s): BUS3010.**

BUS4015 - Strategic Planning and Implementation (6 quarter credits). Learners develop an understanding of strategic planning and implementation by participating in case studies and simulations of various business planning processes. Learners examine the "unknowable" dimension of strategic business planning. Implementation to surprising unplanned developments will be addressed as an important part of real-world strategy. **Prerequisite(s): BUS3010.**

BUS4016 - Global Business Relationships (6 quarter credits). In this course learners develop a broad understanding of international business by participation in selected case studies, complemented by a theory and research framework on international business. Multiple dimensions of international business will be addressed, including: cultural; business structure; finance and trade; technology and communications; political; economic; and legal. **Prerequisite(s): BUS3010.**

BUS4021 - E-Business Technology Infrastructure (6 quarter credits). Key characteristics of the Internet and related technologies are explored for their implications to development of successful e-business enterprise models. The history and

future possibilities of e-business technology to provide a context for management in an evolving field are examined. An e-business technology plan for an enterprise, including scenarios on the plausible future of e-business driven by technological change, is developed. **Prerequisite(s): BUS3020.**

BUS4022 - E-Business Sourcing, Marketing, and Sales (6 quarter credits). Through participation in a case study learners examine the integrated and interrelated factors involved in e-business sourcing, marketing, and sales for a new e-business initiative creating a new e-business enterprise model. E-business-enabled supply chain and logistics, marketing operations and strategy, and sales cycle and management are addressed. Learners prepare an e-business sourcing, marketing, and sales plan for an enterprise. **Prerequisite(s): BUS3020.**

BUS4023 - E-Business Project Implementation (6 quarter credits). This course will help learners identify the key factors for success in the implementation of e-business projects. Learners participate in a case study to illustrate the nature of the e-business technology development process, risk management issues, and the uncertainty and surprise-filled potential of the rapidly evolving field. Special attention is given to nurturing effective working relationships with diverse stakeholders and the e-business initiative. **Prerequisite(s): BUS3020.**

BUS4031 - Marketing, Sales, and Channel Management (6 quarter credits). An understanding of marketing, sales, and channel management as an integrated and interrelated process is developed. A case study that illustrates the mutual interdependencies of marketing, sales, and channel management for success in a new product launch helps learners explore both the strategic and operational aspects of marketing, sales, and channel functions. Learners prepare and present a plan for marketing, sales and channel management. **Prerequisite(s): BUS3030.**

BUS4032 - Customer Psychology and Marketing Research (6 quarter credits). In this course learners explore market research on the psychology of customers, including: Why do customers buy? What are the surface reasons of customers for buying? What are the deep needs customers are attempting to satisfy when they buy? What is the significance of customer trust and membership-in-community with the enterprise? The methodology and assumptions underlying the market research on customer psychology are examined. **Prerequisite(s): BUS3030.**

BUS4033 - Brand Identity and Marketing Communications (6 quarter credits). Learners explore multiple forms of marketing communications media and messages in this course, including the hidden power of word-of-mouth marketing and the expanding media of the Internet. The over-communicated nature of the

marketplace is explored for the practical significance of focusing brand identity and selecting marketing communications.

Prerequisite(s): BUS3030.

BUS4034 - Marketing Strategy (6 quarter credits). This course introduces and illustrates major concepts and strategies that help learners connect concepts to real world marketing strategy situations and problems. Learners analyze the kinds of marketing information available and learn about the tools and procedures used to gather and evaluate this information, and understand the growing role of the Internet in market opportunities. Advances in information technology are discussed and the role these advances play in impacting environmental, competitive, and customer information. **Prerequisite(s): BUS3030.**

BUS4035 - Marketing Across Borders (6 quarter credits). This course presents an accurate picture of what is happening in the global marketplace without overreacting to events, including coverage of the dark side of global business, especially relevant to recent events in the world. The course progresses from how to market an existing product outside of the domestic market to how to develop a new product for specific local markets and then broadens the scope to discuss marketing and management topics from a global managerial perspective. Legal, regulatory, political, and cultural issues are discussed as appropriate throughout the course. **Prerequisite(s): BUS3030.**

BUS4043 - Compensation and Benefits Management (6 quarter credits). This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. Learners participate in a case study involving selected compensation and benefit issues and integrate their learning by preparing and presenting a compensation and benefits plan for an enterprise. **Prerequisite(s): BUS3040.**

BUS4044 - Legal Issues in Human Resource Management (6 quarter credits). The primary orientation of the course is to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that they can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters. Case studies illustrating how a minor legal issue can either be managed well or spiral into an unmanageable legal, financial, and public relations mess are studied. **Prerequisite(s): BUS3040.**

BUS4045 - Recruiting, Retention, and Development (6 quarter credits). The primary focus of this course is on the characteristics and motivations of people of different backgrounds

Undergraduate Course Descriptions, *continued*

and the match between their needs and aspirations and the relevant characteristic of the employing enterprise. The practical operations of recruiting, retention, and development of employees are examined. Special attention is paid to effective performance review processes and its relationship to coaching and mentoring.

Prerequisite(s): BUS3040.

BUS4046 - Employee and Labor Relations (6 quarter credits). This course presents employee and labor relations as a system for striking a balance between the employment relationship goals of efficiency, equity, and voice, and between the rights of labor and management. The course places the discussion of contemporary U.S. processes into the context of underlying themes — what are the goals of labor relations, are those goals being fulfilled, and are reforms needed. The course replaces the tired paradigm of “labor relations equals detailed work rules” with the dynamic paradigm of “employee and labor relations equals balancing workplace goals and rights.” Labor law, union organizing, bargaining, dispute resolution, and contract administration are central topics, but these processes are not presented as self-evidently good. These topics are placed in the broader context of the goals of the employment relationship, conflicting rights, and the environment of the twenty-first century.

Prerequisite(s): BUS3040.

BUS4047 - Employee Training and Development (6 quarter credits). This course covers the most up-to-date developments in training and research and in practice, including the strategic role of training and the use of new technologies in training. The course presents a real balance between research and real company practices. The course provides learners with a solid background in the fundamentals of training and development — needs assessment, transfer of training, designing a learning environment, methods, and evaluation. In addition, the role of training is broadening due to its strategic nature, the changing nature of the workplace, and availability of technology. Current topics such as strategic training and development process, e-learning, blended learning, learning management systems, knowledge management, older workers, issues in work life balance and work life balance programs, and protean careers are discussed. **Prerequisite(s):** BUS3040.

BUS4048 - International Human Resources Management Issues (6 quarter credits). This course provides a broad guide on how to manage the process of internationalization, with a particular focus on the transnational firm. This course will discuss the “people implications” of traditional strategies for internationalization and how such strategies get executed through human resource management (HRM). They discuss such important topics as: how to manage expatriates from the parent country; how to go about adapting

management practices to circumstances abroad; how to localize management; how to recognize and ultimately avoid obstacles in joint ventures; how to expand across borders through acquisitions; how to respond to the contradictory pressures of the transnational firm where HRM has a critical role to play in enabling managers to resolve these paradoxes in innovative ways; and how global competition is changing the nature of management and organization even for firms operating in domestic markets. The course draws on practical examples from companies that have experienced the real challenges of international HRM. **Prerequisite(s):** BUS3040.

BUS4060 - Financial Accounting Principles (6 quarter credits). Learners are introduced to Generally Accepted Accounting Principles, which provide guidance for an organization's financial accounting systems, including the reports generated by these systems, such as income statements and balance sheets. The course shows how external stakeholders and internal managers and leaders use accounting information to assess the performance and financial strength of the organization. **Prerequisite(s):** BUS3060.

BUS4061 - Managerial Accounting Principles (6 quarter credits). This course provides insight into the role of accounting and finance as it relates to direct management of the firm. Internal business reporting and fundamental analysis are emphasized. Various costing systems and the comprehensive budget process are a particular focus. Other topics include cash flow planning, inventory control, capital investments, differential analysis, product pricing, and financial statement analysis. **Prerequisite(s):** BUS4060.

BUS4062 - Intermediate Financial Accounting Topics and Trends (6 quarter credits). This course is an in-depth study of financial accounting theory and practice. It includes study of Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB) pronouncements that provide a guide to the recording of economic resources and obligations. Topics include principal financial statements, the time value of money, investments, pension and post-retirement benefits, and revenue recognition. Learners develop an understanding of accounting concepts and the ability to apply this knowledge to solve problems. **Prerequisite(s):** BUS4060.

BUS4063 - Advanced Financial Accounting Topics and Trends (6 quarter credits). This course offers intensive study of financial accounting, covering such topics as business combinations and consolidation, interim and segment reporting, accounting for leases, liquidations, and reorganizations. Topics also include analysis of the influence the Securities Exchange Commission has on Generally Accepted Accounting Principles. **Prerequisite(s):** BUS4062.

BUS4064 - Cost Accounting for Planning and Control (6 quarter credits). This course emphasizes the role of cost and managerial accounting for planning, control, and performance evaluation in business, government, and not-for-profit organizations in a global context. Topics include costing, pricing, analyses, budgeting, performance evaluation, centers of responsibility, modern control methods, allocation, and transfer pricing. The focus is on managerial decision making in organizations with an emphasis on the effective use of financial data and critical thinking processes, and theory and practice of management control with particular attention to the potential strategic aspects within the decision cycles. **Prerequisite(s):** BUS4061.

BUS4065 - Income Tax Concepts and Strategies (6 quarter credits). This course is an introduction to basic concepts of individual income taxation and tax related transactions pertaining to gains, losses, income, expenses, tax free exchanges, depreciation, deductions, and credits. Teaches material on a conceptual level with additional projects designed to teach and reinforce tax compliance rules and provide a basic foundation for tax research. The course highlights topics from an individual taxation standpoint with additional emphasis on business application as time permits. **Prerequisite(s):** BUS4062.

BUS4066 - Contemporary Auditing: An Ethical Perspective (6 quarter credits). The emphasis in this course is on the philosophy and current environment of the auditing profession. It focuses on the nature and economic purpose of auditing, auditing standards, professional conduct, legal liability of auditors, and the auditor's consideration of internal control, audit sampling, and the nature of audit evidence. The course includes coverage of the American Institute of Certified Public Accountants' (AICPA) code of professional ethics, auditing techniques, the auditor's reporting responsibilities, and other attestation and accounting services. **Prerequisite(s):** BUS4063.

BUS4070 - Foundations in Finance (6 quarter credits). This course provides learners with an intuitive and conceptual understanding of the financial decision-making process rather than just introducing soon-forgotten formulas and calculations of finance. Course content explores the “big picture” and actual practice — i.e., financial decision-making rooted in current financial theory and in the current state of world economic conditions. **Prerequisite(s):** BUS3060.

BUS4071 - Financial Markets and Institutions (6 quarter credits). This course describes financial markets and institutions by providing a conceptual framework to understand why markets exist and what their role is in the financial environment. Each type of financial market is described with a focus on its utilization by financial institutions, its

internationalization, and recent events that have affected it. Each type of financial institution is described with a focus on its regulatory aspects, management, use of financial markets, and performance. **Prerequisite(s): BUS4070.**

BUS4072 - Analysis for Financial Management (6 quarter credits). Because financial statements are the basis for a wide range of business analysis, managers, securities analysts, bankers, and consultants all use them to make business decisions. This course provides learners with an excellent framework for using financial statement data in a variety of business analysis and valuation contexts. **Prerequisite(s): BUS4070.**

BUS4073 - Investments and Portfolio Management (6 quarter credits). The course provides learners with a survey of the important areas of investments: valuation, the marketplace, fixed income instruments and markets, equity instruments and markets, derivative instruments, and a cross-section of special topics such as international markets and mutual funds. The course establishes the appropriate theoretical base of investments, while at the same time applying this theory to real-world examples. **Prerequisite(s): BUS4070.**

BUS4074 - Entrepreneurial Finance (6 quarter credits). This course provides learners with an overview of personal finance concepts, small business finance issues, and real estate financing and investments. Personal financial planning principles are discussed including investment planning, tax planning, estate planning, retirement planning, education planning, and risk management. Small business finance concepts such as sources of capital, payroll, taxation, and forecasting are examined and analyzed. **Prerequisite(s): BUS4070.**

BUS4075 - Public and Nonprofit Finance (6 quarter credits). This course is an overview of non-corporate finance practices, techniques, and concepts. Public finance principles at all governmental and municipal levels including governmental revenues and expenditures, intergovernmental fiscal relations, public debt, and fiscal policy are discussed and evaluated. Nonprofit organization financial issues, including health care financing and nonprofit financial statements, are presented. **Prerequisite(s): BUS4070.**

BUS4076 - Issues in International Finance (6 quarter credits). The course covers the fundamentals of the environment of international financial management, explores the financial environment in which the multinational firm and its managers must function, and covers foreign exchange management and financial management in a multinational firm. The course emphasizes business strategy even more than accessibility so that learners are put in the role of the financial

manager, making real-world decisions. Thorough information and follow-up on the effects of the Euro and Asian currency crises, as well as other special topics in international finance, are presented. **Prerequisite(s): BUS4070.**

BUS4077 - Risk Management Strategies (6 quarter credits). This course provides learners a thorough and current introduction to risk management. It assists the learner in identifying, analyzing, and managing risk through insurance and alternative tools/techniques such as loss control, risk retention, and risk transfer. The course focuses on managing risk and covers insurance within this context. Concepts of risk management are presented as they apply to business and personal situations as well as international situations. **Prerequisite(s): BUS4070.**

BUS4078 - Financial Institution Management (6 quarter credits). This course focuses on managing return and risk in modern financial institutions. The central theme is that the risks faced by financial institution managers and the methods and markets through which these risks are managed are becoming increasingly similar whether an institution is chartered as a commercial bank, a savings bank, an investment bank, or an insurance company. **Prerequisite(s): BUS4070.**

BUS4079 - Real Estate Finance (6 quarter credits). This course includes a complete treatment of real estate partnerships, secondary mortgage markets, fixed and adjustable rate mortgages, and real estate construction and land development. Coverage of corporate real estate, including lease-versus-own analysis, sale and leaseback decisions, and the role of real estate in corporate restructuring is also presented. The course also covers the importance of understanding the underlying economic factors that ultimately affect the value of properties. **Prerequisite(s): BUS4070.**

BUS4801 - Ethics and Enterprise (6 quarter credits). Learners develop the ability to recognize and exercise leadership in significant enterprise-wide ethical and human matters. Case examples and projects highlight the ethical and human dimensions of enterprise. Special attention is given to studying how commitment to social and environmental ethical responsibility can be compatible and complementary with the economic success of the enterprise and satisfaction of enterprise stakeholders.

BUS4802 - Change Management (6 quarter credits). In this course, learners gain an understanding of the knowledge and skills required to lead, facilitate, and support change management. Case studies to gain an understanding of the unfolding dynamics of planned and unplanned change in organizations are presented. Networked many-to-many communications and language change are

addressed as primary resources for effective change management. Trust building, fear-containment, and broad participation in the change process receive special attention.

BUS4993 - Business Capstone Project (6 quarter credits). The capstone project is the culminating experience of the bachelor's program. It allows each learner to demonstrate the technical and applied business knowledge gained in their field, as well as the critical thinking, diverse perspectives, and communication skills to help make them successful in their profession. The project demonstrates the learner's ability to identify an idea for a new product or service, create a vision, and develop a strategic plan to describe how the concept would be implemented. To be taken during final quarter. **Cannot be fulfilled by transfer.**

Information Technology Courses

TS3004 - Communicating in New Media (6 quarter credits). Learners gain an IT perspective of what higher education can do to prepare them for careers in a constantly changing workplace. In addition, learners investigate and practice thinking habits, research various IT perspectives or specializations, and practice writing skills needed for success in their program. A number of new media types are explored in this course, including collaborative and communication tools and techniques. Throughout the course, learners analyze, synthesize, and evaluate concepts and current topics in light of their personal and professional experiences. This course encourages all learners to broaden their perspective, participate in building a learning community, and tap into the talents and resources of the class. TS3004 and TS3005 must be taken concurrently by bachelor's and certificate learners in their first quarter. **Cannot be fulfilled by transfer or petition.**

TS3005 - Undergraduate Learner Success Lab (non-credit). This lab is designed to provide new undergraduate learners the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners will develop a Degree Completion Plan or a Certificate Completion Plan. TS3005 is an advisor-led course taken in the first quarter, in conjunction with TS3004, and carries no credit. **Cannot be fulfilled by transfer or petition.**

TS3100 - Fundamentals of Web Application Development (6 quarter credits). This course emphasizes Web application development fundamentals and engages the learner with the intellectual and software tools necessary for

Undergraduate Course Descriptions, *continued*

developing professional Web applications. The learner gains experience with the professional process of planning and developing prototype Web applications. The learner develops a personal Web site that serves as an e-portfolio and resume of the learning performance at Capella University.

TS3110 - Fundamentals of E-Business (6 quarter credits). This course emphasizes foundational business concepts, helping learners analyze key business units such as marketing, finance, and operations and key business competencies such as team work and communications. Exercises in which learners apply fundamental business techniques help them understand how information technology (IT) is integrated with the enterprise as a whole. Course topics focus on learner development as IT professionals within the business environment.

TS3120 - Fundamentals of Project Management (6 quarter credits). This course emphasizes the critical activities associated with managing and leading information technology projects. It includes vendor management, configuration management, project estimation, risk management, and managing cross-functional and multi-national teams. Case studies of information technology project successes and failures are explored. Learners build and apply a project plan during this course. Learners are also introduced to software management practices within the Software Engineering Institute's Capability Maturity Model.

TS3130 - Fundamentals of Database Systems (6 quarter credits). This course introduces database analysis, database design, and N-tiered client-server database systems. Topics include database structures, data dictionaries, data analysis, and common database applications. Learners develop an application in a popular database system. Advanced discussion topics include database scripting (SQL), API interfaces, database connectivity technologies (ODBC/JDBC), and data warehousing multidimensional databases and data mining methods that extract useful information from the data warehousing. A problem-based approach using SQL is used in this course.

TS3140 - Fundamentals of Software Development (6 quarter credits). This course covers the software engineering fundamentals necessary for good programming practice. Current techniques used in large-scale information system software development are introduced, including requirements analysis, functional specification, system design, implementation, testing, and maintenance. A problem-based approach using practical examples is used. Learners are also introduced to software engineering practices within the Software Engineering Institute's Capability Maturity Model.

TS3150 - Fundamentals of Network Systems (6 quarter credits). This course provides an introduction to computer networks, protocols, TCP/IP and the Internet. The course also

introduces network performance analysis, security issues, firewalls, SSL, digital certificates, encryption techniques, and types of authentication (strong and weak). The learners apply their knowledge in a project that is designed to give them first-hand experience in building a networked application and/or analyzing and evaluating the performance of protocols and applications.

TS3160 - Ethical and Human Side of Information Technology (6 quarter credits). This course uses specific case examples and projects to explore the ethical and human dimensions of information technology within organizations and in relationships with customers, partners, and society. Learners develop the ability to recognize, to take seriously, and to exercise leadership in significant ethical and human matters related to information technology. **Cannot be fulfilled by transfer or petition.**

TS4010 - Presentation Layer: Client Side Programming (6 quarter credits). This course focuses on advanced client side programming with a basic introduction to server side programming. It is an extension of TS3100 Fundamentals of Web Application Development. Topics include dynamic HTML, JavaScript, Java Applets, cascading style sheets, design templates, and principles of user-centered design. Learners are also introduced to multimedia and plug-in functionalities. The course includes a basic introduction to CGI programming and Server Side Includes (SSI). Learners apply their knowledge of client side programming as they enhance their personal e-portfolio Web site and construct a rudimentary e-business site. **Prerequisite(s): TS3100 and TS4805 or equivalent knowledge upon school approval.**

TS4012 - Advanced Server Side Programming (6 quarter credits). This course introduces the learner to non-Microsoft Web server technologies. In particular it focuses on JSP and XML/XSL as these are used in the term project. The course investigates how Extensible Markup Language (XML) is utilized by Internet agents to share information between diverse business units. It also introduces distributed object technology such as CORBA and Enterprise Java Beans (EJBs). Other topics include Perl/CGI, ODBC/JDBC, EDI, SOAP, and J2EE versus .NET. Learners are required to take TS4811 prior to taking this course, or have comparable job experience with Java. Learners are also required to take TS4011 prior to taking this course, or have comparable job experience with basic Web server programming using SQL select statements. **Prerequisite(s): TS4010, TS4819, TS4820 or equivalent experience upon school approval.**

TS4030 - Project Estimation and Budgeting (6 quarter credits). This course focuses on the critical aspects of planning an information technology project including estimating the effort,

schedule, cost, and required quality level of the resulting IT product. Using readings, online discussions, practical exercises, and computer-based tools, learners develop skills to systematically estimate the projects in which they are involved. **Prerequisite(s): TS3120 or equivalent experience upon school approval.**

TS4031 - Risk Management in Information System Development (6 quarter credits). This course provides an overview of proven risk management techniques that information technology project managers and project leaders use to better meet their project estimates. Using readings, online discussions, practical exercises, and computer-based tools, learners develop skills to systematically manage project risks. **Prerequisite(s): TS3120 or equivalent experience upon school approval.**

TS4032 - Motivating Information Technology Professionals (6 quarter credits). This course introduces strategies for improving job satisfaction, teamwork, and creativity within the team. Through readings, case study analysis, and online discussions, learners understand how to effectively motivate IT professionals. **Prerequisite(s): TS3120 or equivalent experience upon school approval.**

TS4040 - Network Administration (6 quarter credits). This course focuses on the latest network operating systems (NOS) concepts and tools to administer a local area network (LAN). Topics include planning, installing, configuring, optimizing, securing, printing, and troubleshooting networks. Upon completion, learners will have a solid understanding of network administration practices in a productive environment. In addition, learners will be able to take one of the industry certification exams after completing this course. **Prerequisite(s): TS3150 or equivalent experience upon school approval.**

TS4041 - Advanced Network Administration (6 quarter credits). This course is a continuation of TS4040 focusing on enterprise and wide area networks (WAN). Topics include advanced WAN concepts such as directory services, authentications, advanced connectivity issues, traffic, advanced security issues, remote access, remote management, advanced multi-protocol concepts, and monitoring network performance. Upon completion, learners will have a solid understanding of administering wide area networks. In addition, learners will be able to take one of the industry certification exams after completing this course. **Prerequisite(s): TS4040 or equivalent experience upon school approval.**

TS4042 - Network Design (6 quarter credits). This course focuses on the design and integration of multi-protocol networks (local area networks and wide area networks) forming an enterprise network. Designing intranets, virtual local area networks, firewalls using different Internet-

working devices and media will be carefully studied based on different situations taking into consideration cost, compatibility, expandability, security, and future requirements. In addition, learners will be able to take one of the industry certification exams after completing this course.

Prerequisite(s): TS3150 or equivalent experience upon school approval.

TS4050 - Vector Graphics Animation (6 quarter credits). The course will cover the basic functionality of Web animation and interactivity. Learners will learn to illustrate with Flash, using animation techniques and special effects. Flash files produce resizable compact full-screen navigation interfaces, technical illustrations, long-form animations, and other dazzling site effects. Flash enables Web designers to import artwork from their favorite bitmap or illustration programs, apply transparency, create morphing effects, add interactivity and sound, and animate them over time. Unlike bitmapped images that are optimized for a single resolution, vector images can adapt to multiple display sizes and resolutions. This is ideal for displaying Web sites uniformly on set-top boxes, hand-held computers, or PCs. You will learn how to embed exported Flash movies into HTML documents for play in a browser. **Prerequisite(s): TS3100 or equivalent experience upon school approval.**

TS4051 - Web Graphics Production (6 quarter credits). This course covers creating, editing, and animating Web graphics using bitmap and vector tools. Learners use export controls to optimize images, with advanced interactivity, and export them into Macromedia Dreamweaver and other HTML editors. Learners will be able to launch and edit Fireworks graphics from inside Dreamweaver or Macromedia Flash. Learners use tools to help them efficiently manage graphic layers, behaviors, and colors and improve Web page loading. **Prerequisite(s): TS3100 or equivalent experience upon school approval.**

TS4052 - Image Processing (6 quarter credits). This course is for Web designers who wish to create and have optimum control over the images used in a Web site. Learners will use Photoshop, the industry-standard program for image editing, Web site design, digital photography, collage, prepress production, and fine art. Learners will be able to use the traditional bitmap image editing features combined with a new vector feature which provides control when compositing photographic pixel-based images and crisp, resolution-independent type. While the bigger focus in this course is image processing for the Web, learners will be able to use the same image for high DPI print media, such as brochures and catalogs. It is suggested that learners have access to a scanner or digital camera. **Prerequisite(s): TS3100 or equivalent experience upon school approval.**

TS4060 - Managing the Project I (6 quarter credits). This course focuses on the critical aspects of initiating, planning, and executing the project. These typically relate to the first three phases associated with project development and execution. This course will prepare learners to gather, assess, and integrate budget resources, schedules, and other related resources in the project planning process. Upon completion, learners will be able to identify and negotiate with stakeholders, assist the team in defining appropriate performance measure, identify key cultural opportunities and constraints, and prepare a cost and resource estimate of the project. Process and knowledge areas covered include work breakdown structure. **Prerequisite(s): TS3120.**

TS4061 - Managing the Project II (6 quarter credits). This course focuses on the critical aspects of controlling and closing a project. These typically relate to the last two phases associated with the operational activities and project closure. Additionally, this course covers the important professional responsibilities associated with a project such as diversity, ethics, continuous improvements, interpersonal skills, philosophical reflection, and training opportunities. This course will prepare learners to become familiar with data collection techniques, apply risk management tools and techniques, describe the process of inspection, record project results, prepare closing documents, and set up procedures for implementation after project completion. **Prerequisite(s): TS4060.**

TS4801 - Information Systems Analysis and Design (6 quarter credits). This course examines the process of developing an information system from conception to implementation. Although the focus is upon the traditional system development methods, alternative methods are also described. These alternative methods include object-oriented, rapid application development, and joint applications development. Various systems analysis and design tools are used as part of the process.

TS4802 - System Assurance Quality and Testing (6 quarter credits). This course covers proven strategies for improving the quality of an information system through quality assurance and testing methods. Learners review system requirements for testability, participate in simulated design and code inspections, explore testing strategies, and prepare test plans. Learners are introduced to a common list of quality characteristics and methods to obtain them. Process improvement strategies and models are also discussed.

TS4803 - System Assurance Security (6 quarter credits). This course provides additional detail on network security and information systems. This course is geared for the network administrator who must implement security strategies to protect their organization from exposure to the Internet. It

also helps network designers incorporate security-conscious designs. The course presents strategies to guard against hackers and forms of viruses, describes firewalls and gateways, and explores authentication and encryption techniques. The course also covers a list of the most often used methods for attacking a network system and ways to defend against them.

TS4805 - Programming Concepts and Practices (6 quarter credits). This course is designed to introduce the fundamental concepts and practices of computer programming to those with minimum previous programming experience. Microsoft's Visual Basic is the tool used to explore these programming concepts. Topics covered will include the programming development cycle, objects, events, numbers, strings, constants, variables, loops, input/output, functions, methods, procedures, and data types. Learners will also be exposed to SQL query language as they work to connect an application to a database. Learners will produce a course project using Visual Basic that demonstrates their competencies in fundamental programming concepts and practices.

TS4806 - Future of Information Technology (6 quarter credits). This course is intended to acquaint learners with the potential that information technology has to affect our lives in the future. The course will explore both positive and negative aspects of the future. Learners study the historical development of information technology to obtain a perspective for understanding legacy systems, for assessment of current trends, and for anticipating future possibilities. This course develops strategic skills to help learners anticipate and participate in the next wave of information technology.

TS4807 - Legal Issues in Information Technology (6 quarter credits). This course provides an analysis of rapidly evolving legal issues associated with information technology and e-business. Topics include intellectual property, privacy rules, encryption regulations, and current legislative activities. This course emphasizes the technical aspects associated with these legal issues so learners can prepare for the upcoming changes in their profession. New laws may impact the design of Web applications, e-business strategies, and many other IT activities.

TS4808 - Object Oriented Analysis, Design, and Programming (6 quarter credits). This course introduces object-oriented analysis and design concepts using the universal modeling language (UML) and the Java programming language. Sound practices for the design, construction, testing and debugging of object-oriented software applications are emphasized. This course also introduces patterns. A problem-based approach to object-oriented analysis and design concepts is used in this course. **Prerequisite(s): TS3140 or programming knowledge.**

Undergraduate Course Descriptions, *continued*

TS4809 - Data Warehousing and Data Mining (6 quarter credits). This course introduces data warehousing and data mining concepts. Learners develop an understanding of the principles and techniques associated with storing large amounts of organizational data and using automatic data retrieval methods. This course also emphasizes the statistical techniques involved in data extraction.

TS4810 - Web Design (6 quarter credits). This course is for learners who already know the basic techniques of creating a Web page and want to improve the aesthetics, design, and usability of a Web site. This course specifically covers general design elements of page layout and typography as it relates to Web pages. It will be assumed that the learner knows something about optimum file size for graphics, safe colors, screen size resolution as it relates to page size, system platform differences, and browser differences. **Prerequisite(s): TS3100 or equivalent experience upon school approval.**

TS4811 - Object-Oriented Programming in Java (6 quarter credits). This is an intermediate level object-oriented programming course using Java. Focus of the course will be on developing applications using the Java Software Development Kit (SDK), with numerous example programs and a course project. The course will also explore how Java relates to various features of C, C++ and C#. **Prerequisite(s): TS4805 or equivalent knowledge upon school approval.**

TS4812 - Advanced Java Programming (6 quarter credits). This course extends the topics covered in TS4811 by covering several advanced features of Java programming. It is intended for learners who understand the fundamental Java programming concepts and who now want to explore some of the advanced Java programming topics. The primary focus of this course is on the advanced features and libraries of the Java2 platform. **Prerequisite(s): TS4811 or equivalent programming knowledge/ experience of either C or C++, Visual Basic, Smalltalk, or COBOL etc., upon school approval.**

TS4813 - Operating Systems (6 quarter credits). This course is an introduction to fundamental concepts in operating systems. Topics include main memory management, virtual memory, I/O and device drivers, and secondary storage management and file systems. Practical examples using the Unix operating system will be explored, including study of process, file structures, and inter-process communication. The course will explore how key concepts are implemented in Unix compared to other leading operating systems including Windows and Linux.

TS4814 - Wireless Web Programming (6 quarter credits). This course provides an overview of the evolving wireless technologies and the Wireless Application Protocol (WAP). WAP is the de facto worldwide standard for providing Internet

communications and advanced telephony services on digital mobile phones pagers, personal digital assistants, and other wireless terminals. Learners will use simulation software to design and debug wireless Web applications using Wireless Markup Language (WML) for Internet-enabled phones. This course focuses on the Wireless Application Protocol (WAP), the standard currently prevalent in North America and Europe but also touches on protocols and services used in other parts of the world.

TS4815 - Introduction to Telecommunications (6 quarter credits). This course introduces basic concepts and structural components of the telephony and voice telecommunications industry. It introduces and explores a telecommunications platform that includes switching, wiring, and networking, as well as facilities that provide and support telecommunications. PBX switching and telecommunications are covered. In addition, learners in the course survey the state of convergence of communications technologies.

TS4816 - Mobile Device Programming (6 quarter credits). This course provides an overview of the tools and languages used to program native applications for mobile devices such as Personal Digital Assistants and mobile phones. Unlike wireless Web applications, native applications run directly on the device hardware and do not require wireless connectivity to operate. Examples include productivity applications such as digital forms, collaboration applications such as instant messaging and database synchronization, and entertainment applications such as games and audio/video players. While the tools used for native applications are based on the tools used for traditional programming, the differences in technical architecture and user interface design are significant. This course will cover the fundamentals of designing and building applications for mobile devices.

TS4817 - Security Management Practices (6 quarter credits). This course covers hands-on security management practices through the study of access controls; administration, audit, and monitoring; risk, response, and recovery; cryptography; data communications; and malicious code. The focus of the course is built around the SSCP seven domains. After completing this course, a learner will be prepared to take the System Security Certified Practitioner (SSCP) certification exam. **Prerequisite(s): TS3150 or equivalent experience upon school approval.**

TS4819 - Application Layer: Server Side Programming (6 quarter credits). This course provides the learner with the skills to build a Web application, which interfaces to an existing database. It builds upon the knowledge gained from TS3100, TS3130, TS4805, and TS4010. In this

course learners will install a basic Web server on a PC and create simple Web pages that display data from a small database residing on their PCs. Learners will learn how to upload those pages to a remote Web server, and run them using a remote SQL server database. Throughout the course learners will refresh and reinforce their SQL skills and become proficient connecting a Web page to a database and using SQL SELECT statements to create dynamic Web pages. Learners will also learn how to use a tool on the PC to manage a remote SQL database. The final course project will expand the business Web site created in TS4010 by interfacing it to a SQL server database. The project will result in a Web store that can display data from existing customer and product and order tables. This course is intended for learners who have little or no previous experience with Web server programming, or who are weak in database skills. It uses ASP.NET, VB.NET and ADO.NET as the technology. **Prerequisite(s): TS3130, TS4805, and TS4010, or equivalent experience upon school approval.**

TS4820 - Server Side Programming ASP.NET (6 quarter credits). This course provides the learner with advanced skills to build a professional Web application using .NET technology. It builds upon the knowledge and skills gained from TS4819. Learners will learn how to develop administrative Web pages that can add/delete/update records in a remote database table. Learners will refresh their knowledge of SQL JOINS, and use it to create more complicated Web pages. They will extend their Web store to allow customers to register and create their own accounts and to accept customer orders and implement a full check-out sequence. Learners will learn more advanced ASP.NET techniques including session state and two different kinds of authentication. Learners must have taken TS4819, or have equivalent job experience with ASP.NET, VB.NET and ADO.NET and SQL. **Prerequisite(s): TS4819 or equivalent experience upon school approval.**

TS4899 - Special Topics in Information Technology (special interest alternate) (6 quarter credits). This course enables learners to propose and conduct a study of special topics of interest related to information technology. Appropriate course topics address an area of study that complements the learner's past experience and learning objectives. The course typically involves learners, working on individual learning plans, in the context of a learning community. Special permission is required for registration.

TS4990 - Integrated Action Learning Project (6 quarter credits). This course allows learners to apply knowledge and skills from other courses as they develop a project that benefits an organization, community, or industry. Learners prepare a proposal that includes a project description, deliverables, completion dates, and the associated learning that will be exhibited. Upon approval from the instructor, learners execute the proposal, record their progress weekly using a project tracking Web site, and produce a final project report.

CAPELLA UNIVERSITY

Graduate Schools

School of Business and Technology



Kurt R. Linberg, PhD
Dean, School of Business and Technology

From the Dean

Welcome to the School of Business and Technology. Our programs offer an integrated approach to solving contemporary issues in business and technology. In the past decade, the business and technology disciplines have coalesced; today, information technology is an integral function of business — essential to workplace productivity, customer relationship management, commerce, and the development of new business models.

In the School of Business and Technology, our high-caliber degree programs are designed to reflect the competitive and rapidly changing business environment. Programs provide opportunities to build knowledge and upgrade skills and support career success through relevant curriculum. Professionals who have profited from our approach to business and technology education include systems analysts, human resource professionals, project managers, corporate executives, corporate information officers, financial analysts, network designers, general managers, consultants, teachers, and others.

School of Business and Technology faculty bring academic credentials and industry experience to our courserooms and contribute enormously to the success of our programs. With deep knowledge and passion for their subject areas, faculty members create learning experiences that link theory and research and have immediate application to the workplace. Whether learners are at the beginning, middle, or peak of their careers, our faculty support their personal goals and professional evolution.

The Doctor of Philosophy in organization and management (with specializations in leadership, human resource management, and information technology management, in addition to the general program of study) is designed to develop scholar-practitioners with the ability to teach, lead, and conduct research in a variety of organizational and academic contexts.

The Master of Science in organization and management (with specializations in information technology management, leadership, and human resource management) provides deep subject matter knowledge and professional preparation for the workplace.

The Master of Science in information technology (with specializations in project management and leadership, information security, system design and programming, and network architecture and design) helps learners develop core information technology leadership and business skills as well as deep subject matter expertise.

The Master of Business Administration (with specializations in accounting, finance, and marketing) offers high-impact curriculum focused on leadership and business skills.

I am pleased to welcome you to Capella University's School of Business and Technology. We are committed to providing a rich and rewarding learning experience and look forward to helping you celebrate the completion of your program.

Kurt R. Linberg, PhD
Dean

About the School of Business and Technology

Mission Statement

Our mission is to educate adult learners using highly relevant curriculum and exceptional instruction to deliver competency-based learning. Our learners' educational experiences provide immediate impact to their job as well as lay the foundation for addressing challenges throughout their professional careers. Our learners participate in powerful, faculty-guided learning communities that support the sharing of experience and knowledge across industries, professions, and geographies. The School of Business and Technology is committed to continual integration of relevant theory with effective practice. In our own work and in the education of our learners, we provide and develop the necessary framework to drive meaningful solutions to complex problems. Through the development of business, research, and information technology knowledge, our learners are uniquely equipped to be exceptional problem-solvers who make a positive impact in their organizations and society.

Degree Programs

Doctor of Philosophy (PhD) in Organization and Management

The PhD in organization and management program prepares scholar-practitioners for professional teaching or organizational roles in the fast-paced, competitive, global enterprise system. Doctoral-level course work prepares men and women to utilize research and theory to make informed organizational decisions. PhD learners may pursue the general program of study or specialize in human resource management, information technology management, or leadership. Mid-level and executive managers and leaders study existing practices, investigate new management and leadership techniques, and translate theory into practice.

Master of Science (MS) in Organization and Management

The Master of Science in organization and management program is intended for working adults who wish to develop deep subject matter knowledge in specific areas of organizational practice. Learners may pursue a specialization in human resource management, information technology management, or leadership. This highly relevant and contemporary graduate program challenges and prepares learners to become effective professionals at middle and upper levels of organizational management in a variety of industries. The goal of the program is to develop graduates who can utilize appropriate theory to make responsible and effective business decisions and foster inclusive work environments.

Master of Science (MS) in Information Technology

The Master of Science in information technology is specifically designed to help working adults acquire the skills and knowledge needed to advance their careers and make significant

contributions in their organizations. For the IT professional who wants to lead in the design and deployment of secure enterprise applications and network technologies, Capella University offers a MS in information technology with specializations in system design and programming, network architecture and design, or information security. In addition, the information technology MS with a specialization in project management and leadership offers learners a broad understanding of technology used in enterprise-wide systems projects and the methods and mastery of skills necessary for disciplined project management professionals. The program helps learners acquire higher-level managerial skills while familiarizing them with the newest applications being used by leading corporations. Learners also apply their course work to work-related systems challenges in the virtual lab, immediately increasing their credibility and effectiveness in their jobs.

SPECIALIZATIONS OFFERED IN THE SCHOOL OF BUSINESS AND TECHNOLOGY

Specializations	Degrees and Certificates
Accounting	MBA
Finance	MBA
Human Resource Management	PhD, MSOM, Certificate
Information Security	MSIT
Information Security Professional	Certificate
Information Technology Management	PhD, MSOM, Certificate
Leadership	PhD, MSOM, Certificate
Marketing	MBA
Network Architecture and Design	MSIT
Project Management and Leadership	MSIT
Professional Project Management	Certificate
System Design and Programming	MSIT
General	PhD, MSOM, MSIT, MBA

Master of Business Administration (MBA)

The Master of Business Administration program is designed to meet the needs of working professionals seeking to advance their careers in management and to turn experienced managers into effective leaders. The MBA degree focus is on practical content, relevant skills, and job-related behaviors that are critical for success in today's competitive environment. Additionally, the learning experience blends a supportive professional effectiveness process, individualized assessments, and self-reflection with a challenging curriculum and a deep commitment to adult-centered learning. The faculty that support the curriculum are experienced scholar-practitioners who are committed to learner success. Learners receive broad exposure to core business disciplines and have the option to increase the depth of their competency in the accounting, finance, or marketing specializations.

Certificates

The School of Business and Technology certificate programs provide business professionals with the opportunity to pursue new knowledge and skills through completion of a concentrated graduate-level program of study. Learners may pursue certificates in human resource management, information security, information technology management, leadership, and project management.

School of Business and Technology Degree Programs

Doctor of Philosophy (PhD) in Organization and Management Specializations

Learners in the PhD in organization and management should carefully assess their ability to write and think critically and from a scholarly perspective. Learners with any potential deficits in these areas are encouraged to take OM7006 - Research and Writing for Graduate Learners and OM7007 - Focused Research and Writing for Graduate Learners.

Human Resource Management

The human resource management (HRM) specialization provides mid-level and executive leadership with leading theories and practices for human resource management in a complex and global business environment. Learners receive training as scholar-practitioners conducting and applying research across a wide spectrum of HRM topics. The HRM specialization within the organization and management PhD program prepares learners to lead, consult, or teach in the field of human resource management from an informed, strategic viewpoint, creating practical solutions to real-world problems. This specialization prepares HRM executives for the role of strategic partner in leading and managing the human assets of the organization as a full business partner.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Twenty-two Required

Courses + Lab 88 quarter credits

Core courses:

- OM8004 Managing and Organizing People
- OM8005 Doctoral Learner Success Lab (non-credit)
- OM7020 Marketing Strategy and Practice
- OM7040 Accounting and Financial Management
- OM7050 Ethics and Social Responsibility
- OM7080 Statistical Research Techniques
- OM8010 Principles of Organization Theory and Practice
- OM8012 Strategy
- OM8021 * Management Theory Creation
- OM8022 * Survey of Applied Research Methods
- OM8025 * Advanced Qualitative Research OR
- OM8026 * Applied Multivariate Modeling OR
- OM8027 * Survey Research Methodology
- OM8910 * Teaching Practice Seminar OR
- OM8920 * Leadership Practice Seminar OR
- OM8930 * Consulting Practice Seminar

Specialization courses:

Choose five from the following courses:

- OM8201 Theories of Executive Human Resource Management
- OM8202 The HR Executive as Strategic Partner
- OM8203 Perspectives and Practices in Global HRM
- OM8204 Legal Systems, Labor Relations, and Regulatory Practices
- OM8205 Knowledge Management, Human Resource Information Systems, and Internet Technologies
- OM8206 Human Capital Management, Acquisition, Development, and Retention

Upon completion of all required course work:

- OM9984 * Doctoral Comprehensive Examination I
- OM9985 * Doctoral Comprehensive Examination II
- OM9986 * Dissertation Research I
- OM9987 * Dissertation Research II
- OM9988 * Dissertation Research III
- OM9989 * Dissertation Research IV

Eight Elective Courses 32 quarter credits

Choose at least five courses from the 8000-level organization and management courses listed in the graduate course descriptions. Up to three 7000-level courses may be taken.

Total 120 quarter credits

Information Technology Management

The information technology (IT) management specialization investigates the contemporary theories and practices that today's organizations are using to gain a strategic advantage through the deployment of information technology. Learners develop the process skills and subject matter knowledge needed to excel as scholar-practitioners and leaders in this growing field. This specialization equips learners with the tools needed to pioneer innovative solutions to complex problems in the planning, development, and management of information technology in the fast-moving environment of modern organizations. Completing the PhD in this specialization prepares learners to lead, consult, or teach in the field of IT management from an informed, strategic viewpoint, creating practical solutions to emerging real-world problems as organizations compete in the global marketplace.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residencies in Academic and Other University Policies.

Twenty-two Required

Courses + Lab 88 quarter credits

Core courses:

- OM8004 Managing and Organizing People
- OM8005 Doctoral Learner Success Lab (non-credit)
- OM7020 Marketing Strategy and Practice
- OM7040 Accounting and Financial Management

- OM7050 Ethics and Social Responsibility
- OM7080 Statistical Research Techniques
- OM8010 Principles of Organization Theory and Practice
- OM8012 Strategy
- OM8021 * Management Theory Creation
- OM8022 * Survey of Applied Research Methods
- OM8025 * Advanced Qualitative Research OR
- OM8026 * Applied Multivariate Modeling OR
- OM8027 * Survey Research Methodology
- OM8910 * Teaching Practice Seminar OR
- OM8920 * Leadership Practice Seminar OR
- OM8930 * Consulting Practice Seminar

Specialization courses:

- OM8301 Survey of Research Literature in Information Technology Infrastructure
- OM8302 Survey of Research Literature in Information Technology Planning and Delivery
- OM8303 IT Technical Foundations
- OM8304 IT Delivery
- OM8305 IT Strategy and Management

Upon completion of all required course work:

- OM9984 * Doctoral Comprehensive Examination I
- OM9985 * Doctoral Comprehensive Examination II
- OM9986 * Dissertation Research I
- OM9987 * Dissertation Research II
- OM9988 * Dissertation Research III
- OM9989 * Dissertation Research IV

Eight Elective Courses 32 quarter credits

Choose at least five courses from the 8000-level organization and management courses listed in the graduate course descriptions. Up to three 7000-level courses may be taken.

Total 120 quarter credits

Leadership

The leadership specialization prepares leaders for today's fast-paced and complex global enterprise system by exploring and applying cutting-edge leadership theory and its application to the challenges facing today's organizations. Executive leadership, leader development, and issues on the frontier of the global economy are but a few of the topics covered in the leadership specialization. Executives, mid-level managers, and those in the initial stages of their careers benefit from the relevant topics and are prepared to develop real-world answers to the challenges of the twenty-first century organization. This specialization prepares learners to lead, consult, or teach in the area of leadership from an informed, strategic viewpoint, creating practical solutions to real-world problems.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residencies in Academic and Other University Policies.

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

PhD in Organization and Management Specializations, continued

Twenty-two Required Courses + Lab

88 quarter credits

Core courses:

OM8004	Managing and Organizing People
OM8005	Doctoral Learner Success Lab (non-credit)
OM7020	Marketing Strategy and Practice
OM7040	Accounting and Financial Management
OM7050	Ethics and Social Responsibility
OM7080	Statistical Research Techniques
OM8010	Principles of Organization Theory and Practice
OM8012	Strategy
OM8021 *	Management Theory Creation
OM8022 *	Survey of Applied Research Methods
OM8025 *	Advanced Qualitative Research OR
OM8026 *	Applied Multivariate Modeling OR
OM8027 *	Survey Research Methodology
OM8910 *	Teaching Practice Seminar OR
OM8920 *	Leadership Practice Seminar OR
OM8930 *	Consulting Practice Seminar

Specialization courses:

Choose five from the following courses:

OM8101	Theories of Leadership
OM8102	Leading at the Top: The Upper Echelon
OM8103	Global Executive/Manager Development
OM8104	Leadership: The Dark Side
OM8105	Issues on the Frontier of the Global Economy
OM8106	Leading the Global Enterprise System
OM8107	Entrepreneurial Leader as Pioneer

Upon completion of all required course work:

OM9984 *	Doctoral Comprehensive Examination I
OM9985 *	Doctoral Comprehensive Examination II
OM9986 *	Dissertation Research I
OM9987 *	Dissertation Research II
OM9988 *	Dissertation Research III
OM9989 *	Dissertation Research IV

Eight Elective Courses 32 quarter credits

Choose at least five courses from the 8000-level organization and management courses listed in the graduate course descriptions. Up to three 7000-level courses may be taken.

Total 120 quarter credits

General

Learners in the general organization and management specialization may select courses and electives from one or more specializations, provided that they meet the general requirements for the program and any prerequisites for the courses. It is expected that learners choose electives that provide a coherent foundation for research in an area of organization and management inquiry. Completing the general PhD program prepares learners to lead, consult, or teach in the field of management from an informed, strategic viewpoint, creating practical solutions to real-world problems.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Seventeen Required

Courses + Lab

68 quarter credits

OM8004	Managing and Organizing People
OM8005	Doctoral Learner Success Lab (non-credit)
OM7020	Marketing Strategy and Practice
OM7040	Accounting and Financial Management
OM7050	Ethics and Social Responsibility
OM7080	Statistical Research Techniques
OM8010	Principles of Organization Theory and Practice
OM8012	Strategy
OM8021 *	Management Theory Creation
OM8022 *	Survey of Applied Research Methods
OM8025 *	Advanced Qualitative Research OR
OM8026 *	Applied Multivariate Modeling OR
OM8027 *	Survey Research Methodology
OM8910 *	Teaching Practice Seminar OR
OM8920 *	Leadership Practice Seminar OR
OM8930 *	Consulting Practice Seminar

Upon completion of all required course work:

OM9984 *	Doctoral Comprehensive Examination I
OM9985 *	Doctoral Comprehensive Examination II
OM9986 *	Dissertation Research I
OM9987 *	Dissertation Research II
OM9988 *	Dissertation Research III
OM9989 *	Dissertation Research IV

Thirteen Elective Courses 52 quarter credits

Choose at least ten courses from the 8000-level organization and management courses listed in the graduate course descriptions. Up to three 7000-level courses may be taken.

Total 120 quarter credits

Master of Science (MS) in Organization and Management Specializations

Human Resource Management

The human resource management (HRM) specialization targets mid-level managers who aspire to HR executive leadership roles in organizations. The curriculum prepares learners to think critically—beyond traditional functional boundaries—and to turn strategic plans into workplace practices that deliver business results. The course work also prepares learners to solve real-world human resource challenges from a business perspective. Learners enhance their HRM knowledge and acquire the skills needed to become strategic business partners in their organizations. Completion of this specialization helps position learners for a career as a human resource leader.

Twelve Required

Courses + Lab

48 quarter credits

Core Courses:

OM5004	People at Work
OM5005	Master's Learner Success Lab (non-credit)
OM5015	Marketing
OM5025	Accounting and Finance in Organizations
OM5030	Corporate Social Responsibility and Managerial Ethics
OM5035	Data Analysis and Decision Making for Managers
OM5040	Strategic Planning

Specialization courses:

OM5210 Human Resource Management
Choose four from the following courses **AND** the Integrative Project course:

OM5212 *	Managing Diversity and Inclusion in Organizations
OM5214 *	Employment Law: Legal Structures, Compliance, and Reporting
OM5216 *	Conflict Management and Employee Dispute Resolution
OM5218 *	Managing Compensation, Benefits, and Reward Systems
OM5220 *	Recruitment, Selection, and Assessment
OM5222 *	Training, Development, and Succession Planning
OM5299 *	Special Topics in Human Resource Management

The Integrative Project course should be taken during the learner's final quarter.

OM5990 * Integrative Project: Organizational Leadership and Change Management

Total 48 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Business and Technology Degree Programs, *continued*

Master's in Organization and Management Specializations, continued

Information Technology Management

The information technology management specialization targets individuals interested in moving into middle and senior management positions in IT organizations. In preparation for this expanded responsibility, individuals acquire the strategic business perspective required to interact effectively with their peers in the broader organization and with senior management. The course work in the information technology management specialization helps individuals round out their knowledge of information technology, master the fundamental processes through which organizations effectively deploy information systems, and prepare for the particular challenges involved in managing IT functions and staff.

The information technology management specialization assumes that learners come to the program with a fundamental understanding of IT. The program of study in this specialization equips learners with the additional skills they need to manage complex IT organizations.

Twelve Required Courses + Lab 48 quarter credits

Core courses:

OM5004	People at Work
OM5005	Master's Learner Success Lab (non-credit)
OM5015	Marketing
OM5025	Accounting and Finance in Organizations
OM5030	Corporate Social Responsibility and Managerial Ethics
OM5035	Data Analysis and Decision Making for Managers
OM5040	Strategic Planning

Specialization courses:

OM5310	Strategic Information Technology Management
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Choose four from the following courses AND the Integrative Project course:

OM5312 *	Advances in Information Technology
OM5314 *	System Planning and Delivery
OM5316 *	Project Planning, Management, and Financial Control
OM5318 *	Managing IT Professionals
OM5399 *	Special Topics in IT Management
TS5508	Enterprise System Security
TS5531	Security Management Practices

The Integrative Project course should be taken during the learner's final quarter.

OM5990 *	Integrative Project: Organizational Leadership and Change Management
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Total 48 quarter credits

Leadership

The leadership specialization introduces learners to diverse techniques that successful leaders deploy in leading and managing today's complex global organizations. Course content directly impacts mid-career professionals interested in leading in government, for-profit businesses, and not-for-profit organizations through assessment, skill-building and the review of applicable leadership theories available to them as managers. Completing this specialization prepares learners to take on leadership or management roles within a variety of businesses, organizations, and industries.

Twelve Required Courses + Lab 48 quarter credits

Core courses:

OM5004	People at Work
OM5005	Master's Learner Success Lab (non-credit)
OM5015	Marketing
OM5025	Accounting and Finance in Organizations
OM5030	Corporate Social Responsibility and Managerial Ethics
OM5035	Data Analysis and Decision Making for Managers
OM5040	Strategic Planning

Specialization courses:

OM5112 Leadership
Choose four from the following courses AND the Integrative Project course:

OM5114 *	Organization Structure and Design
OM5116 *	Personal Leadership Development
OM5118 *	Leading Organizational Change
OM5120 *	Leading and Building Teams
OM5122 *	Leading and Coaching Others
OM5199 *	Special Topics in Leadership
OM5990 *	Integrative Project: Organizational Leadership and Change Management

The Integrative Project course should be taken during the learner's final quarter.

Total 48 quarter credits

General

Because of unique career circumstances or objectives, some learners in organization and management may choose not to pursue a specialization. These learners may opt for a program consisting of courses from more than one area of specialization within the organization and management MS program. The general MS specialization provides a broader examination of the fields of human resource management, information technology management, and/or leadership.

Seven Required Courses + Lab 28 quarter credits

OM5004	People at Work
OM5005	Master's Learner Success Lab (non-credit)
OM5015	Marketing
OM5025	Accounting and Finance in Organizations
OM5030	Corporate Social Responsibility and Managerial Ethics
OM5035	Data Analysis and Decision Making for Managers
OM5040	Strategic Planning

The Integrative Project course should be taken during the learner's final quarter.

OM5990	Integrative Project: Organizational Leadership and Change Management
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Five Elective Courses 20 quarter credits

Choose up to five 5000-level organization and management courses listed in the graduate course descriptions. Learners may choose up to two approved graduate courses from other Capella University schools.

Total 48 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Master of Science (MS) in Information Technology Specializations

School of Business and Technology learners pursuing a master's degree in an IT specialization who need to enhance their skills in the areas of Web application development, database systems, software design, and/or network systems are strongly encouraged to enroll in TS5590 - Web Development and Networks and/or TS5591 - Programming and Database Systems. Additionally, the Admissions Committee may request that the applicant enroll in one or both of these courses. In either case, these courses are in addition to the specialization requirements.

General Information Technology

Capella University's Master of Science (MS) program in information technology helps working IT professionals acquire the intellectual capital and technical skills to make significant, far-reaching contributions to their organizations. It is also ideal for those with bachelor's degrees in other fields looking to enter the IT industry at a senior contributor or managerial level.

Learners can select a specialization in information security, network architecture and design, project management and leadership, or system design and programming. Learners may also choose to obtain greater breadth in understanding IT topics by selecting the following general program.

Twelve Required

Courses + Lab: 48 quarter credits

Core courses:

TS5004	Technical Communications
TS5005	Master's Learner Success Lab (non-credit)
TS5110	Enterprise System and Application Development OR
TS5111	Overview of Enterprise Applications
TS5120	Project Management for Technology Professionals
TS5130	System Development Theory and Practice
TS5140	System Usability Analysis and Design OR
TS5150	Enterprise Application Testing OR
TS5151	Quality Assurance
TS5160	Business Foundations

Specialization courses:

Choose five from the following courses AND the Integrative Project course:

TS5500	Systems Analysis and Design
TS5501	Database Analysis and Design
TS5502 *	Programming Strategies
TS5503 *	Advanced Enterprise System Development
TS5504	Wireless Web Design and Development
TS5505	Object-oriented Design and Development
TS5506 *	Graphics and Multimedia
TS5507	Network Technology

TS5508	Enterprise System Security
TS5513 *	Advanced Programming Strategies
TS5514 *	Advanced Graphics and Multimedia
TS5515 *	Advanced Wireless and Mobile Development
TS5516	Client Server Architecture and Design
TS5517	Network Enterprise Architecture and Design
TS5518	Advanced Network Technology - Routing
TS5520	Operating System Theory and Application
TS5521 *	Advanced Network Technology - Switching
TS5522 *	Advanced Network Technology - Remote Access
TS5523 *	Advanced Network Technology - Troubleshooting
TS5524	Advanced Project Management
TS5525	Project Risk Management
TS5526	Leadership and Human Resource Management
TS5527	Procurement Management
TS5528	Project Integration Management
TS5529 *	Component Development - Java Framework
TS5530 *	Component Development - Microsoft Framework
TS5531	Security Management Practices
TS5532	Secure System Development and Cryptology
TS5536	Ethical and Legal Considerations in Information Technology
TS5537	Project Portfolio Management
TS5538 *	Programming Strategies – Microsoft Environment
TS5540 *	Introduction to XML and Web Services
TS5899 *	Special Topics in Technology OR

Choose two, two-credit intensive study courses in place of one four-credit specialization course:

TS5270	Cyber Threats to Enterprise Security
TS5271	Network Security Solutions for the Enterprise

The Integrative Project course should be taken during the learner's final quarter.

TS5990 *	Integrative Project
Total	48 quarter credits

Information Security

Information technology professionals need an in-depth knowledge of emerging security threats and solutions to ensure that networks and computer systems are secure. Today, they are responsible for developing information security and disaster recovery plans that proactively protect the enterprise. This specialization prepares technology leaders to identify, develop, and implement highly secure networks that support organizational goals. It combines both technical and policy-level course work to provide information assurance (IA) skills to protect information systems by ensuring their availability, integrity, and confidentiality. The curriculum is designed around the domains of knowledge represented in the Certified Information Systems Security Professional (CISSP) certification.

Twelve Required

Courses + Lab: 48 quarter credits

Core courses:

TS5004	Technical Communications
TS5005	Master's Learner Success Lab (non-credit)
TS5110	Enterprise System and Application Development OR
TS5111	Overview of Enterprise Applications
TS5120	Project Management for Technology Professionals
TS5130	System Development Theory and Practice
TS5140	System Usability Analysis and Design OR
TS5150	Enterprise Application Testing OR
TS5151	Quality Assurance
TS5160	Business Foundations

Specialization courses:

Choose five of the following courses AND the Integrative Project course:

TS5507	Network Technology
TS5508	Enterprise System Security
TS5520	Operating System Theory and Application
TS5525	Project Risk Management
TS5531	Security Management Practices
TS5532	Secure System Development and Cryptology
TS5536	Ethical and Legal Considerations in Information Technology
TS5899 *	Special Topics in Technology OR

Choose two, two-credit intensive study courses in place of one four-credit specialization course:

TS5270	Cyber Threats to Enterprise Security
TS5271	Network Security Solutions for the Enterprise

The Integrative Project course should be taken during the learner's final quarter.

TS5990 *	Integrative Project
Total	48 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Business and Technology Degree Programs, *continued*

Master's in Information Technology Specializations, continued

Network Architecture and Design

Organizations need systems design and programming personnel, but without a secure and high-performing network infrastructure, a business cannot be successful. Network professionals ensure that networks are designed and maintained to support the success of an organization. They are responsible for making the right connections for the Internet, intranets, and extranets, including designing and maintaining local area networks and wide area networks. They are also responsible for developing and implementing the organization's information security and disaster recovery plans. The network architecture and design specialization helps provide technology leaders with the skills necessary to design and implement high-quality networks that meet the needs of business.

Twelve Required Courses + Lab: 48 quarter credits

Core courses:

TS5004	Technical Communications
TS5005	Master's Learner Success Lab (non-credit)
TS5110	Enterprise System and Application Development OR
TS5111	Overview of Enterprise Applications
TS5120	Project Management for Technology Professionals
TS5130	System Development Theory and Practice
TS5140	System Usability Analysis and Design OR
TS5150	Enterprise Application Testing OR
TS5151	Quality Assurance
TS5160	Business Foundations

Specialization courses:

Choose five of the following courses AND the Integrative Project course:

TS5507	Network Technology
TS5508	Enterprise System Security
TS5516	Client Server Architecture and Design
TS5517	Network Enterprise Architecture and Design
TS5518	Advanced Network Technology - Routing
TS5521*	Advanced Network Technology - Switching
TS5522*	Advanced Network Technology - Remote Access
TS5523*	Advanced Network Technology - Troubleshooting
TS5536	Ethical and Legal Considerations in Information Technology
TS5899 *	Special Topics in Technology OR

Choose two, two-credit intensive study courses in place of one four-credit specialization course:

TS5270	Cyber Threats to Enterprise Security
TS5271	Network Security Solutions for the Enterprise

The Integrative Project course should be taken during the learner's final quarter.

TS5990 * Integrative Project

Total 48 quarter credits

Project Management and Leadership

Information technology professionals in high demand by global enterprises and entrepreneurial start-ups must be able to master project management and risk management skills. These professionals need to understand the current state of technology, the key organizational and societal issues influencing technology, and how to effectively motivate individuals and teams. The project management and leadership specialization helps prepare technical leaders and managers with the skills necessary to successfully lead multiple technology projects that span dispersed geographical areas.

Twelve Required Courses + Lab: 48 quarter credits

Core courses:

TS5004	Technical Communications
TS5005	Master's Learner Success Lab (non-credit)
TS5110	Enterprise System and Application Development OR
TS5111	Overview of Enterprise Applications
TS5120	Project Management for Technology Professionals
TS5130	System Development Theory and Practice
TS5140	System Usability Analysis and Design OR
TS5150	Enterprise Application Testing OR
TS5151	Quality Assurance
TS5160	Business Foundations

Specialization courses:

Choose five of the following courses AND the Integrative Project course:

TS5500	Systems Analysis and Design
TS5508	Enterprise System Security
TS5524	Advanced Project Management
TS5525	Project Risk Management
TS5526	Leadership and Human Resource Management
TS5527	Procurement Management
TS5528	Project Integration Management
TS5536	Ethical and Legal Considerations in Information Technology
TS5537	Project Portfolio Management
TS5899 *	Special Topics in Technology

The Integrative Project course should be taken during the learner's final quarter.

TS5990 * Integrative Project

Total 48 quarter credits

System Design and Programming

The Internet, Web, and related technologies (XML, Web Services, Distributed Database Systems) have become integral to today's business applications, creating higher demands on technology professionals. Many companies estimate that their greatest demand for information technology professionals will fall in the area of systems integration, information management, software engineering, software development, and the management of development efforts locally and offshore. This specialization helps prepare technology leaders with the skills necessary to design and implement high-quality applications and to utilize the components involved in that effort most effectively to meet the needs of business.

Twelve Required Courses + Lab: 48 quarter credits

Core courses:

TS5004	Technical Communications
TS5005	Master's Learner Success Lab (non-credit)
TS5110	Enterprise System and Application Development
TS5120	Project Management for Technology Professionals
TS5130	System Development Theory and Practice
TS5140	System Usability Analysis and Design OR
TS5150	Enterprise Application Testing OR
TS5151	Quality Assurance
TS5160	Business Foundations

Specialization courses:

Choose five of the following courses AND the Integrative Project course:

TS5500	Systems Analysis and Design
TS5501	Database Analysis and Design
TS5502 *	Programming Strategies
TS5503 *	Advanced Enterprise System Development
TS5504	Wireless Web Design and Development
TS5505	Object-oriented Design and Development
TS5506 *	Graphics and Multimedia
TS5513 *	Advanced Programming Strategies
TS5514 *	Advanced Graphics and Multimedia
TS5515 *	Advanced Wireless and Mobile Development
TS5520	Operating System Theory and Application
TS5529 *	Component Development - Java Framework
TS5530 *	Component Development - Microsoft Framework
TS5538*	Programming Strategies – Microsoft Environment
TS5540 *	Introduction to XML and Web Services
TS5899 *	Special Topics in Technology

The Integrative Project course should be taken during the learner's final quarter.

TS5990 * Integrative Project

Total 48 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Master of Business Administration (MBA) Specializations

Capella University's MBA program responds directly to the needs of the marketplace with an integrated curriculum focusing on core business knowledge and professional effectiveness competencies. The program builds essential skills required to achieve long-term business results. MBA learners are challenged to stretch beyond what is expected and are given impact assignments that can be immediately applied in the workplace. Learners create and develop a blueprint and portfolio of skills for being an effective leader. Because of the transformative nature of this MBA curriculum, learners are better prepared to reposition themselves for success in their careers.

Professional Effectiveness Coaching SM

Capella University's MBA Professional Effectiveness Coaching process helps learners focus on the areas where they need to stretch to become more effective managers, apply what they've learned to impact their current job, and reposition themselves to advance toward future goals. Learners have the option to establish a relationship with a professional coach who helps facilitate this growth process through one-on-one coaching sessions.

General

Sixteen Required Courses 48 quarter credits

First two courses taken first and in sequence:

- MBA9010 Professional Effectiveness: Stretch, Impact, Reposition
- MBA9020 Leading for Results
- MBA9110 Marketing and Brand Management
- MBA9120 Sales and Customer Relationship Management
- MBA9130 Operations and Process Management
- MBA9140 Financial Management
- MBA9150 Strategy
- MBA9160 Managing Information Assets and Technology
- MBA9170 Regulatory and Ethical Environment of Business
- MBA9210 Building Relationships
- MBA9220 Developing and Coaching Others
- MBA9230 Leading Teams
- MBA9240 Facilitating Change
- MBA9250 Leveraging Workplace Diversity
- MBA9260 Negotiating for Results

The MBA Capstone course should be taken during the learner's final quarter.

- MBA9300 *MBA Capstone: Judgment, Planning, and Action

Total 48 quarter credits

Accounting

The accounting specialization emphasizes accounting applications with respect to the nature and scope of business operations. The specialization cultivates learners' abilities to plan and control organizational budgeting. Learners gain knowledge and skills in the audit and evaluation of controls and computerized information systems of accounting. Learners examine the nature and function of accounting information in the decision-making process. Learners also study the conceptual framework of accounting theory and practice, focusing on processes of identification, measurement, documentation, and financial reporting. This specialization is not designed to lead to professional licensure in accounting.

Sixteen Required Courses 48 quarter credits

Core courses:

First two courses taken first and in sequence:

- MBA9010 Professional Effectiveness: Stretch, Impact, Reposition
- MBA9020 Leading for Results
- MBA9110 Marketing and Brand Management
- MBA9130 Operations and Process Management
- MBA9140 Financial Management
- MBA9150 Strategy
- MBA9160 Managing Information Assets and Technology
- MBA9210 Building Relationships
- MBA9230 Leading Teams
- MBA9240 Facilitating Change
- MBA9260 Negotiating for Results

Specialization courses:

- MBA9182 Advanced Accounting
- MBA9184 *Budget Planning and Control
- MBA9186 *Audit and Control of Accounting Information Systems
- MBA9188 *Accounting Information for Decision Making

The Accounting Capstone course should be taken during the learner's final quarter.

- MBA9380 *Accounting Capstone: Judgment, Planning, and Action

Total 48 quarter credits

Admission to the accounting specialization requires a fundamental understanding of accounting principles. Applicants must meet one or more of the following requirements:

1. Completed at least eight quarter hour credits of upper-level undergraduate accounting course work with a grade of "B" or better;
2. Earned an undergraduate degree in accounting from a regionally accredited or internationally recognized institution.
3. Completed at least four quarter hour credits of graduate accounting course work with a grade of "B" or better.
4. Passed the CPA or CMA examination.

Applicants to the accounting specialization must complete and submit the Capella University School of Business and Technology Accounting Experience form located at http://www.capella.edu/inc/pdf/accounting_experience.pdf.

Capella University does not guarantee that the MBA with a specialization in accounting will, on its own, provide learners with the educational requirements necessary to sit for the CPA examination or other professional licensures. Learners are encouraged to contact their state boards of accountancy for requirements in their state.

Capella University will seek approval of this new specialization from the state of Georgia. Learners should contact an enrollment counselor for current approval status in these states.

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Business and Technology Degree Programs, *continued*

Master of Business Administration (MBA) Specializations, *continued*

Finance

The finance specialization provides learners with current knowledge and skills in financial analysis and decision making, preparing them for careers in finance at middle or senior management levels. Learners who select finance as their area of specialization are required to complete designated MBA core business and professional effectiveness courses that focus on leading and managing others, strategy, operations management, information technology, and marketing. The courses in the finance specialization extend the core competencies by examining theories and techniques related to corporate finance, investment and portfolio management, international finance, and emerging topics in the field.

Sixteen Required Courses 48 quarter credits

Core courses:

First two courses taken first and in sequence:

- MBA9010 Professional Effectiveness: Stretch, Impact, Reposition
- MBA9020 Leading for Results
- MBA9110 Marketing and Brand Management
- MBA9130 Operations and Process Management
- MBA9140 Financial Management
- MBA9150 Strategy
- MBA9160 Managing Information Assets and Technology
- MBA9210 Building Relationships
- MBA9230 Leading Teams
- MBA9240 Facilitating Change
- MBA9260 Negotiating for Results

Specialization courses:

Choose four from the following courses:

- MBA9141 *Financial Markets and Institutions
- MBA9142 *Advanced Finance
- MBA9143 *Bank Management
- MBA9144 *International Financial Management
- MBA9146 *Investment and Portfolio Management
- MBA9147 *Risk Management
- MBA9148 *Corporate Finance Analysis and Decisions

The Finance Capstone course should be taken during the learner's final quarter.

- MBA9340 *Finance Capstone: Judgment, Planning, and Action

Total 48 quarter credits

Marketing

The marketing specialization prepares learners to move into middle or senior marketing management positions within their organizations. The marketing specialization provides deeper insight into contemporary issues and examines various theories and techniques used by marketers in today's competitive environment. The specialization extends a learner's competencies in market research, analysis, planning, execution, and evaluation. During the capstone course, all learners synthesize and apply what they have learned into a final marketing plan. Learners who select marketing as their area of specialization are required to complete designated MBA core business and professional effectiveness courses that focus on leading and managing others, strategy, operations management, information technology, and finance.

Sixteen Required Courses 48 quarter credits

Core courses:

First two courses taken first and in sequence:

- MBA9010 Professional Effectiveness: Stretch, Impact, Reposition
- MBA9020 Leading for Results
- MBA9110 Marketing and Brand Management
- MBA9130 Operations and Process Management
- MBA9140 Financial Management
- MBA9150 Strategy
- MBA9160 Managing Information Assets and Technology
- MBA9210 Building Relationships
- MBA9230 Leading Teams
- MBA9240 Facilitating Change
- MBA9260 Negotiating for Results

Specialization courses:

Choose four from the following courses:

- MBA9112 *Market Research
- MBA9114 *Consumer Behavior
- MBA9116 *New Product Design and Development
- MBA9118 *International Marketing
- MBA9120 Sales and Customer Relationship Management

The Marketing Capstone course should be taken during the learner's final quarter.

- MBA9310 *Marketing Capstone: Judgment, Planning, and Action

Total 48 quarter credits

Graduate Certificates

Certificates are an ideal way to update existing knowledge, gain new knowledge, and study at the graduate level. Course work completed in a certificate program may be transferred into the related Capella Master of Science specialization.

Note: Certification and Certificates — There is an important distinction between the two terms. The School of Business and Technology offers a variety of graduate certificates. University-sponsored certificates represent an advanced course of study in a specific discipline which is intended to enhance knowledge. However, obtaining a university-awarded certificate is not equivalent to "certification." The term certification refers to the official mandate awarded by a state regulatory board or professional organization to an individual for a specific professional practice.

Human Resource Management

The certificate in human resource management helps professionals increase their expertise in the principles and practices of the human resource function. The certificate provides the opportunity to enhance skills, knowledge, and abilities through the development of human resource competencies. By providing learners a better understanding of various human resource disciplines, the certificate prepares participants for the challenges and demands faced by human resource professionals.

Four Required Courses 16 quarter credits

Choose three from the following courses:

- OM5210 Human Resource Management
- OM5212 * Managing Diversity and Inclusion in Organizations
- OM5214 * Employment Law: Legal Structures, Compliance, and Reporting
- OM5216 * Conflict Management and Employee Dispute Resolution
- OM5218 * Managing Compensation, Benefits, and Reward Systems
- OM5220 * Recruitment, Selection, and Assessment
- OM5222 * Training, Development, and Succession Planning

Total 16 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Information Technology Management

The certificate in information technology management prepares managers to plan, develop, and manage information technology systems and skilled technology professionals in today's complex business environment. Business and technical professionals alike gain new insight into managing technology priorities and overseeing the optimization of information systems. Learners also develop skills to assist in transforming narrow technical initiatives into tangible, enterprise-wide goals.

Four Required Courses 16 quarter credits

OM5310 Strategic Information Technology Management

Choose three from the following courses:

OM5312 * Advances in Information Technology

OM5314 * System Planning and Delivery

OM5316 * Project Planning, Management, and Financial Control

OM5318 * Managing IT Professionals

TS5508 Enterprise System Security

TS5531 Security Management Practices

Total 16 quarter credits

Leadership

The certificate in leadership prepares individuals to serve in leadership roles within their organizations. Managers at all levels of the organization gain considerable insight into the challenges and complexities of leading in today's environment. Learners have the opportunity to reflect on their own leadership styles and to develop specific leadership competencies.

Four Required Courses 16 quarter credits

OM5112 Leadership

Choose three from the following courses:

OM5114 * Organization Structure and Design

OM5116 * Personal Leadership Development

OM5118 * Leading Organizational Change

OM5120 * Leading and Building Teams

OM5122 * Leading and Coaching Others

Total 16 quarter credits

Professional Project Management

There is a significant need for professionals with a background in both enterprise technology and project management mastery to complete complex projects on time, on budget, and to specification. This program prepares learners who have previously earned a bachelor's degree to manage larger projects utilizing methodology based on the Project Management Book of Knowledge (PMBOK) from the Project Management Institute. The program goes well beyond the certification in providing an opportunity to expand critical thinking skills and master project management principles through practice and interaction. This graduate certificate develops the competencies associated with the Project Management Professional certification from The Project Management Institute.

Five Required Courses 20 quarter credits

TS5524 Advanced Project Management

TS5525 Project Risk Management

TS5526 Leadership and Human Resource Management

TS5527 Procurement Management

TS5528 Project Integration Management

Total 20 quarter credits

Information Security Professional

Technology professionals with a background in both information security technology and policy-level management are in high demand in today's organizations and corporations. This program prepares learners who have previously earned a bachelor's degree to manage a large organization's enterprise security based on the ten domains of the Certified Information Systems Security Professional (CISSP) certification from International Information Systems Security Certification Consortium, Inc. (ISC)². The program moves beyond the certification by providing an opportunity to master information security principles through practice and interaction. This graduate certificate expands learners' critical thinking skills and develops the competencies associated with the CISSP certification from (ISC)².

Five Required Courses 20 quarter credits

TS5507 Network Technology

TS5508 Enterprise System Security

TS5531 Security Management Practices

TS5532 Secure System Development and Cryptology

TS5536 Ethical and Legal Considerations in Information Technology

Total 20 quarter credits

School of Education



James Wold, PhD
Dean, School of Education

From the Dean

Welcome to the School of Education at Capella University. Our programs are about you and the impact that you want to make in the worlds of adult and higher education, K-12 teaching and leadership, and professional corporate settings.

Capella's specializations in higher education (leadership for higher education, postsecondary and adult education, instructional design for online learning, training and performance improvement, and enrollment management) focus on career requirements for educators and trainers working in adult learning environments. The competencies learners acquire are based on current adult learning theory and are designed for professionals in community colleges, four-year colleges, and other organizations serving adult learners. The specialization in instructional design for online learning prepares professionals to lead and to manage instructional challenges in Web-based environments and places equal importance on design and delivery of adult instruction.

Capella's K-12 education specializations (advanced classroom instruction, curriculum and instruction, leadership in educational administration, and reading and literacy) prepare individuals to assume vital roles in schools, districts, and other organizations serving children and adolescents. The competency-based programs are aligned with nationally recognized external standards and are specifically designed for dedicated, licensed K-12 teachers whose futures require recognized credentials but whose lives demand convenience. Our programs in K-12 education deliver the practical skills needed to be more successful in today's diverse schools. Capella's leadership in educational administration specialization has received unconditional approval to prepare learners for Minnesota principal and superintendent licensure by meeting the rigorous standards set forth by the Minnesota Board of School Administrators.

Our specialization in professional studies in education offers learners the opportunity to customize their program to meet profession-related requirements beyond the bachelor's degree. The program can be designed to address current and future career requirements for individuals in the K-12 and higher education worlds.

At Capella University you will be invigorated, challenged, and emboldened to achieve your educational goals. Your future is in your hands, and we would like to help you realize that future.

*James Wold, PhD
Dean*

About the School of Education

Mission Statement

The mission of the School of Education is to provide relevant and competency-based learning experiences that have immediate professional impact and that empower learners to distinguish themselves through their contributions to the organizations they serve. School of Education learners prepare for the challenges, opportunities, and demands of contemporary education by engaging in rigorous and relevant programs where learner progress is assessed against recognized, respected professional standards.

Degree Programs

Doctor of Philosophy (PhD)

The School of Education's doctor of philosophy degree expands previous learning within a discipline and fosters the critical thinking, research, and problem solving skills that practicing professionals need to excel as scholar-practitioners and emboldened leaders in a global society.

Master of Science (MS)

The School of Education's master's degree integrates recognized theory and best practices with practical application in a collaborative environment in order to enhance learners' abilities to excel as practitioners in their chosen specializations.

Certificate

The School of Education's post-master's certificate program provides learners with recognized, relevant competencies that have an immediate, positive impact on their professional lives.

Professional Licensure and Certification

Capella University offers academic programs leading to advanced degrees in a number of fields for which professional practice requires licensure or certification by state, local, or professional boards. However, because the licensing or certification standards vary, Capella University makes no representation, warranty, or guarantee that successful completion of the course of study will permit the learner to obtain licensure or certification. Learners who enroll in a Capella University degree program in a field for which professional practice requires any type of licensure or certification, are solely responsible for determining and complying with state, local, or professional licensure and certification requirements. These learners are also responsible for taking the steps necessary to satisfy those requirements.

As part of the admission process, Capella University requires all learners in these programs to sign an Understanding of the Curriculum form in which the learners agree that it is their responsibility to understand and to comply with licensing and certification laws and regulations. Additional information on [professional licensure and certification](#) can be found on iGuide.

SPECIALIZATIONS OFFERED IN THE SCHOOL OF EDUCATION

Specializations	Degrees and Certificates
Leadership in Educational Administration	PhD, MS, Post-master's Certificate
Leadership for Higher Education	PhD, MS
Postsecondary and Adult Education	PhD, MS
Instructional Design for Online Learning	PhD, MS
Training and Performance Improvement	PhD, MS
Professional Studies in Education	PhD, MS
Advanced Classroom Instruction	MS
Reading and Literacy	MS
Curriculum and Instruction	MS
Enrollment Management	MS

Learners in Kentucky, Washington, and Wisconsin are advised that the reading and literacy specialization is not pre-approved for specialist endorsement/licensure. Learners should verify home state and local district requirements prior to enrollment. Individuals seeking endorsement must perform a transcript review with their state upon completion of their program.

School of Education Degree Programs

Doctor of Philosophy (PhD) Specializations

Leadership in Educational Administration

Learners in the doctoral specialization in leadership in educational administration develop the knowledge, skills, and attitudes needed to meet the rigorous demands and enjoy the profound rewards of twenty-first century principalship and superintendency. The doctoral research and problem solving skills learners develop transfer to the leadership challenges of the current student achievement focused world of K-12 education. The curriculum is aligned with nationally recognized leadership standards and is designed to prepare learners to be bold, innovative, ethical K-12 leaders.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

State regulations vary regarding course requirements for professional licensure. For assistance with [state-mandated course requirements for licensure](#), contact the appropriate school representative.

Eighteen Required Courses + Lab **72 quarter credits**

Core courses:

- ED8004 Societal and Cultural Change
- ED8005 Doctoral Learner Success Lab (non-credit)
- ED8113 Advanced Study in Research Methods

Specialization courses:

- ED7541 Teacher Supervision and Evaluation
- ED7542 The Politics of Pre-K-12 Education
- ED7545 Special Education Administration
- ED8111 The Historical and Social Foundations of Education
- ED820 Principles of Educational Administration
- ED822 The Funding of Educational Institutions
- ED823 Education and the Law
- ED853 Elementary School Administration **OR**
- ED854 Secondary School Administration **OR**
- ED8911 The Minnesota K-12 Principalship
- ED9984 * Doctoral Comprehensive Examination I
- ED9985 * Doctoral Comprehensive Examination II
- ED9986 * Dissertation Research I
- ED9987 * Dissertation Research II
- ED9988 * Dissertation Research III
- ED9989 * Dissertation Research IV

Choose one internship sequence:

- ED7901 Internship for Educational Administration I **AND**
- ED7902 * Internship for Educational Administration II **OR**
- ED7903 Internship for the Superintendency I **AND**
- ED7904 * Internship for the Superintendency II

Twelve Elective Courses **48 quarter credits**

Recommended elective courses:

- ED7543 The Superintendency (required for those seeking superintendent license)
- ED8910 The Minnesota Superintendency
- ED7544 Introduction to School Business Administration
- ED7560 Innovative Leadership
- ED812 The Governance of Educational Institutions
- ED815 The Future of Educational Institutions: Topics and Trends
- ED818 The Future of Teaching and Learning: Issues for the Educational Leader
- ED853 Elementary School Administration **OR**
- ED854 Secondary School Administration
- ED857 Personnel Administration

Choose any graduate course(s).

Total **120 quarter credits**

Learners seeking endorsement for Minnesota superintendency must take ED8910.

Learners seeking licensure in states not requiring an internship may petition the faculty director for permission to replace the internship with an elective.

Admission to the leadership in educational administration specialization requires learners to complete and submit the Capella University School of Education Certification of Teaching Experience form located at www.capella.edu/aspscripts/schools/TeachingExperience.pdf.

Leadership for Higher Education

Learners in the doctoral specialization in leadership for higher education prepare themselves to guide community colleges, universities, and other postsecondary, human service, military, and religious organizations at both the academic and executive levels. The specialization content, doctoral research, and problem solving skills learners develop transfer to their leadership challenges as department chairs, deans, provosts, directors of student services, presidents and vice presidents of these organizations. The curriculum is designed to prepare learners to be bold, innovative, ethical leaders.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Eighteen Required Courses + Lab **72 quarter credits**

Core courses:

- ED8004 Societal and Cultural Change
- ED8005 Doctoral Learner Success Lab (non-credit)
- ED8113 Advanced Study in Research Methods

Specialization courses:

- ED7212 Administration and Leadership of Distance Education Programs
- ED7540 Leadership in Higher Education
- ED814 Evaluating the Effectiveness of the Educational Process
- ED815 The Future of Educational Institutions: Topics and Trends **OR**
- ED818 The Future of Teaching and Learning: Issues for the Educational Leader
- ED825 Curriculum Development
- ED834 Higher Ed and the Law
- ED837 Funding and Managing Education Enterprises
- ED840 The Politics of Higher Education
- ED841 The History of Higher Education
- ED855 Higher Education Administration
- ED9984 * Doctoral Comprehensive Examination I
- ED9985 * Doctoral Comprehensive Examination II
- ED9986 * Dissertation Research I
- ED9987 * Dissertation Research II
- ED9988 * Dissertation Research III
- ED9989 * Dissertation Research IV

Twelve Elective Courses **48 quarter credits**

Recommended elective courses:

- ED7541 Teacher Supervision and Evaluation
- ED7692 Strategies for Building Online Learning Communities
- ED7703 Student Development Challenges and Successes
- ED7713 Student Advising and Retention
- ED7819 Grantsmanship
- ED8111 The Historical and Social Foundations of Education
- ED812 The Governance of Educational Institutions
- HS834 Ethnic and Cultural Awareness
- ED857 Personnel Administration

Choose any graduate course(s).

Total **120 quarter credits**

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Education Degree Programs, *continued*

PhD Specializations, *continued*

Postsecondary and Adult Education

The PhD specialization in postsecondary and adult education is designed to develop and enhance skills for effective teaching in a variety of postsecondary settings and training environments, including adult education, workforce development, continuing higher education, community development, military education, and business and industry. The PhD specialization focuses on major theories of adult learning and distance education, the development of effective learning communities and environments, critical analysis and research skills, best practices in postsecondary instruction, and utilizing theory and research to enhance learning for individuals from a variety of backgrounds.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Fourteen Required

Courses + Lab 56 quarter credits

Core courses:

ED8004	Societal and Cultural Change
ED8005	Doctoral Learner Success Lab (non-credit)
ED8113	Advanced Study in Research Methods

Specialization courses:

ED7701	Educational Philosophy and Change
ED815	The Future of Educational Institutions: Topics and Trends
ED7590	Critical Thinking in Adult Education
ED814	Evaluating the Effectiveness of the Educational Process
ED829	Theory and Methods of Educating Adults
ED838	Teaching and Learning with Diverse Populations
ED9984 *	Doctoral Comprehensive Examination I
ED9985 *	Doctoral Comprehensive Examination II
ED9986 *	Dissertation Research I
ED9987 *	Dissertation Research II
ED9988 *	Dissertation Research III
ED9989 *	Dissertation Research IV

Sixteen Elective Courses 64 quarter credits

Recommended elective courses:

ED7580	Theory and Development of Multiple Intelligences
ED7690	Critical Skills for Facilitating Online Learning
ED7692	Strategies for Building Online Learning
ED7700	Learning Theory and the Educational Process
ED7703	Student Development, Challenges and Successes
ED7711	Course Design and Development
ED7712	Classroom Assessment in Education
ED7713	Student Advising and Retention
ED7716	Faculty Leadership
ED8111	The Historical and Social Foundations of Education
ED7819	Grantsmanship

ED828	Intellectual Development and Learning Styles Across the Lifespan
ED836	The Collaborative Nature of Adult Education

Choose any graduate course(s).

Total 120 quarter credits

Instructional Design for Online Learning

The PhD specialization in instructional design for online learning prepares professionals to lead and manage instructional challenges in a variety of online settings in educational institutions, corporations, the military, health care, and government agencies. This comprehensive course of study gives equal importance to design and delivery of adult instruction. This specialization prepares learners to practice the application of instructional design theory to real-world problems.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See [Residencies](#) in Academic and Other University Policies.

Eighteen Required

Courses + Lab 72 quarter credits

Core courses:

ED8004	Societal and Cultural Change
ED8005	Doctoral Learner Success Lab (non-credit)
ED8113	Advanced Study in Research Methods

Specialization courses:

ED815	The Future of Educational Institutions: Topics and Trends OR
ED8111	The Historical and Social Foundations of Education
ED851	Principles of Instructional Design
ED7620	Theoretical Basis of Instructional Design
ED7624	Theories of Learning and Instruction
ED852	Ethics and Social Responsibility in Distance Education
ED7496 *	Advanced Instructional Design
ED7504	Leadership for Instructional Design
ED9984 *	Doctoral Comprehensive Examination I
ED9985 *	Doctoral Comprehensive Examination II
ED9986 *	Dissertation Research I
ED9987 *	Dissertation Research II
ED9988 *	Dissertation Research III
ED9989 *	Dissertation Research IV

Choose three from the following courses:

ED7210	The Delivery of Distance Education
ED7211 *	Designing Online Instruction
ED722	Interface Design
ED7503	Instructional Media Tools
ED846 *	Instructional Design for Distance Learning
ED724	Project Management for Multimedia Development
ED7505 *	Evaluation and Assessment of Instructional Design

Twelve Elective Courses 48 quarter credits

Recommended elective courses:

ED7212	Administration and Leadership of Distance Education Programs
ED7700	Learning Theory and the Educational Process
ED7580	Theory and Development of Multiple Intelligences
ED7692	Strategies for Building Online Learning Communities
ED7641	Needs Assessment: Models and Procedures

The following electives are available for PhD learners as directed studies:

ED7495	Research Strategies and Methodologies for Online Learning
ED7497 *	Storyboarding for Instructional Design
ED7499 *	Needs Analysis for Instructional Design
ED7693	Curriculum Development for Online Learning
ED7493	Internship for Instructional Design for Online Learning
ED9058	Special Topics for Instructional Design for Online Learning

Choose any graduate course(s).

Total 120 quarter credits

Training and Performance Improvement

The PhD in education with a specialization in training and performance improvement is designed for experienced career professionals who wish to advance to leadership roles such as chief learning officer, training director, professor, or manager of learning and performance improvement. Required courses like Managing Training and Performance Improvement broaden and deepen the learner's understanding of both strategic and tactical issues that are important to the success of any performance improvement intervention. The entire doctoral experience is designed to help create reflective scholar-practitioners and innovative thinkers with advanced skills in critical thinking, research, and problem solving. The curriculum is based on ASTD's Human Performance Improvement model.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See [Residencies](#) in Academic and Other University Policies.

Eighteen Required

Courses + Lab 72 quarter credits

Core courses:

ED8004	Societal and Cultural Change
ED8005	Doctoral Learner Success Lab (non-credit)
ED8113	Advanced Study in Research Methods

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

PhD Specializations, continued

Specialization courses (suggested sequence as follows):

ED7631	Introduction to Training and Performance Systems
ED7641	Needs Assessment: Models and Procedures
ED7662	Designing Training and Performance Solutions
ED7672	Delivery Systems for Training and Performance Improvement
ED7652	Evaluating Training and Performance Improvement Systems
ED7674	Managing Training and Performance Improvement
ED502	Survey of Human Resource Development Research
ED9984 *	Doctoral Comprehensive Examination I
ED9985 *	Doctoral Comprehensive Examination II
ED9986 *	Dissertation Research I
ED9987 *	Dissertation Research II
ED9988 *	Dissertation Research III
ED9989 *	Dissertation Research IV

Choose three from the following courses:

ED830	Coaching for High Performance
ED839	International Aspects of Adult Education
ED851	Principles of Learning and Instructional Design
ED7210	The Delivery of Distance Education
ED7673	The Future of Corporate and Technical Training: Topics and Trends
ED8111	The Historical and Social Foundations of Education

Elective Courses 48 quarter credits

Choose any graduate course.

Total 120 quarter credits

Professional Studies in Education

The PhD with a specialization in professional studies in education is designed for experienced career professionals such as licensed K-12 teachers, teachers in alternative programs, and adult educators in health care, the military, public and private institutions, and government agencies. This specialization provides optimal opportunity to construct a program of study that meets the unique needs of a diverse group of teachers who wish to excel in leadership as teachers and researchers. The entire doctoral experience is designed to help create scholar-practitioners with advanced skills in critical thinking, problem solving, and research.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See [Residencies](#) in Academic and Other University Policies.

Twelve Required

Courses + Lab

48 quarter credits

Core courses:

ED8004	Societal and Cultural Change
ED8005	Doctoral Learner Success Lab (non-credit)
ED8113	Advanced Study in Research Methods

Specialization courses:

ED7701	Educational Philosophy and Change
ED815	The Future of Educational Institutions: Topics and Trends
ED7700	Learning Theory and the Educational Process OR
ED829	Theory and Methods of Educating Adults
ED7712	Classroom Assessment in Education OR
ED814	Evaluating the Effectiveness of the Educational Process
ED9984 *	Doctoral Comprehensive Examination I
ED9985 *	Doctoral Comprehensive Examination II
ED9986 *	Dissertation Research I
ED9987 *	Dissertation Research II
ED9988 *	Dissertation Research III
ED9989 *	Dissertation Research IV

Eighteen Elective Courses 72 quarter credits

Choose any graduate course(s).

Total 120 quarter credits

Master of Science (MS) Specializations

Advanced Classroom Instruction

Learners in the master's specialization in advanced classroom instruction will demonstrate the research-based knowledge, skills, and attitudes of exceptional elementary and secondary classroom teachers. The curriculum is aligned with nationally recognized teaching standards and is designed to prepare learners to produce significant improvements in student achievement. Learners may customize the elective portion of their programs to meet their educational, personal, professional, and school site needs by selecting courses from any of the specialization courses below. The following courses have been designed for licensed teachers and may require K-12 classroom access.

Nine Required

Courses + Lab

40 quarter credits

Core courses:

ED5007	Foundations of Educational Leadership (6 quarter credits)
ED5005	Master's Learner Success Lab (non-credit)
ED5501	Assessment and Improvement of Instruction
ED5500	Standards-Based Curriculum, Instruction, and Assessment
ED5503	Classroom Management Strategies
ED5504	Strategies for Eliminating the Achievement Gap

Specialization courses:

ED5541 *	Master's Practicum in Advanced Classroom Instruction (6 quarter credits)
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In addition, choose at least three specialization courses from the list below:

For a focus on elementary classroom instruction the following electives are recommended:

ED5515	Action Research for Teacher-Leaders
ED5502	Learning Theory and Instructional Practice
ED5516	Adult Learning and Professional Development
ED5523	Inquiry-Based Curriculum and Resources for Elementary Science Teachers
ED5508	Research and Best Practices in Mathematics Instruction

For a focus on secondary classroom instruction the following electives are recommended:

ED5515	Action Research for Teacher-Leaders
ED5513	Middle-Level Issues
ED5528	Technology Skills for the Virtual School Teacher
ED5511	Teaching Algebra for Understanding
ED5516	Adult Learning and Professional Development

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Education Degree Programs, *continued*

Master's Specializations, *continued*

For a focus on teacher leadership the following electives are recommended:

ED5514	Educational Leadership for Teacher-Leaders
ED5515	Action Research for Teacher-Leaders
ED5516	Adult Learning and Professional Development

For a focus on advanced instruction in science the following electives are recommended:

ED5522	The Art of Planning Science Instruction: Creating the Engaged Science Student
ED5523	Inquiry-Based Curriculum and Resources for Elementary Science Teachers
ED5524	Inquiry-Based Curriculum and Resources for Secondary Science Teachers
ED5526	Student Assessment and Work Analysis in Science Instruction

For a focus on advanced instruction in mathematics the following electives are recommended:

ED5506	Standards and the K-12 Mathematics Curriculum
ED5507	The Art of Planning Mathematics Instruction
ED5508	Research and Best Practices in Mathematics Instruction
ED5511	Teaching Algebra for Understanding

For a focus on virtual school teaching the following electives are recommended:

ED5528	Technology Skills for the Virtual School Teacher
ED5529	Instructional Strategies for the Virtual School Teacher
ED5530	Assessment Strategies for the Virtual School Teacher

Two Elective Courses	8 quarter credits
ED5533	Curriculum Mapping: Reflection and Practice (recommended elective for all K-12 teachers.)
OR	

Choose any graduate course(s).

Total	48 quarter credits
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Admission to the advanced classroom instruction specialization requires learners to complete and submit the Capella University School of Education Certification of Teacher Licensure form located at www.capella.edu/aspscripts/schools/TeacherLicensure.pdf.

Reading and Literacy

Capella University's reading and literacy specialization is offered in partnership with the University of California, Irvine Extension. Graduates of this specialization earn a master's degree from Capella University and a reading certificate from UC-Irvine Extension. UC-Irvine Extension's reading certificate is state approved in California and is aligned with nationally recognized teaching standards.

Learners in this master's specialization will demonstrate and further build the research-based knowledge, skills, and attitudes of exceptional elementary and secondary teachers. The specialization is designed for licensed K-12 classroom teachers who want to enhance the reading skills of their students and to impart best practices and key instructional strategies to peers and others involved in teaching reading. Capella learners completing the reading and literacy specialization are prepared to assess student reading and provide reading instruction employing multiple modalities and learning styles based on assessment data as well as to develop, implement, and adapt the reading curriculum within and across grade levels at the school site. The specialization courses present a host of research-based concepts, demonstrate those concepts in action, and provide opportunities to put those concepts into practice.

Thirteen Required Courses + Lab **43 quarter credits**

ED5007	Foundations of Educational Leadership (6 quarter credits)
ED5005	Master's Learner Success Lab (non-credit)
ED5501	Assessment and Improvement of Instruction (4 quarter credits)
ED5500	Standards-based Curriculum, Instruction, and Assessment (4 quarter credits)
ED5503	Classroom Management Strategies (4 quarter credits)
ED5504	Strategies for Eliminating the Achievement Gap (4 quarter credits)

Specialization courses:

ED5551	Developing Fluent Readers (3 quarter credits)
ED5552	Teaching Comprehension Strategies (3 quarter credits)
ED5553	Assessment-based Reading Instruction (3 quarter credits)
ED5554	Socio-cultural Context of Reading Instruction (3 quarter credits)
ED5555	Foundational Theories in Reading Instruction (3 quarter credits)
ED5556	Reading and Literacy Practicum (3 quarter credits)+
ED5557	Reading and Literacy Portfolio Review (3 quarter credits)+

One Elective Course 4 quarter credits
Choose any 4-credit graduate course.

Total 47 quarter credits

+ED5556 and ED5557 must be taken concurrently.

Admission to the reading and literacy specialization requires learners to complete and submit the Capella University School of Education Certification of Teacher Licensure form located at www.capella.edu/aspscripts/schools/TeacherLicensure.pdf.

As with all programs involving endorsement, licensure, or certification, individual states have varying requirements. Capella University cannot guarantee that licensure, endorsement, or certification will be granted. For this reason, it is important that learners interested in these programs contact the appropriate authorities in their state.

Learners in Kentucky, Washington, and Wisconsin are advised that the reading and literacy specialization is not pre-approved for specialist endorsement/licensure. Learners should verify home state and local district requirements prior to enrollment. Individuals seeking endorsement must perform a transcript review with their state upon completion of their program.

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

*Master's Specializations, continued***Curriculum and Instruction**

Learners in the master's specialization in curriculum and instruction will develop and demonstrate the research-based knowledge, skills, and attitudes necessary for effective classroom, building, and district-level leadership in curriculum and instruction. The specialization is designed for teachers interested in teaching improvement initiatives supported by current theory and research in curriculum design and instructional models, and assessment strategies focused on increasing student achievement. Teachers participate in course discussions and activities that provide practical experiences and projects that demonstrate innovative and timely theory, research, and practice.

Ten Required Courses + Lab 44 quarter credits*Core courses:*

ED5007	Foundations of Educational Leadership (6 quarter credits)
ED5005	Master's Learner Success Lab (non-credit)
ED5501	Assessment and Improvement of Instruction
ED5500	Standards-Based Curriculum, Instruction, and Assessment
ED5503	Classroom Management Strategies
ED5504	Strategies for Eliminating the Achievement Gap

Specialization courses:

ED5533	Curriculum Mapping: Reflection and Practice
ED5534	Instruction and Assessment: Theory and Practice
ED5535	Collaboration for the Improvement of Curriculum and Instruction
ED5536	Applying Research to the Improvement of Curriculum and Instruction
ED5540 *	Master's Practicum in Curriculum and Instruction (6 quarter credits)

One Elective Course 4 quarter credits*Recommended elective courses:*

ED5537	Emerging Technology and Multimedia for Curriculum and Instruction
ED5538	Curriculum and Instruction: Program Evaluation
	OR

Choose any graduate course.

Total 48 quarter credits

Admission to the curriculum and instruction specialization requires learners to complete and submit the Capella University School of Education Certification of Teacher Licensure form located at www.capella.edu/aspscripts/schools/TeacherLicensure.pdf.

Leadership in Educational Administration

Learners in the master's specialization in leadership in educational administration will develop the skills, knowledge, and attitudes necessary to successfully meet the rigors and enjoy the rewards of twenty-first century elementary and secondary principalship. The curriculum prepares learners to meet nationally recognized leadership standards including those of the Interstate School Leaders Licensure Consortium (ISLLC) and to have a profound, positive impact on student achievement. This results-oriented program prepares learners to translate theory into effective leadership practice.

Eleven Required Courses + Lab 48 quarter credits*Core courses:*

ED5007	Foundations of Educational Leadership (6 quarter credits)
ED5005	Master's Learner Success Lab (non-credit)
ED5501	Assessment and Improvement of Instruction
ED5500	Standards-Based Curriculum, Instruction, and Assessment
ED5503	Classroom Management Strategies
ED5504	Strategies for Eliminating the Achievement Gap

Specialization courses:

ED 820	Principles of Educational Administration
ED822	The Funding of Educational Institutions
ED823	Education and the Law
ED5006	Survey of Research Methodology
ED853	Elementary School Administration OR
ED854	Secondary School Administration
ED5900 *	Master's Internship in Educational Administration (6 quarter credits)

Total 48 quarter credits

Admission to the leadership in educational administration specialization requires learners to complete and submit the Capella University School of Education Certification of Teaching Experience form located at www.capella.edu/aspscripts/schools/TeachingExperience.pdf.

State regulations vary regarding course requirements for professional licensure. For assistance with state-mandated course requirements for licensure, contact the appropriate school representative.

Learners seeking principal licensure should contact their state to determine whether they should take ED853 or ED854 or both courses.

Leadership for Higher Education

The master's specialization in leadership for higher education integrates current, recognized theory and best practices with practical application — the basis of Capella's scholar-practitioner model — to prepare learners to excel as leaders in community colleges, universities, and other postsecondary, human service, military, and nonprofit organizations.

Eleven Required Courses + Lab 44 quarter credits*Core courses:*

ED5004	Societal and Cultural Change
ED5005	Master's Learner Success Lab (non-credit)
ED5006	Survey of Research Methodology

Specialization courses:

ED7212	Administration and Leadership of Distance Education Programs
ED7540	Leadership in Higher Education
ED814	Evaluating the Effectiveness of the Educational Process
ED834	Higher Education and the Law
ED837	Funding and Managing Education Enterprises
ED840	The Politics of Higher Education
ED841	The History of Higher Education
ED855	Higher Education Administration
ED5990 *	Integrative Project

One Elective Course 4 quarter credits*Recommended elective courses:*

ED7541	Teacher Supervision and Evaluation
ED7692	Strategies for Building Online Learning Communities
ED7703	Student Development Challenges and Successes
ED7713	Student Advising and Retention
ED7819	Grantsmanship
ED8111	The Historical and Social Foundations of Education
ED815	The Future of Educational Institutions: Topics and Trends
ED818	The Future of Teaching and Learning: Issues for the Educational Leader
ED825	Curriculum Development
ED857	Personnel Administration

Choose any graduate course(s).

Total 48 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Education Degree Programs, *continued*

Master's Specializations, continued

Enrollment Management

Capella University's enrollment management specialization is offered in partnership with Noel-Levitz, a nationally recognized consulting firm specializing in higher education student recruitment, financial aid, predictive modeling, and student retention. Graduates of this specialization earn a master's degree from Capella University and certification in enrollment management—a professional certificate issued by Noel-Levitz.

Learners in this master's specialization develop the investigative knowledge, abilities, and attributes of outstanding college and university enrollment management professionals. The curriculum prepares learners to apply best principles and practices in enrollment management.

With specialized course content based on the expertise of Noel-Levitz professionals, this specialization provides the latest tools and strategies for enrollment management. Applicable immediately to real-world higher education demands, the specialization's curriculum focuses on effective enrollment planning, retention efforts, marketing strategies, technology applications, and strategic planning.

Eight Required Courses + Lab **32 quarter credits**

Core courses:

ED5004	Societal and Cultural Change
ED5005	Master's Learner Success Lab (non-credit)
ED5006	Survey of Research Methodology

Specialization courses:

ED5601	Enrollment Management in Higher Education
ED5603	Essentials of Effective Retention in Higher Education
ED5605	Applying Technology to Enrollment Management
ED5607	Financial Aid and Enrollment Management
ED5609	Communications and Marketing in Enrollment Management
ED5611	Strategic Enrollment Planning+

Four Elective Courses **16 quarter credits**

Recommended elective courses:

ED7703	Student Development Challenges and Successes
ED7713	Student Advising and Retention
ED841	History of Higher Education
ED7540	Leadership in Higher Education
ED855	Higher Education Administration
ED834	Higher Education and the Law
ED840	The Politics of Higher Education
ED837	Funding and Managing the Educational Enterprise
OR	

Choose any graduate course(s).

Total **48 quarter credits**

+ Capstone course.

Postsecondary and Adult Education

The master's specialization in postsecondary and adult education is designed for mid-career professionals in community college, college, university, corporate, and other adult education environments who wish to enhance their teaching skills by integrating current theory and reflective practice within adult educational settings.

Ten Required Courses + Lab **40 quarter credits**

Core courses:

ED5004	Societal and Cultural Change
ED5005	Master's Learner Success Lab (non-credit)
ED5006	Survey of Research Methodology

Specialization courses:

ED7701	Educational Philosophy and Change
ED8111	The Historical and Social Foundations of Education
ED7700	Learning Theory and the Educational Process
ED829	Theory and Methods of Educating Adults
ED5990 *	Integrative Project
<i>Choose three from the following courses:</i>	
ED7590	Critical Thinking in Adult Education
ED814	Evaluating the Effectiveness of the Educational Process
ED828	Intellectual Development and Learning Styles across the Lifespan
ED836	The Collaborative Nature of Adult Education
ED838	Teaching and Learning with Diverse Populations

Two Elective Courses **8 quarter credits**

Recommended elective courses:

ED7580	Theory and Development of Multiple Intelligences
ED7690	Critical Skills for Facilitating Online Learning
ED7692	Strategies for Building Online Learning
ED7703	Student Development, Challenges and Successes
ED7711	Course Design and Development
ED7713	Student Advising and Retention
ED7716	Faculty Leadership
ED815	The Future of Educational Institutions: Topics and Trends

Choose any graduate course(s).

Total **48 quarter credits**

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Instructional Design for Online Learning

The master's specialization in instructional design for online learning prepares professionals working in educational institutions, corporations, the military, health care, and government agencies to achieve a high level of competency in instructional design in order to advance their careers and serve their organizations. The course work prepares instructional designers to solve real-world problems based on theory and practice in the field.

Ten Required Courses + Lab 40 quarter credits

Core courses:

ED5004	Societal and Cultural Change
ED5005	Master's Learner Success Lab (non-credit)
ED5006	Survey of Research Methodology

Specialization courses:

ED851	Principles of Instructional Design
ED815	The Future of Educational Institutions: Topics and Trends OR
ED8111	The Historical and Social Foundations of Education

ED5990 * Integrative Project

Choose five from the following courses:

ED7210	The Delivery of Distance Education
ED7211 *	Designing Online Instruction
ED722	Interface Design
ED7503	Instructional Media Tools
ED724	Project Management for Multimedia Development
ED7505 *	Evaluation and Assessment of Instructional Design
ED846 *	Instructional Design for Distance Learning

Two Elective Courses 8 quarter credits

Choose any graduate course(s).

Total 48 quarter credits

Training and Performance Improvement

The master's specialization in training and performance improvement is intended for professionals in roles that include training specialists, career counselors, instructional designers, sales trainers, adult educators, and performance improvement consultants. Through courses such as Needs Assessment: Models and Procedures, learners obtain an in-depth understanding of and ability to apply human performance technology in order to improve organizational productivity. The curriculum will also help learners to clarify and define their career purpose and professional strengths. Frequent interactions with experienced faculty and peer professionals will deepen learners' grasp of recognized theory and best practices while preparing them for more challenging job responsibilities. The curriculum is based on ASTD's Human Performance Improvement model.

Ten Required Courses + Lab 40 quarter credits

Core courses:

ED5004	Societal and Cultural Change
ED5005	Master's Learner Success Lab (non-credit)
ED5006	Survey of Research Methodology

Specialization courses (suggested sequence):

ED7631	Introduction to Training and Performance Systems (prerequisite for specialization)
ED7641	Needs Assessment: Models and Procedures
ED7662	Designing Training and Performance Solutions
ED7672	Delivery Systems for Training and Performance Improvement
ED7652	Evaluating Training and Performance Improvement Systems
ED7674	Managing Training and Performance Improvement

ED5990 * Integrative Project

Choose one from the following:

ED502	Survey of Human Resource Development Research
ED7210	The Delivery of Distance Education
ED7673	The Future of Corporate and Technical Training: Issues and Trends
ED828	Intellectual Development and Learning Styles Across the Lifespan
ED830	Coaching for High Performance

Two Elective Courses 8 quarter credits

Choose any graduate course(s).

Total 48 quarter credits

Professional Studies in Education

The master's specialization in professional studies prepares learners to excel as teachers in a variety of environments. Included in this specialization is required course work that builds upon previous knowledge and experience and provides a foundation upon which a distinctive program of studies can be positioned. This specialization is designed for teachers who want to focus on teaching and learning as teacher practitioners.

Seven Required

Courses + Lab

28 quarter credits

Core courses:

ED5004	Societal and Cultural Change
ED5005	Master's Learner Success Lab (non-credit)
ED5006	Survey of Research Methodology

Specialization courses:

ED7701	Educational Philosophy and Change
ED8111	The Historical and Social Foundations of Education
ED814	Evaluating the Effectiveness of the Educational Process OR
ED7712	Classroom Assessment in Education
ED7700	Learning Theory and the Educational Process OR
ED829	Theory and Methods for Educating Adults

ED5990 * Integrative Project

Five Elective Courses

20 quarter credits

Choose any graduate course(s).

Total 48 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Education Degree Programs, *continued*

Certificate

Leadership in Educational Administration Post-master's Certificate

This post-master's certificate is designed exclusively for learners with three years licensed teaching experience seeking principal and/or superintendent licensure in Minnesota. The course work, internship, and residential colloquia deliver Minnesota's 21 principal and eight superintendent competencies to prepare learners to qualify for licensure and to succeed in K-12 administration. The post-master's certificate program is for learners specifically seeking licensure in the state of Minnesota.

State regulations vary regarding course requirements for professional licensure. For assistance with [state-mandated course requirements for licensure](#), contact the appropriate school representative.

Residency Requirement(s):

One one-week colloquium session (Track I).

Twelve Required

Courses + Lab 48 quarter credits

ED8004	Societal and Cultural Change
ED8005	Doctoral Learner Success Lab (non-credit)
ED8113	Advanced Study in Research Methods OR
ED814	Evaluating the Effectiveness of the Educational Process
ED820	The Principles of Educational Administration
ED822	The Funding of Educational Institutions
ED823	Education and the Law
ED825	Curriculum Development
ED8910	The Minnesota Superintendency
ED8911	The Minnesota K-12 Principalship
ED8111	The Historical and Social Foundations of Education
ED7541	Teacher Supervision and Evaluation
Choose one internship sequence:	
ED7901	Internship in Educational Administration I AND
ED7902 *	Internship in Educational Administration II OR
ED7903	Internship in the Superintendency I AND
ED7904 *	Internship in the Superintendency II
Total	48 quarter credits

Learners who have completed this post-master's certificate may transfer up to 48 master's degree credits and 48 post-master's certificate credits into the Capella doctoral program in leadership in educational administration. Learners who transfer the maximum 96 credits will be required to complete, at a minimum, two additional residential colloquia and all comprehensive examination and dissertation courses. Learners who elected ED814 in their certificate program will also be required to take ED8113 to complete the doctoral program.

Learners who wish to add endorsements to an existing license must do additional field work.

To expand an elementary or secondary license to K-12, learners need to complete a second 200-hour internship. To add a principal endorsement to a superintendent endorsement in Minnesota (or vice versa), the internship is 320 hours (MR, 3512.0200, Subp. 3.).

Learners seeking licensure in states not requiring an internship may petition the faculty director for permission to replace the internship with an elective.

Admission to the leadership in educational administration specialization requires learners to complete and submit the Capella University School of Education Certification of Teaching Experience form located at www.capella.edu/aspscripts/schools/TeachingExperience.pdf.

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Human Services



Pamela Patrick, PhD
Dean, School of Human Services

From the Dean

As one of the founding schools at Capella University, the School of Human Services continues to design and offer advanced programs of academic study and real-world preparation needed by today's human services professionals.

The school provides graduate study in eight areas of specialization including study in two CACREP-accredited counselor education specializations (mental health counseling, and marital, couple, and family counseling/therapy). Our leading-edge MS and PhD programs are designed to prepare professionals to make an impact on the social problems and issues that confront contemporary society. The challenges faced by our social institutions, communities, organizations, and families are complex. These challenges demand the attention and commitment of professionals who have achieved advanced graduate education. With such dedicated involvement, workable solutions to these complex issues can be found.

Acquisition of graduate education is part of a personal and professional change process that directly impacts society. Adults who seek advanced education have a vision that guides them to push beyond personal limits and to pursue goals that, at times, seem unattainable. Individual goals for graduate education can be achieved in Capella University's distance education learning environment that is supportive, stimulating, and sensitive to diversity and multiculturalism. Such an environment makes dreams come true, makes visions for a better society a possibility, and makes individual academic accomplishments a reality.

I welcome you to Capella University and to the School of Human Services. We are committed to the mission of guiding you through your educational journey and making your dream of earning a graduate degree a reality.

Pamela Patrick, PhD
Dean

About the School of Human Services

Mission Statement

The Capella University School of Human Services mission is to impact social change within specific professional areas of practice as well as within American social systems. To accomplish this mission, the school provides highly relevant graduate education to adult learners in counselor education and contemporary areas of professional human service delivery. Graduates of the School of Human Services degree programs implement this mission by applying academic knowledge and expertise in a variety of institutional, agency, community, and educational settings.

Degree Programs

Doctor of Philosophy (PhD)

The Capella University School of Human Services Doctor of Philosophy program mission is based on the scholar-practitioner model that guides graduates in the acquisition and application of advanced theory, research, critical thinking, and leadership competencies necessary to affect social change.

Master of Science (MS)

The Capella University School of Human Services Master of Science program mission is to prepare practitioner-scholar graduates to assume positions as agents of social change and leadership as they enter the profession or discipline.

Certificates

The Capella University School of Human Services certificate program mission is to provide concentrated, discipline-specific knowledge that is directly applicable to human services professionals.

Professional Licensure and Certification

Capella University offers academic programs leading to advanced degrees in a number of fields for which professional practice requires licensure or certification by state, local, or professional boards. However, because the licensing or certification standards vary, Capella University makes no representation, warranty, or guarantee that successful completion of the course of study will permit the learner to obtain licensure or certification. Learners who enroll in a Capella University degree program in a field for which professional practice requires any type of licensure or certification, are solely responsible for determining and complying with state, local, or professional licensure and certification requirements. These learners are also responsible for taking the steps necessary to satisfy those requirements.

As part of the admission process, Capella University requires all learners in these programs to sign an Understanding of the Curriculum form in which the learners agree that it is their responsibility to understand and to comply with licensing and certification laws and regulations. Additional information on [professional licensure and certification](#) can be found on iGuide.

SPECIALIZATIONS OFFERED IN THE SCHOOL OF HUMAN SERVICES

Specializations	Degrees and Certificates
General Human Services	PhD, MS
Criminal Justice	PhD, MS, Certificate
Counseling Studies	PhD, MS
Health Care Administration	PhD, MS, Certificate
Management of Nonprofit Agencies	PhD, MS, Certificate
Marital, Couple, and Family Counseling/Therapy	MS
Mental Health Counseling	MS
Social and Community Services	PhD, MS, Certificate
Addictions Counseling	Certificate
Diversity Studies	Certificate
Marriage and Family Services	Certificate
Professional Counseling	Certificate

School of Human Services Degree Programs

Doctor of Philosophy (PhD) Specializations

General Human Services

The specialization in general human services provides optimal opportunity to construct a program of study that meets the needs of the human services professional. Included in this specialization is required course work that provides a foundation upon which a distinctive program of study can be positioned. Emphasis is on the acquisition of advanced academic skill sets and competencies that prepare the graduate to teach, consult, and contribute to diverse professions and disciplines.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Sixteen Required Courses 64 quarter credits

HS8002	Advanced Research in Adult Human Development and Behavior with LSL
HS815	Professional and Scientific Ethics
HS817	Social Systems
HS818	Scope of Human Services
HS8300	Diversity in the Workplace
HS8106	Epistemology of Practice Knowledge
HS8100 *	Fundamentals of Social Science Research
HS8111 *	Quantitative Research Methods in the Human Services
HS8112 *	Advanced Qualitative Research Methods
HS8113 *	Advanced Study in Research Methods
HS9984 *	Doctoral Comprehensive Examination I
HS9985 *	Doctoral Comprehensive Examination II
HS9986 *	Dissertation Research I
HS9987 *	Dissertation Research II
HS9988 *	Dissertation Research III
HS9989 *	Dissertation Research IV

Fourteen Elective Courses 56 quarter credits

Choose any graduate course(s).

Total 120 quarter credits

Criminal Justice

The specialization in criminal justice prepares professionals to understand and effectively address the complex issues surrounding criminal behavior, prevention, intervention programming, and development of public policy strategies at the community, state, and national levels. Designed for professionals with a master's degree in human services, psychology, or a related social sciences field, the PhD with a specialization in criminal justice is ideal for learners who desire advanced study and research in the field and wish to advance their careers to academic, supervisory, or administrative levels. Graduates are prepared for leadership, research, and consulting positions that will impact systems of criminal justice.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Twenty-three Required Courses 92 quarter credits

Core courses:

HS8002	Advanced Research in Adult Human Development and Behavior with LSL
HS864	Contemporary Issues in Compulsive and Addictive Behavior Treatment
HS8106	Epistemology of Practice Knowledge
HS8100 *	Fundamentals of Social Science Research
HS8111 *	Quantitative Research Methods in the Human Services
HS8112 *	Advanced Qualitative Research Methods
HS8113 *	Advanced Study in Research Methods

Specialization courses:

HS8210	Issues in Police-Community Relations
HS8370	The Criminal Mind
HS8371	Race/Culture in Criminal Justice
HS8372	Criminal Behavior: A Sociological Primus
HS8373	Understanding Criminology
HS8374	Current Research on Violent Behavior
HS8375	Deviance: The Interactionist Perspective
HS8376	Correlates of Crime
HS8377	The Penal System: Its Role in the U.S. Society
HS847	Applied/Clinical Sociology Services
HS9984 *	Doctoral Comprehensive Examination I
HS9985 *	Doctoral Comprehensive Examination II
HS9986 *	Dissertation Research I
HS9987 *	Dissertation Research II
HS9988 *	Dissertation Research III
HS9989 *	Dissertation Research IV

Seven Elective Courses 28 quarter credits

Choose any graduate course(s).

Total 120 quarter credits

Counseling Studies

The specialization in counseling studies offers doctoral preparation for human services professionals who seek career advancement within the counseling professions. The counseling studies specialization is ideal for licensed counseling professionals and those who seek positions in educational, consultative, and leadership roles in agency, institutional, public, or private human services settings. This specialization is not designed to meet licensure requirements for the counseling professions.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Twenty-three Required Courses 92 quarter credits

Core courses:

HS8002	Advanced Research in Adult Human Development and Behavior with LSL
HS831	Psychopathology: Assessment and Treatment
HS839	Theories of Psychotherapy
HS879	Life Planning and Career Development
HS8106	Epistemology of Practice Knowledge
HS8100 *	Fundamentals of Social Science Research
HS8111 *	Quantitative Research Methods in the Human Services
HS8112 *	Advanced Qualitative Research Methods
HS8113 *	Advanced Study in Research Methods

Specialization courses:

HS825	Human Sexuality
HS841	Group Counseling and Psychotherapy
HS845	Grief and Bereavement Counseling
HS854	Child and Adolescent Counseling
HS858	Mental Health and Aging
HS864	Contemporary Issues in Compulsive and Addictive Behaviors
HS878	Family in the Social Context
HS8501	Contemporary Issues in Counseling Studies
HS9984 *	Doctoral Comprehensive Examination I
HS9985 *	Doctoral Comprehensive Examination II
HS9986 *	Dissertation Research I
HS9987 *	Dissertation Research II
HS9988 *	Dissertation Research III
HS9989 *	Dissertation Research IV

Seven Elective Courses 28 quarter credits

Choose any graduate course(s).

Total 120 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Human Services Degree Programs, *continued*

PhD Specializations, continued

Health Care Administration

The specialization in health care administration includes advanced course work and research that is based on the scholar-practitioner model emphasizing critical analysis of theory, research, and practice within the health care field. Designed for experienced professionals with a master's degree in health care services, business, public administration, or a related field, this PhD specialization is ideal for learners who seek doctoral preparation for roles as researchers, educators, administrators, or consultants.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Twenty-three Required Courses 92 quarter credits

Core courses:

HS8002	Advanced Research in Adult Human Development and Behavior with LSL
HS8106	Epistemology of Practice Knowledge
HS8100 *	Fundamentals of Social Science Research
HS8111 *	Quantitative Research Methods in the Human Services
HS8112 *	Advanced Qualitative Research Methods
HS8113 *	Advanced Study in Research Methods

Specialization courses:

HS8114	Operations in Health Care Systems
HS8115	Managing Human Capital in Health Care Environments
HS8116	Financial Analysis in Health Care Systems
HS8117	Strategic Management of Health Care Reimbursement Systems
HS8118	Health Policies Analysis and Strategy
HS8502	Health Care Strategic Planning and Management
HS8503	Health Systems Analysis and Evaluation
HS8504	Law and Health Care Administration
HS8505	Ethics and Decision Making in Health Care
HS8506	Leading Organizational Change in Health Care Systems
HS7500	Quality Improvement and Organizational Performance in Health Care
HS9984 *	Doctoral Comprehensive Examination I
HS9985 *	Doctoral Comprehensive Examination II
HS9986 *	Dissertation Research I
HS9987 *	Dissertation Research II
HS9988 *	Dissertation Research III
HS9989 *	Dissertation Research IV

Seven Elective Courses 28 quarter credits

Choose any graduate course(s).

Total 120 quarter credits

Management of Nonprofit Agencies

The specialization in management of nonprofit agencies is designed for professionals with a master's degree in human services, counseling, business, administration, or related fields. This specialization offers advanced study and research learning experiences necessary to effectively lead nonprofit agencies. Included in this specialization is course work that addresses contemporary issues impacting the nonprofit agency such as financial management, marketing, public policy, advocacy, and human resource management. Graduates of this program are prepared to assume leadership positions within nonprofit agencies, serve as consultants, and fulfill roles as educators.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Twenty-three Required Courses 92 quarter credits

Core courses:

HS8002	Advanced Research in Adult Human Development and Behavior with LSL
HS8106	Epistemology of Practice Knowledge
HS8100 *	Fundamentals of Social Science Research
HS8111 *	Quantitative Research Methods in the Human Services
HS8112 *	Advanced Qualitative Research Methods
HS8113 *	Advanced Study in Research Methods

Specialization courses:

HS893	Management of Human Service Agencies
HS889	Role and Function of Boards and CEOs
HS8107	Marketing and Public Relations for Non-Profits
HS8108	Financial Analysis and Reporting for Nonprofit Executives
HS8109	Nonprofit Public Policy and Advocacy
HS7501	Fundraising Strategies for Nonprofit Organizations
HS7502	Grant Proposal Development and Administration
HS8508	Ethics for Nonprofit Executives
HS8509	Law and Nonprofit Organizations
HS8511	Resource Management in Nonprofit Organizations
HS8512	Organizational Assessment and Program Evaluation in Nonprofit Organizations
HS9984 *	Doctoral Comprehensive Examination I
HS9985 *	Doctoral Comprehensive Examination II
HS9986 *	Dissertation Research I
HS9987 *	Dissertation Research II
HS9988 *	Dissertation Research III
HS9989 *	Dissertation Research IV

Seven Elective Courses 28 quarter credits

Choose any graduate course(s).

Total 120 quarter credits

Social and Community Services

The specialization in social and community services is designed for individuals who have a master's degree in sociology, social work, or a related field. Learners may be licensed clinical social workers or licensed professional counselors who wish to teach, pursue advanced research, administer programs, or supervise clinicians.

This specialization provides advanced study of contemporary issues impacting social work and community services as well as preparation to assume leadership roles as social change agents at community, state, and national levels. Additionally, graduates are prepared to teach, engage in research, and provide consultation services within the field. This specialization is not designed to meet licensure requirements for the social work professions.

Residency Requirement(s):

Three one-week residential colloquia sessions related to time and program credit completion. See Residential Colloquia in Academic and Other University Policies.

Twenty-two Required Courses 88 quarter credits

Core courses:

HS8002	Advanced Research in Adult Human Development and Behavior with LSL
HS815	Professional and Scientific Ethics
HS8300	Diversity in the Workplace
HS8106	Epistemology of Practice Knowledge
HS8100 *	Fundamentals of Social Science Research
HS8111 *	Quantitative Research Methods in the Human Services
HS8112 *	Advanced Qualitative Research Methods
HS8113 *	Advanced Study in Research Methods

Specialization courses:

HS8101	Social Change and Public Policy
HS813	Social Influences of Behavior
HS845	Grief and Bereavement
HS847	Applied/Clinical Sociology Services
HS853	Prevention and Causes of Child Abuse
HS876	Methods of Family Research
HS8102	History of Social Welfare
HS8103	Principles and Practice of Social Work
HS9984 *	Doctoral Comprehensive Examination I
HS9985 *	Doctoral Comprehensive Examination II
HS9986 *	Dissertation Research I
HS9987 *	Dissertation Research II
HS9988 *	Dissertation Research III
HS9989 *	Dissertation Research IV

Eight Elective Courses 32 quarter credits

Choose any graduate course(s).

Total 120 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Master of Science (MS) Specializations

General Human Services

The specialization in general human services is designed for professionals seeking advanced graduate education in a flexible, inclusive academic curriculum. Included in this specialization is required course work that provides a foundation upon which a distinctive program of study can be positioned. Learners are provided the maximum level of elective courses so that course selection may be based on personal areas of interest, unique professional areas of concentration, and traditional as well as contemporary areas of study and research within the human services field.

Seven Required Courses 28 quarter credits

HS5002	Survey of Research in Human Development and Behavior with LSL
HS5006	Survey of Research Methodology
HS5990 *	Integrative Project
HS815	Professional and Scientific Ethics
HS817	Social Systems
HS818	Scope of Human Services
HS834	Ethnic and Cultural Awareness

Five Elective Courses 20 quarter credits

Choose any graduate course(s).

Total 48 quarter credits

Criminal Justice

The specialization in criminal justice prepares professionals to understand and effectively address the complex issues surrounding criminal behavior. This specialization is designed for caseworkers, probation and parole officers, juvenile specialists, law enforcement professionals, and federal government agents who wish to advance their careers in corrections, criminal justice, or the judicial system. The criminal justice course work emphasizes acquisition of knowledge, leadership, and research that prepares professionals to impact social change.

Nine Required Courses 36 quarter credits

Core courses:

HS5002	Survey of Research in Human Development and Behavior with LSL
HS834	Ethnic and Cultural Awareness
HS5006	Survey of Research Methodology

Specialization courses:

HS5990 *	Integrative Project
HS8101	Social Change and Public Policy
HS8211	Practice of Probation, Parole and Community Corrections
HS8212	History of the Juvenile Criminal Justice System
HS827	Juvenile Delinquency

HS867 Intervention with Compulsive and Addictive Behaviors

Three Elective Courses 12 quarter credits

Choose any graduate course(s).

Total 48 quarter credits

Counseling Studies

The specialization in counseling studies is designed for professionals in the counseling, psychology, or sociology fields who wish to advance in their field and for those wishing to enter the human services profession. Graduates with this specialization pursue career opportunities in public or private human services settings or continue into the doctoral program. The counseling studies specialization is not designed to meet licensure requirements for the counseling professions.

Ten Required Courses 40 quarter credits

Core courses:

HS5002	Survey of Research in Human Development and Behavior with LSL
HS815	Professional and Scientific Ethics
HS818	Scope of Human Services
HS834	Ethnic and Cultural Awareness
HS5006	Survey of Research Methodology

Specialization courses:

HS814	Theories of Personality
HS821	Mental Health Counseling
HS837	Counseling and Guidance in Diverse Populations
HS5108	Foundations of Addictive and Compulsive Behavior
HS5990 *	Integrative Project

Two Elective Courses 8 quarter credits

Choose any graduate course(s).

Total 48 quarter credits

Health Care Administration

The specialization in health care administration prepares health care professionals including administrators, nurses, analysts, care givers, and researchers to successfully manage and lead health care organizations. The health care administration specialization focuses on the mastery of fundamental health care knowledge needed to serve as change agents and to strengthen the delivery of services to consumers.

Nine Required Courses 36 quarter credits

Core courses:

HS5002	Survey of Research in Human Development and Behavior with LSL
HS5006	Survey of Research Methodology

Specialization courses:

HS880	Contexts and Models of Health
HS885	Managed Care and Health Services
HS886	Health Care Communication: Providers and Receivers
HS8801	Health Care and the Law
HS5100	Health Care Management
HS5101	Health Care Finance
HS5990 *	Integrative Project

Three Elective Courses 12 quarter credits

Choose any graduate course(s).

Total 48 quarter credits

Management of Nonprofit Agencies

The specialization in management of nonprofit agencies is designed for professionals including mental health workers, social service workers, health care professionals, employment specialists, and case workers who wish to move into administrative or supervisory positions. Included in this specialization is course work that addresses contemporary issues impacting the nonprofit agency such as financial management, grant writing, advocacy, and human resource management. This specialization prepares graduates to assume leadership roles in nonprofit agencies

Nine Required Courses 36 quarter credits

Core courses:

HS5002	Survey of Research in Human Development and Behavior with LSL
HS817	Social Systems
HS8300	Diversity in the Workplace
HS5006	Survey of Research Methodology

Specialization courses:

HS5102	Nonprofit Organization and Management
HS5103	Strategic Planning for Nonprofit Organizations
HS5104	Accounting and Economics for Nonprofit Management
HS5105	Human Resources and Volunteer Management in Nonprofits
HS5990 *	Integrative Project

Three Elective Courses 12 quarter credits

Choose any graduate course(s).

Total 48 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Human Services Degree Programs, *continued*

Master's Specializations, continued

Social and Community Services

The specialization in social and community services is designed for entry-level professionals in the human services field who wish to advance their careers. Graduates of this specialization are prepared to assume leadership roles in social and community service agencies in both private and publicly funded agencies and organizations. This specialization is not designed to meet licensure requirements for the social work professions.

Nine Required Courses **36 quarter credits**

Core courses:

HS5002	Survey of Research in Human Development and Behavior with LSL
HS818	Scope of Human Services
HS834	Ethnic and Cultural Awareness
HS5006	Survey of Research Methodology

Specialization courses:

HS8101	Social Change and Public Policy
HS8102	History of Social Welfare
HS823	Philosophy of Social Work
HS836	Utilization of Community Resources
HS5990 *	Integrative Project

Three Elective Courses **12 quarter credits**

Choose any graduate course(s).

Total **48 quarter credits**

Marital, Couple, and Family Counseling/Therapy

The mission of the CACREP-accredited marital, couple, and family counseling/therapy specialization is to prepare adult learners to assume positions as marital, couple, and family counselors/therapists in agency, community, and private practice settings. Learners receive family systems and life-cycle dynamics academic preparation and clinical training designed to instill high standards for professional practice based on established counselor ethics standards and sensitivity to the complex family systems needs of a multicultural and ethnically diverse society.

The primary goal is to develop the ability to apply systems-based counseling theory to services and to integrate wellness theory, as well as research, into the contemporary practice of relationship-building with families and couples.

This specialization contains course work and clinical experience; **see Clinical Experience.**

Residency Requirement(s):

Two 10-day residencies (HS-R5900, HS-R5901).

Twenty-two Required Courses

88 quarter credits

Core courses:

HS5002	Survey of Research in Human Development and Behavior with LSL
HS5006	Survey of Research Methodology
HS5107	Principles of Psychopathology: Diagnosis and Treatment
HS5106	Assessment, Tests, and Measures
HS814	Theories of Personality
HS815	Professional and Scientific Ethics
HS821	Mental Health Counseling
HS834	Ethnic and Cultural Awareness
HS839	Theories of Psychotherapy
HS841	Group Counseling and Psychotherapy
HS852	Personal Growth Seminar

All academic courses listed below are 12-week online courses. Each includes specific residency days or field experience. Learners must complete prerequisites and residency or field training requirements to be eligible to complete each course in the sequence.

HS5900 *	Counselor Education Pre-Practicum Course I
HS-R5900 *	Counselor Education Pre-Practicum Laboratory I
HS5901 *	Counselor Education Pre-Practicum Course II
HS-R5901 *	Counselor Education Pre-Practicum Laboratory II
HS9002 *	Clinical Practicum (4 quarter credits plus 100 hours field experience)
HS9031 *	Clinical Internship I (4 quarter credits plus 300 hours field experience)
HS9032 *	Clinical Internship II (4 quarter credits plus 300 hours field experience)
HS9033 *	Clinical Internship III (4 quarter credits plus 300 hours field experience)

Specialization courses:

HS879	Life Planning and Career Development
HS854	Child and Adolescent Counseling
HS872	Marriage and Marital Therapy
HS877	Family Therapy Theory and Methods
HS5990 *	Integrative Project

One Elective Course

4 quarter credits

Choose one from the following courses:

HS876	Methods of Family Research
HS869	Families, Systems, and Health Care
HS871	Marriage and Family Systems
HS825	Human Sexuality
HS5108	Foundations of Addictive and Compulsive Behavior
HS849	Health Advocacy and the Community
HS8212	History of the Juvenile Criminal Justice System
HS881	Health in the Workplace
HS8300	Diversity in the Workplace
PSY8420	Multicultural Issues in Addiction (5 quarter credits)
PSY7230	Adolescent Psychology (5 quarter credits)
PSY7330	Psychopharmacology (5 quarter credits)

Total

92 quarter credits

Capella University does not, and cannot, guarantee licensure. These programs are intended to prepare learners to sit for their state's licensure exam. Attainment of state license is the learner's responsibility. Each learner must determine the requirements of each state in which the learner seeks to be licensed and is responsible for compliance with those requirements.

State regulations vary regarding course requirements for professional licensure. For assistance with [state-mandated course requirements for licensure](#), contact the appropriate school representative.

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

*Master's Specializations, continued***Mental Health Counseling**

The mission of the CACREP-accredited mental health counseling specialization is to prepare adult learners to assume positions as mental health counselors in institutional, community, and private practice settings. Learners receive academic preparation and clinical training designed to instill high standards for professional practice based on established ethical standards for counselors and sensitivity to the complex mental health needs of a multicultural and ethnically diverse society.

The primary goal is to develop the ability to apply varied mental health theoretical approaches and integrate wellness theory, as well as research, into the contemporary practice of mental health assessment and treatment services for individuals, groups, and families. This specialization contains course work and clinical experience; **see Clinical Experience**.

Residency Requirement(s):

Two 10-day residencies (HS-R5900, HS-R5901).

Twenty-two Required Courses**88 quarter credits***Core Courses:*

HS5002	Survey of Research in Human Development and Behavior with LSL
HS5006	Survey of Research Methodology
HS5107	Principles of Psychopathology: Diagnosis and Treatment
HS5106	Assessment, Tests, and Measures
HS814	Theories of Personality
HS815	Professional and Scientific Ethics
HS821	Mental Health Counseling
HS834	Ethnic and Cultural Awareness
HS839	Theories of Psychotherapy
HS841	Group Counseling and Psychotherapy
HS852	Personal Growth Seminar

All academic courses listed below are 12-week online courses. Each includes specific residency days or field experience. Learners must complete prerequisites and residency or clinical experience requirements to be eligible to complete each course in the sequence.

HS5900 *	Counselor Education Pre-Practicum Course I
HS-R5900 *	Counselor Education Pre-Practicum Laboratory I
HS5901 *	Counselor Education Pre-Practicum Course II
HS-R5901 *	Counselor Education Pre-Practicum Laboratory II
HS9002 *	Clinical Practicum (4 quarter credits plus 100 hours field experience)
HS9031 *	Clinical Internship I (4 quarter credits plus 300 hours field experience)
HS9032 *	Clinical Internship II (4 quarter credits plus 300 hours field experience)
HS9033 *	Clinical Internship III (4 quarter credits plus 300 hours field experience)

Specialization courses:

HS879	Life Planning and Career Development
HS5108	Foundations of Addictive and Compulsive Behavior
HS849	Health Advocacy in the Community
HS871	Marriage and Family Systems
HS5990 *	Integrative Project

One Elective Course**4 quarter credits***Choose one from the following courses:*

HS876	Methods of Family Research
HS877	Family Therapy Theory and Methods
HS869	Families, Systems, and Health Care
HS854	Child and Adolescent Counseling
HS872	Marriage and Marital Therapy
HS825	Human Sexuality
HS8212	History of the Juvenile Criminal Justice System
HS881	Health in the Workplace
HS8300	Diversity in the Workplace
PSY8420	Multicultural Issues in Addiction (5 quarter credits)
PSY7230	Adolescent Psychology (5 quarter credits)
PSY7330	Psychopharmacology (5 quarter credits)
Total	92 quarter credits

Capella University does not, and cannot, guarantee licensure. These programs are intended to prepare learners to sit for their state's licensure exam. Attainment of state license is the learner's responsibility. Each learner must determine the requirements of each state in which the learner seeks to be licensed and is responsible for compliance with those requirements.

State regulations vary regarding course requirements for professional licensure. For assistance with [state-mandated course requirements for licensure](#), contact the appropriate school representative.

Clinical Experience

Master of Science learners enrolled in the mental health counseling and marital, couple, and family counseling/therapy specializations complete clinical courses as a requirement of their specialization. The clinical experience consists of online courses and supervised laboratory practice/client interactions as follows:

The **Clinical Laboratories** are online courses combined with corresponding two ten-day pre-practicum residencies (60 contact hours each). The residencies provide clinical skills development coordinated with an online course.

The **Practicum (HS9002)** is an online course and 100-hour clinical experience. Skills learned and practiced in the clinical residencies are applied in a mental health setting where the practicum is completed.

The **Clinical Internship (HS9031, HS9032, and HS9033)** consists of three online courses that accompany the internship. Each internship experience has a 300-hour hands-on learning experience at an agency/program that provides agreed-upon clinical learning experiences as an intensive field experience. The internship represents a significant time of learning and applying clinical proficiencies that is critical to the provision of mental health counseling, and marital, couple, and family counseling/therapy services.

Learners should consult the School of Human Services clinical manual for details about the clinical experience.

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

School of Human Services Degree Programs, *continued*

Certificates

Addictions Counseling

The certificate in addictions counseling is designed for professionals in agencies or in private practice who want to build their knowledge related to substance abuse, addictions, and compulsive behaviors.

Four Required Courses		16 quarter credits
HS864	Contemporary Issues in Compulsive and Addictive Behavior Treatment	
HS865	Group Therapy and Compulsive and Addictive Behavior	
HS866	Compulsive Behavior and Disturbance of the Self	
HS867	Intervention with Compulsive and Addictive Behaviors	
Total		16 quarter credits

Criminal Justice

The certificate in criminal justice is designed for professionals who want to increase their knowledge in human services as it relates to the criminal justice system. The certificate addresses key issues and concepts in juvenile delinquency, the juvenile and adult criminal justice system, and addiction counseling.

Four Required Courses		16 quarter credits
HS827	Juvenile Delinquency	
HS867	Intervention with Compulsive and Addictive Behaviors	
HS8211	Practices of Probation, Parole and Community Corrections	
HS8212	History of the Juvenile Criminal Justice System	
Total		16 quarter credits

Diversity Studies

This certificate in diversity studies is designed for professionals who desire greater understanding of ethnic, gender, cultural, and multicultural issues and applications in order to practice in industry, schools, the military, government, and other sectors of American society.

Four Required Courses		16 quarter credits
HS5500	Multicultural Issues in Health Care	
HS834	Ethnic and Cultural Awareness	
HS8300	Diversity in the Workplace	
HS837	Counseling and Guidance in Diverse Populations	
Total		16 quarter credits

Health Care Administration

The certificate in health care administration is designed for professionals who want to increase their knowledge in the social, philosophical, economic, and administrative aspects of health care administration, including managed care and workplace health.

Four Required Courses		16 quarter credits
HS869	Families, Systems, and Health Care	
HS880	Contexts and Models of Health	
HS881	Health in the Workplace	
HS885	Managed Care and Health Services	
Total		16 quarter credits

Management of Nonprofit Agencies

The certificate in management of nonprofit agencies provides professionals with a foundation of knowledge required to manage nonprofit agencies today. The certificate addresses leadership issues, organizational behavior, and financial management.

Four Required Courses		16 quarter credits
HS889	Role and Function of Boards and CEOs	
HS5103	Strategic Planning for Nonprofit Organizations	
HS5102	Nonprofit Organization and Management	
HS7502	Grant Proposal Development and Administration	
Total		16 quarter credits

Marriage and Family Services

The certificate in marriage and family services is designed for human services professionals and therapists who want to increase their knowledge of marital and family therapy.

Four Required Courses		16 quarter credits
HS871	Marriage and Family Systems	
HS872	Marriage and Marital Therapy	
HS876	Methods of Family Research	
HS877	Family Therapy Theories and Methods	
Total		16 quarter credits

Professional Counseling

The certificate in professional counseling is designed for professionals who want to develop knowledge of assessment and treatment of mental health issues.

Four Required Courses		16 quarter credits
HS814	Theories of Personality	
HS815	Professional and Scientific Ethics	
HS821	Mental Health Counseling	
HS5107	Principles of Psychopathology: Diagnosis and Treatment	
Total		16 quarter credits

Social and Community Services

The certificate in social and community services is designed for professionals who desire greater knowledge in the fundamentals of social and community services.

Four Required Courses		16 quarter credits
HS823	Philosophy of Social Work	
HS836	Utilization of Community Resources	
HS847	Applied/Clinical Sociology	
HS878	The Family in Social Context	
Total		16 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Harold Abel School of Psychology



Jody Neuman-Aamlie, PhD, LP
Interim Co-Dean, Harold Abel School
of Psychology

From the Interim Co-Dean

Welcome to the Harold Abel School of Psychology at Capella University. We have designed programs in psychology to provide you with a quality educational experience that is designed around national standards in the field of psychology.

Learners may choose to study in the professional training specializations of clinical, counseling, or school psychology. Master's specializations are offered in each of these areas. The school psychology specialization and specialist certificate are designed around the standards of the National Association of School Psychologists (NASP). Learners can also study for the Doctor of Psychology (PsyD) in the clinical or counseling psychology specializations. Capella's PsyD curriculum has been designed around the national standards of the American Psychological Association (APA). The PsyD degree reflects our commitment to training practitioner psychologists within a scholar-practitioner model. While no school of psychology can guarantee that its graduates will become licensed psychologists, these programs are intended to prepare learners for that opportunity.

Alternatively, learners may choose to study in the academic track specializations of educational, industrial/organizational, sport, and general psychology. Master's specializations are offered in each of these areas. Learners may also study for the Doctor of Philosophy (PhD) with specializations in educational, industrial/organizational, and general psychology. Capella's psychology degree programs are designed to provide an outstanding education in fields of psychology that play increasingly important roles in our society. The workplace and the classroom are crucial settings in our culture that can benefit greatly from the participation of persons highly educated in psychological principles. These academic track specializations are not intended to provide the necessary educational requirements for a graduate to become licensed as a practitioner psychologist, but will provide the background for individuals to apply psychological principles in many different environments. We at the Harold Abel School of Psychology believe that there is no limit to the range of psychosocial arenas that can benefit from applying psychological principles and raising psychological consciousness.

Capella's flexible online format and supportive learning community are designed to help the learner acquire new skills and competencies while maintaining other commitments. It is a model that is proving effective, often resulting in more interaction between faculty and learners and among learners than usually occurs in the traditional classroom. This educational model is designed to prepare you to think critically, to achieve your professional goals, and to help you make an immediate impact in your world.

We are glad to have you join us in the exciting world of Capella University and the Harold Abel School of Psychology.

*Jody Neuman-Aamlie, PhD, LP
Interim Co-Dean*

About the Harold Abel School of Psychology

Mission Statement

The mission of the Harold Abel School of Psychology is to educate and train adult learners to apply psychological principles to improve the quality of life. Psychology practitioners provide assistance to individuals, groups, and families. In addition, graduates in all areas of study can apply psychological principles to a wide range of psychosocial environments such as the workplace, school systems, organizations, and communities. The school subscribes to a scholar-practitioner model of educating psychologists that requires learners to apply theoretical and research knowledge to practice. The competency-based educational model is taught by skilled psychology professionals who are qualified to teach at the graduate level and are experienced in the application of their knowledge.

Harold Abel School of Psychology Degree Programs

Doctor of Psychology (PsyD)

The Harold Abel School of Psychology offers a Doctor of Psychology (PsyD) with specializations in clinical psychology and counseling psychology. Training requirements are outlined by a specific set of goals, objectives, and competencies that define the practice of professional psychology. Activities completed in course work, the year-in-residence, and field training prepare learners for a career as a clinical or counseling psychologist.

Professional training in these programs emphasizes the ability to form effective professional relationships, conduct assessments, and implement empirically supported interventions as well as provide consultation and supervision. In addition, the scholar-practitioner model prepares learners to conduct research and evaluate outcomes of programs and therapeutic interventions. The highest level of ethical standards and sensitivity to issues of diversity pervades every level of training.

The PsyD represents advanced preparation for professional practice that requires the incorporation of scientific knowledge and the use of methods of scientific inquiry in the application of psychological interventions. These professional activities include a broad range of services such as psychotherapy, psychological assessment, consultation, and supervision.

Doctor of Philosophy (PhD)

The Harold Abel School of Psychology offers a Doctor of Philosophy (PhD) with specializations in educational, industrial/organizational, and general psychology. Graduates from these three academic tracks can apply psychological principles in areas such as teaching, administration, research, consultation, coaching, management, and leadership.

The PhD represents recognition for advanced academic preparation focusing on research and scholarship in a particular discipline of study. The research and scholarship can be used in the practical application of psychological principles and knowledge in a broad range of areas such as education, business, public policy, sports, and social issues. A familiar parallel example is a microbiologist who holds a PhD in microbiology and does medical research exploring cures for cancer.

Master of Science (MS)

The Master of Science in the Harold Abel School of Psychology is designed for individuals seeking an introduction to the field of psychology. Master's learners begin their socialization to the profession through basic foundation courses in psychology and contact with faculty who are also seasoned professionals in the field. Some master's specializations require residency and field experiences that provide opportunities to apply knowledge and skills learned in online courses. Those specializations without residency requirements focus more heavily on the academic aspect of psychology. The master's program prepares learners in several areas of study to enter a doctoral program.

Certificate

The Harold Abel School of Psychology offers a specialist certificate program in school psychology that is designed to be coupled with the master's specialization in school psychology. The master's degree and specialist certificate in combination are offered to prepare graduates for certification as a school psychologist. Obtaining the specialist certificate alone is not equivalent to certification. The term certification refers to the official mandate awarded by a state regulatory board or professional organization to an individual for a specific professional practice.

Professional Licensure and Certification

Capella University offers advanced degrees in a number of fields for which professional practice requires licensure or certification by state, local, or professional boards. However, because licensing or certification standards vary, Capella University makes no representation, warranty, or guarantee that successful completion of the course of study will permit the learner to obtain licensure or certification. Learners who enroll in a Capella University degree program, in a field for which professional practice requires any type of licensure or certification, are solely responsible for determining and complying with state, local, or professional licensure and certification requirements. These learners are also responsible for taking the steps necessary to satisfy those requirements. Capella University requires all learners in these programs to sign an Understanding of the Curriculum form as part of the admission process in which the learners agree it is their responsibility to understand and to comply with licensing and certification laws and regulations. Additional information on [professional licensure and certification](#) can be found on iGuide.

SPECIALIZATIONS OFFERED IN THE HAROLD ABEL SCHOOL OF PSYCHOLOGY

Professional Track	Degrees and Certificates
Clinical Psychology	PsyD, MS
Counseling Psychology	PsyD, MS
School Psychology	MS, Specialist Certificate
Academic Track	
General Psychology	PhD, MS
Industrial/Organizational Psychology	PhD, MS
Educational Psychology	PhD, MS
Sport Psychology	MS

Harold Abel School of Psychology Degree Programs

Doctor of Psychology (PsyD) Specializations

Clinical Psychology

Doctoral learners in clinical psychology typically plan to seek licensure as professional psychologists in their states and therefore need to be familiar with the license requirements of their state psychology boards. Some graduates pursue careers in teaching, research, program administration, or consulting.

Degree Requirement(s):

- Clinical PsyD learners start their program only in the first month of the quarter and complete PSY7021 and PSY7023 before other courses.
- Up to 15 quarter credits (three courses) may be transferred to the PsyD program.
- Three academic years of full-time enrollment (at least nine quarters with ten or more credits, exclusive of the internship and dissertation courses), of which two academic years must be in the Harold Abel School of Psychology at Capella University.
- Must complete a minimum of 15 credits at Capella University prior to beginning the year-in-residence.
- PSY7540, PSY7656, PSY8220, PSY8230, PSY8240, PSY8310, PSY8315, PSY8330, PSY8371, must be taken during the quarter in which the complementary weekend-in-residence is offered. Many of these courses have prerequisites that must be completed in advance. (Refer to the Clinical PsyD Learner Manual for general sequencing guidelines.)
- Full-time enrollment during year-in-residence (at least 30 credits).

Residency Requirement(s):

A year-in-residence; see the following section, Academic Residencies, for more details.

Field Training Requirement(s):

1,000 total practicum hours and 2,000 pre-doctoral internship hours; see the following section, Field Training, for more details.

Twenty-eight Required

Courses + Lab 140 quarter credits

Core courses:

- PSY7021 Foundations of Psychology – Doctoral Learners
- PSY7023 PsyD Learner Success Lab (non-credit)
- PSY7110 History and Systems of Psychology
- PSY7210 Lifespan Development
- PSY7421 Cognitive/Affective Psychology
- PSY7520 Social Psychology
- PSY7540 Multicultural Perspectives in Human Behavior
- PSY7625 * Advanced Inferential Statistics
- PSY7656 * Advanced Research Methods
- PSY8220 * Advanced Psychopathology
- PSY8230 * Psychological Testing
- PSY8240 * Advanced Psychological Testing
- PSY8371 Strategies of Clinical Supervision and Consultation

Specialization courses:

- PSY7320 * Advanced Biological Psychology
- PSY8310 Theories of Psychotherapy
- PSY8315 Research in Psychotherapy and Empirically Supported Treatments
- PSY8330 Ethics and Standards of Professional Practice
- PSY8392 * Doctoral Practicum I
- PSY8394 * Doctoral Practicum II
- PSY8401 * Internship I
- PSY8402 * Internship II
- PSY8403 * Internship III
- PSY8404 * Internship IV
- PSY9984 * Doctoral Comprehensive Examination I
- PSY9985 * Doctoral Comprehensive Examination II
- PSY9986 * Dissertation Research I
- PSY9987 * Dissertation Research II
- PSY9988 * Dissertation Research III
- PSY9989 * Dissertation Research IV

One Elective Course 5 quarter credits

Choose from the graduate psychology courses in the Harold Abel School of Psychology.

Total 145 quarter credits

Check state licensure requirements. The ability to practice as a professional psychologist—independently and without supervision—is regulated in all states. Learners who intend to seek licensure or certification should check the program requirements in their home state. This program is not accredited by the American Psychological Association (APA).

Counseling Psychology

Doctoral learners in counseling psychology typically intend to seek a license to practice professional psychology and must be familiar with the licensure requirements of their state psychology boards. Some graduates of this program choose to apply for licensure as a professional counselor and therefore need to be familiar with the separate licensure requirements in their states. In addition to providing counseling services to individuals and groups, graduates will be prepared to work with nonprofit organizations or government agencies, to teach at the undergraduate or graduate level, to conduct program evaluations, to offer consulting services, and to provide supervision of other mental health professionals.

Degree Requirement(s):

- Counseling PsyD learners start their program only in the first month of the quarter and complete PSY7021 and PSY7023 before other courses.
- Up to 15 quarter credits (three courses) may be transferred to the PsyD program.
- Three academic years of full-time enrollment (at least nine quarters with 10 or more credits, exclusive of the internship), of which two academic years must be in the Harold Abel School of Psychology at Capella University.

- Complete 30 credits before starting the year-in-residence.
- Full-time enrollment during year-in-residence (at least 30 credits).

Residency Requirement(s):

A year-in-residence; see the following section, Academic Residencies, for more details.

Field Training Requirement(s):

1,000 total practicum hours and 2,000 pre-doctoral internship hours; see the following section, Field Training, for more details.

Twenty-eight Required

Courses + Lab 140 quarter credits

Core courses:

- PSY7021 Foundations of Psychology – Doctoral Learners
- PSY7023 PsyD Learner Success Lab (non-credit)
- PSY7110 History and Systems of Psychology
- PSY7210 Lifespan Development
- PSY7421 Cognitive/Affective Psychology
- PSY7520 Social Psychology
- PSY7540 Multicultural Perspectives in Human Behavior
- PSY7625 * Advanced Inferential Statistics
- PSY7656 * Advanced Research Methods
- PSY8220 * Advanced Psychopathology
- PSY8230 * Psychological Testing
- PSY8240 * Advanced Psychological Testing
- PSY8371 Strategies of Clinical Supervision and Consultation

Specialization courses:

- PSY7310 Biological Basis of Behavior
- PSY8090 Counseling Theories
- PSY8093 Professional Standards and Ethics of Counseling
- PSY8160 Strategies for Career and Life Planning
- PSY8392 * Doctoral Practicum I
- PSY8394 * Doctoral Practicum II
- PSY8401 * Internship I
- PSY8402 * Internship II
- PSY8403 * Internship III
- PSY8404 * Internship IV
- PSY9984 * Doctoral Comprehensive Examination I
- PSY9985 * Doctoral Comprehensive Examination II
- PSY9986 * Dissertation Research I
- PSY9987 * Dissertation Research II
- PSY9988 * Dissertation Research III
- PSY9989 * Dissertation Research IV

One Elective Course 5 quarter credits

Choose from the graduate psychology courses in the Harold Abel School of Psychology.

Total 145 quarter credits

Check state licensure requirements. The ability to practice as a professional psychologist—independently and without supervision—is regulated in all states. Learners who intend to seek licensure or certification should check the program requirements in their home state. This program is not accredited by the American Psychological Association (APA).

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Harold Abel School of Psychology Degree Programs, *continued*

Doctor of Philosophy (PhD) Specializations

General Psychology

The PhD specialization in general psychology is offered to those learners who want a great deal of flexibility in designing and individualizing their education based on their professional interests. Learners may choose electives that allow them to concentrate their course work in an established focus area of study such as addictions, family, or health psychology. Learners may also choose electives to design an individualized focus area of study in psychology or design an interdisciplinary focus area of study that blends psychology with education, business, or human services courses. The degree requirements in general psychology are designed for learners who are not seeking licensure as a professional psychologist but who are interested in seeking careers such as university professor, researcher, consultant, and program administrator.

Residency Requirement(s):

Three one-week residential colloquia; see the following section, Academic Residencies, for more details.

Eighteen Required Courses + Lab

90 quarter credits

Core courses:

PSY7021	Foundations of Psychology – Doctoral Learners
PSY7022	PhD Learner Success Lab (non-credit)
PSY7210	Lifespan Development
PSY7421	Cognitive/Affective Psychology
PSY7520	Social Psychology
PSY7540	Multicultural Perspectives in Human Behavior
PSY7610	Tests and Measurements
PSY7625 *	Advanced Inferential Statistics
PSY7630	Qualitative Analysis
PSY7656 *	Advanced Research Methods
PSY8330	Ethics and Standards of Professional Practice

Specialization courses:

PSY7110	History and Systems of Psychology
PSY7510	Psychology of Personality
PSY9984 *	Doctoral Comprehensive Examination I
PSY9985 *	Doctoral Comprehensive Examination II
PSY9986 *	Dissertation Research I
PSY9987 *	Dissertation Research II
PSY9988 *	Dissertation Research III
PSY9989 *	Dissertation Research IV

Six Elective Courses

30 quarter credits

Choose at least six elective courses from the lists below.

For a focus in addiction psychology recommended electives include:

PSY7330	Psychopharmacology
PSY8410	Substance Abuse Therapies
PSY8420	Multicultural Issues in Addictions
PSY8430	Issues and Trends in Addiction/Compulsion Treatments
PSY8440	Substance Abuse Program Evaluation
PSY8450	Compulsive Behavior and the Disturbance of the Self
PSY8460	Dual Diagnosis in Mental and Addictive Disorders
PSY8570	Family Systems Approach to Addictive Behavior Problems

For a focus in family psychology recommended electives include:

PSY8510	Family Systems Theories
PSY8520	Couples Therapy
PSY8530	Family Therapy
PSY8540	Current Issues and Methods in Family Research
PSY8560	Principles of Family Pathology
PSY8570	Family Systems Approach to Addictive Behavior Problems

For a focus in health psychology recommended electives include:

PSY7320*	Advanced Biological Psychology
PSY7330	Psychopharmacology
PSY8610	Principles of Health Psychology
PSY8630	Health Care Delivery
PSY8640	Community Psychology
PSY8650	Innovative Health Care Practices
PSY8660	Coping with Chronic Physical Illness
PSY8670	Cognitive-Affective Basis of Physical Illness

OR

Choose from graduate courses across the university, excluding 8000-level Harold Abel School of Psychology testing, practicum, and internship courses.

Note: Courses without a PSY designation may be worth fewer than 5 credits. Learners must carefully plan their elective courses to ensure that total credit requirements for the degree are met. Special topics courses in the Harold Abel School of Psychology can be used as an option to complete the total required credits needed for graduation.

Total 120 quarter credits

Industrial/Organizational Psychology

The doctoral specialization in industrial/organizational psychology is designed for learners interested in the structure of behavior in the workplace and other organizational settings. Learners in this specialization are interested in leadership development, group development, organizational change management, systems planning, industrial/organizational assessment, employee motivation/performance improvement, and administrative and human resource management (including employee support services). Doctoral graduates typically pursue positions as consultants to organizations, including government, higher education, and scientific research. These degree requirements are not designed for licensure as a professional psychologist.

Residency Requirement(s):

Three one-week residential colloquia; see the following section, Academic Residencies, for more details.

Twenty-two Required Courses + Lab

110 quarter credits

Core courses:

PSY7021	Foundations of Psychology – Doctoral Learners
PSY7022	PhD Learner Success Lab (non-credit)
PSY7240	Adult Psychology
PSY7310	Biological Basis of Behavior
PSY7421	Cognitive/Affective Psychology
PSY7520	Social Psychology
PSY7530	Group Psychology
PSY7610	Tests and Measurements
PSY7625 *	Advanced Inferential Statistics
PSY7656 *	Advanced Research Methods
PSY8330	Ethics and Standards of Professional Practice

Specialization courses:

PSY8711	Principles of Industrial/Organizational Psychology
PSY8720	Psychology of Leadership
PSY8730	Consultation Psychology
PSY8740	Psychology Practices in Personnel and Human Resource Management
PSY8750	Managing Psychological Services
PSY8765 *	Testing and Assessment in Workplace Psychology
PSY9984 *	Doctoral Comprehensive Examination I
PSY9985 *	Doctoral Comprehensive Examination II
PSY9986 *	Dissertation Research I
PSY9987 *	Dissertation Research II
PSY9988 *	Dissertation Research III
PSY9989 *	Dissertation Research IV

Two Elective Courses 10 quarter credits

Choose from graduate courses in the Harold Abel School of Psychology, excluding 8000-level testing courses, practicum, and internship.

Total 120 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

PhD Specializations, continued

Educational Psychology

Doctoral learners in this specialization acquire a broad base of information about learning, development, testing, research methods, and data analysis. Core courses provide a foundation in the discipline of psychology. Recommended electives allow learners to focus their study in areas such as instructional design science, teaching science, or developmental science. Learners who desire a broader field of study may work from the recommended electives for a breadth of study. Career opportunities available to graduates of this program include college-level teaching, corporate and military educational training, institutional research, program evaluation and test construction specialists. These degree requirements are not intended to prepare graduates for licensure as a professional counselor or psychologist.

Residency Requirement(s):

Three one-week residential colloquia; see the following section, Academic Residencies, for more details.

Twenty Required Courses + Lab

100 quarter credits

Core courses:

- PSY7021 Foundations of Psychology – Doctoral Learners
 - PSY7022 PhD Learner Success Lab (non-credit)
 - PSY7210 Lifespan Development
 - PSY7421 Cognitive/Affective Psychology
 - PSY7520 Social Psychology
 - PSY7540 Multicultural Perspectives in Human Behavior
 - PSY7610 Tests and Measurements
 - PSY7630 Qualitative Analysis
 - PSY7656 * Advanced Research Methods
 - PSY8330 Ethics and Standards of Professional Practice
 - PSY7625 * Advanced Inferential Statistical Analysis
 - OR
 - HS8112 * Advanced Qualitative Research Methods
- See notation below regarding total credit hours.

Specialization courses:

- PSY8100 Principles of Educational Psychology
- PSY7410 Psychology of Learning
- PSY8110 Teaching Psychology
- PSY8120 Computer Mediated Instruction/Learning
- PSY9984 * Doctoral Comprehensive Examination I
- PSY9985 * Doctoral Comprehensive Examination II
- PSY9986 * Dissertation Research I
- PSY9987 * Dissertation Research II
- PSY9988 * Dissertation Research III
- PSY9989 * Dissertation Research IV

Four Elective Courses 20 quarter credits

Choose at least four elective courses from the lists below.

For a focus in instructional design science recommended electives include:

- PSY8130 Adult Learner in the Classroom
- PSY8170 Principles of Instructional Design
- PSY8182 Field Experience in Educational Psychology
- ED7211 Designing Online Instruction

For a focus in teaching science recommended electives include:

- PSY8130 Adult Learner in the Classroom
- PSY8182 Field Experience in Educational Psychology
- PSY7110 History and Systems of Psychology
- PSY7530 Group Psychology

For a focus in developmental science recommended electives include:

- PSY7225 Child and Adolescent Psychology
- PSY7230 Adolescent Psychology
- PSY7240 Adult Psychology
- PSY8220 Research in the Aging Process

For a breadth of study in educational psychology, recommended electives include:

- PSY7110 History and Systems of Psychology
- PSY7310 Biological Basis of Behavior
- PSY7510 Psychology of Personality
- PSY7530 Group Psychology
- PSY8130 Adult Learner in the Classroom
- PSY8140 Mentoring Psychological Research

OR

Choose from graduate courses in the Harold Abel School of Psychology and School of Education (excluding 8000-level Harold Abel School of Psychology testing, practicum, and internship courses).

Note: Courses without a PSY designation may be worth fewer than 5 credits. Learners must carefully plan their elective courses to ensure that total credit requirements for the degree are met. Special topics courses in the Harold Abel School of Psychology can be used as an option to complete the total required credits needed for graduation.

Total 120 quarter credits

Master of Science (MS) Specializations

Clinical Psychology

The master's degree in clinical psychology trains learners in the foundational scientific theories and practices of clinical psychology. Learners admitted to this specialization typically intend to pursue a doctoral degree in clinical psychology. The master's degree introduces learners to clinical interviewing and interventions, testing and assessment, research methods, psychopathology, and diagnosis. The degree requirements for this specialization are not designed to prepare graduates for licensure as professional counselors or psychologists.

Residency Requirement(s):

Three one-week master's residential colloquia; see the following section, Academic Residencies, for more details.

Field Training Requirement(s):

Minimum of 600 total practicum hours; see the following section, Field Training, for more details.

Thirteen Required Courses + Lab

65 quarter credits

Core courses:

- PSY7011 Foundations of Psychology – Master's Learners
- PSY7012 Master's Learner Success Lab (non-credit)
- PSY7210 Lifespan Development
- PSY7542 Ethics and Multicultural Issues
- PSY7610 Tests and Measurements
- PSY7620 Inferential Statistics
- PSY7650 Research Methods
- PSY8210 Principles of Psychopathology
- PSY8230 * Psychological Testing

Specialization courses:

- PSY7310 Biological Basis of Behavior
- PSY8312 Clinical Interventions
- PSY8391 * Master's Practicum I
- PSY8393 * Master's Practicum II
- PSY9150 * Master's Final Project

Total 65 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Harold Abel School of Psychology Degree Programs, *continued*

Master's Specializations, continued

Counseling Psychology

The master's degree in counseling psychology trains learners in the basic theories, practices, and research methods of the counseling psychology profession. Learners admitted to this specialization typically intend to pursue doctoral degrees in counseling psychology or in counseling-related fields such as human services, counselor education, community counseling, or clinical psychology. The master's degree introduces learners to individual and group counseling interventions, testing and assessment, research methods, and counseling diagnosis. The degree requirements for this specialization are not designed to prepare graduates for licensure as professional counselors or psychologists.

Residency Requirement(s):

Three one-week master's residential colloquia; see the following section, Academic Residencies, for more details.

Field Training Requirement(s):

None required. Learners do have the option to gain practicum experience through a two course series. See elective options below. Should this option be selected, see the following section, Field Training, for more details.

Twelve Required

Courses + Lab 60 quarter credits

Core courses:

PSY7011	Foundations of Psychology – Master's Learners
PSY7012	Master's Learner Success Lab (non-credit)
PSY7210	Lifespan Development
PSY7542	Ethics and Multicultural Issues
PSY7610	Tests and Measurements
PSY7620	Inferential Statistics
PSY7650	Research Methods
PSY8210	Principles of Psychopathology
PSY8230 *	Psychological Testing

Specialization courses:

PSY8090	Counseling Theories
PSY8091	Group Counseling
PSY8092	Counseling Skills and Procedures
PSY9150 *	Master's Final Project

Two Elective courses 10 quarter credits

Recommended courses include:

PSY7225	Child and Adolescent Psychology
PSY7310	Biological Basis of Behavior
PSY8160	Strategies for Career & Life Planning
PSY8510	Family Systems Theories
PSY8520	Couples Therapy
PSY8310	Theories of Psychotherapy

For learners interested in gaining practicum experience, the following two course sequence is available. Both courses must be taken to complete the practicum experience:

PSY8391	Master's Practicum I
PSY8393	Master's Practicum II

Or choose from any graduate courses in the Harold Abel School of Psychology, excluding 8000-level psychology testing and internship courses.

Total 70 quarter credits

School Psychology

Master's learners in the school psychology specialization are typically interested in practicing as school psychologists in public and private settings. Learners who are interested in preparing to apply for state or national certification as a school psychologist will need to enroll in both the school psychology master's specialization and the specialist certificate in school psychology. Completion of the master's degree alone does not adequately prepare learners to be eligible to sit for a licensure or certification exam as a school psychologist. Learners also need to know their specific state requirements to ensure these programs meet those requirements.

Degree Requirement(s):

- Master's learners are admitted and start the academic program on a quarterly basis.
- Up to 15 quarter credits (three courses) may be transferred to the MS program.
- Learners must complete the following course sequence prior to starting the year-in-residence: PSY7011 and 7012 the first quarter; PSY7610 the second quarter; PSY8231 the third quarter.
- Successfully pass final review, which evaluates overall progress and professional development while enrolled in MS program.

Residency Requirement(s):

School Psychology Year-in-Residence, Part I; see the following section, Academic Residencies, for more details.

Fourteen Required

Courses + Lab 70 quarter credits

Core courses:

PSY7011	Foundations of Psychology – Master's Learners
PSY7012	Master's Learner Success Lab (non-credit)
PSY7210	Lifespan Development
PSY7610	Tests and Measurements
PSY7620	Inferential Statistics
PSY7650	Research Methods

Specialization courses:

PSY7225	Child and Adolescent Psychology
PSY7421	Cognitive/Affective Psychology
PSY7540	Multicultural Perspectives in Human Behavior

PSY7612 *	Functional Based Assessment
PSY8231 *	Psychological Assessments for School Psychologists I
PSY8331	Principles of School Psychology
PSY8335	Consultation and Collaboration in the Schools
PSY8337	Legal and Ethical Issues in the School
PSY9150 *	Master's Final Project

Total 70 quarter credits

State regulations vary regarding course requirements for professional licensure. For assistance with [state-mandated course requirements for licensure](#), contact the appropriate school representative.

Specialist Certificate in School Psychology

This certificate is designed for master's degree graduates with a specialization in school psychology from Capella University. Those who earn the specialist certificate typically are preparing to apply for a license or a certificate to practice as a school psychologist. The 50 quarter credits required for the specialist certificate are intended to complement the master's specialization in school psychology. Therefore, learners who complete both the master's degree and the specialist certificate in school psychology from Capella University will have completed 120 quarter credits of study.

Degree Requirement(s):

- Specialist certificate learners start their program only in the first month of the quarter.
- Completion of master's degree in school psychology from Capella University.
- Learners may not transfer credit into the certificate program in order to reduce overall course work and/or program requirements. Course substitutions may be considered.
- Successfully pass formative portfolio review during Year-in-Residency, Part II.
- Successfully pass annual review which evaluates overall progress and professional development while enrolled in specialist certificate program.
- Complete PSY8150, PSY8232, and PSY8332 prior to beginning practicum.
- Complete all course work, residencies, and initial portfolio review prior to beginning internship.
- Completion of final, culminating portfolio review toward the end of field training, demonstrating proficiency across competency areas.

Residency Requirement(s):

School Psychology Year-in-Residence, Part II; see the following section, Academic Residencies, for more details.

Field Training Requirement(s):

Minimum of 350 practicum hours and 1,200 internship hours; see the following section, Field Training, for more details.

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Master's Specializations, continued

Eleven Required Courses 50 quarter credits

PSY7310	Biological Basis of Behavior
PSY8150	Exceptional Children in the Classroom
PSY8210	Principles of Psychopathology
PSY8232 *	Psychological Assessments for School Psychologists II
PSY8332	Advanced Methods in School Psychology
PSY8336	Organization and Operation of the School
PSY8377 *	School Psychology Practicum I (3 quarter credits)
PSY8378 *	School Psychology Practicum II (2 quarter credits)
PSY8385 *	School Psychology Internship I
PSY8386 *	School Psychology Internship II
PSY8387 *	School Psychology Internship III
Total	50 quarter credits

State regulations vary regarding course requirements for professional licensure. For assistance with [state-mandated course requirements for licensure](#), contact the appropriate school representative.

General Psychology

This specialization offers learners a great deal of flexibility in designing and personalizing their education since some individuals enter graduate school uncertain about their professional and occupational plans. Learners can choose this course of study as an opportunity to explore the curriculum in psychology. These degree requirements are not intended to prepare graduates for licensure as a professional counselor or psychologist.

Residency Requirement(s): None

Ten Required Courses + Lab 50 quarter credits

PSY7011	Foundations of Psychology – Master's Learners
PSY7012	Master's Learner Success Lab (non-credit)
PSY7210	Lifespan Development
PSY7410	Psychology of Learning
PSY7421	Cognitive/Affective Psychology
PSY7520	Social Psychology
PSY7540	Multicultural Perspectives in Human Behavior
PSY7610	Tests and Measurements
PSY7620	Inferential Statistics
PSY7650	Research Methods
PSY9101 *	Master's Integrative Project

Three Elective Courses 15 quarter credits

OR

Choose from graduate courses across the university, excluding 8000-level Harold Abel School of Psychology testing, practicum, and internship courses.

Note: Courses without a PSY designation may be worth fewer than 5 credits. Learners must carefully plan their elective courses to ensure that total credit requirements for the degree are met. Special topics courses in the Harold Abel School of Psychology can be used as an option to complete the total required credits needed for graduation.

Total 65 quarter credits

Industrial/Organizational Psychology

Master's learners interested in the application of industrial/organizational behavior principles and research found in the workplace and other organizational settings will choose this field of study. Learners explore the application of leadership theories, group development, motivation and workplace performance, conflict resolution, and organizational processes in pursuit of entry-level to mid-management positions in business services, consulting, human resources, teaching, training and development, and organizational administration. These degree requirements are not intended to prepare graduates for licensure as a professional counselor or psychologist.

Residency Requirement(s): None

Twelve Required Courses + Lab

60 quarter credits

Core courses:

PSY7011	Foundations of Psychology – Master's Learners
PSY7012	Master's Learner Success Lab (non-credit)
PSY7110	History and Systems of Psychology
PSY7210	Lifespan Development
PSY7410	Psychology of Learning
PSY7610	Tests and Measurements
PSY7650	Research Methods
PSY7620	Inferential Statistics

Specialization courses:

PSY8711	Principles of Industrial/Organizational Psychology
PSY8720	Psychology of Leadership
PSY8730	Consultation Psychology
PSY8740	Psychology Practices in Personnel and Human Resource Management
PSY9101 *	Master's Integrative Project

One Elective Course 5 quarter credits

Choose from graduate courses in the Harold Abel School of Psychology, excluding 8000-level testing courses, practicum, and internship. (However, learners in the industrial/organizational specialization may take PSY8765.)

Total 65 quarter credits

Educational Psychology

Learners pursuing this master's specialization frequently plan to teach at the community college level or work with people in various levels of lifespan development from early childhood through aging adults. Program outcomes allow learners to gain knowledge and skills in the application of teaching, training, and learning issues. Learners gain an understanding of the psychological foundations of education, instructional strategies and designs, psychological research, human development, and adult learning. These degree requirements are not intended to prepare graduates for licensure as a professional counselor or psychologist.

Residency Requirement(s): None

Eleven Required Courses + Lab

55 quarter credits

Core courses:

PSY7011	Foundations of Psychology – Master's Learners
PSY7012	Master's Learner Success Lab (non-credit)
PSY7210	Lifespan Development
PSY7410	Psychology of Learning
PSY7520	Social Psychology
PSY7540	Multicultural Perspectives in Human Behavior
PSY7610	Tests and Measurements
PSY7620	Inferential Statistics
PSY7650	Research Methods
PSY8330	Ethics and Standards of Professional Practice

Specialization courses:

PSY8100	Principles of Educational Psychology
PSY9101 *	Master's Integrative Project

Two Elective Courses 10 quarter credits

Recommended electives for learners anticipating matriculation to the PhD program in Educational Psychology include:

PSY7110	History and Systems of Psychology
PSY7220	Child Psychology
PSY8130	Adult Learner in the Classroom
PSY8182	Field Experience in Educational Psychology

Or choose two graduate courses in the Harold Abel School of Psychology, excluding 8000-level testing courses, practicum, and internship.

Total 65 quarter credits

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Harold Abel School of Psychology Degree Programs, *continued*

Master's Specializations, continued

Sport Psychology

Master's learners in this specialization are frequently school-based coaches, physical education teachers, or individuals working in parks and recreation departments who wish to gain current theory and research knowledge associated with performance enhancement, individual and team motivation, injury recovery, and stress management as it applies to amateur athletes. Some learners plan to apply these principles to settings such as fitness/health clubs, sports camps, and resort-based wellness programs. These degree requirements are not intended to prepare graduates for licensure as a professional counselor or psychologist.

Residency Requirement(s): None

Twelve Required Courses + Lab **60 quarter credits**

Core courses:

PSY7011	Foundations of Psychology – Master's Learners
PSY7012	Master's Learner Success Lab (non-credit)
PSY7210	Lifespan Development
PSY7410	Psychology of Learning
PSY7540	Multicultural Perspectives in Human Behavior
PSY7610	Tests and Measurements
PSY7620	Inferential Statistics
PSY7650	Research Methods

Specialization courses:

PSY7310	Biological Basis of Behavior
PSY8840	Principles of Sport Psychology
PSY8841	Performance Enhancement in Sport
PSY8842	Applied Sport Psychology
PSY9101 *	Master's Integrative Project

One Elective Course **5 quarter credits**

Choose from graduate courses in the Harold Abel School of Psychology, excluding 8000-level testing courses, practicum, and internship.

Total **65 quarter credits**

Certificate

Specialist Certificate in School Psychology

This certificate is designed for master's degree graduates with a specialization in school psychology from Capella University. Those who earn the specialist certificate typically are preparing to apply for a license or a certificate to practice as a school psychologist. The 50 quarter credits required for the specialist certificate are intended to complement the master's specialization in school psychology. Therefore, learners who complete both the master's degree and the specialist certificate in school psychology from Capella University will have completed 120 quarter credits of study.

Degree Requirement(s):

- Specialist certificate learners start their program only in the first month of the quarter.
- Complete the master's degree with the school psychology specialization from Capella University.
- Successfully pass formative portfolio review during the year-in-residence part II.
- Successfully pass annual review, which evaluates overall progress and professional development while enrolled in the specialist certificate program.
- Complete PSY8150, PSY8232, and PSY8332 prior to beginning practicum.
- Complete all course work, residencies, and initial portfolio review prior to beginning internship.
- Complete final, culminating portfolio review toward the end of field training, demonstrating proficiency across competency areas.

Residency Requirement(s):

School psychology year-in-residence, part II; see the following section, Academic Residencies, for more details.

Field Training Requirement(s):

Minimum of 350 practicum hours and 1,200 internship hours; see the following section, Field Training, for more details.

Eleven Required Courses **50 quarter credits**

PSY7310	Biological Basis of Behavior
PSY8150	Exceptional Children in the Classroom
PSY8210	Principles of Psychopathology
PSY8232 *	Psychological Assessments for School Psychologists II

PSY8332	Advanced Methods in School Psychology
PSY8336	Organization and Operation of the School
PSY8377 *	School Psychology Practicum I (3 quarter credits)
PSY8378 *	School Psychology Practicum II (2 quarter credits)
PSY8385 *	School Psychology Internship I
PSY8386 *	School Psychology Internship II
PSY8387 *	School Psychology Internship III
Total	50 quarter credits

State regulations vary regarding course requirements for professional licensure. For assistance with [state-mandated course requirements for licensure](#), contact the appropriate school representative.

* Denotes courses that have required prerequisite(s). Refer to the course descriptions for further detail.

Academic Residencies

The Harold Abel School of Psychology (HASOP) offers residencies that supplement course work and help learners to develop their identities as professionals in the field of psychology. Residency is an essential component of a graduate degree in psychology at Capella University. Residencies are required in the doctoral programs and in professional master's degree specializations including clinical psychology, counseling psychology, and school psychology. A residency is also required for the specialist certificate in school psychology. The Harold Abel School of Psychology has two types of residency requirements: the master's and PhD residential colloquia and the year-in-residence for all PsyD learners and learners in the master's degree/specialist certificate in school psychology. For more detailed information on residencies, learners should consult their specialization manual.

MS and PhD Residential Colloquia

MS and PhD residential colloquia are required for PhD and MS learners in the following specializations:

- PhD learners in educational psychology, industrial/organizational psychology, and general psychology.
- MS learners in clinical psychology and counseling psychology.

The residency requirement for these programs is satisfied by attendance at three one-week colloquia (Track I, Track II, and Track III). PhD learners are required to complete three colloquia: one week each year for the first three years of their programs. Master's learners take all three tracks prior to starting their master's final projects. HASOP recommends that all learners attend the first colloquium (Track I) within the first two quarters of enrollment, Track II between 36 and 60 quarter credits, and Track III prior to completing 61 quarter credits.

Through residential colloquia, learners gain a stronger sense of academic community by networking and discussing course work, projects, and research issues face-to-face with fellow learners and faculty. This experience provides a learning environment that fosters the application of critical thinking and integrated knowledge to professional and research issues.

The following content areas are covered at each of the PhD colloquia:

- Area 1:** Development of scholar-practitioners
- Area 2:** Critical analysis skills
- Area 3:** Research skills
- Area 4:** Professional communication skills
- Area 5:** Development of learning communities
- Area 6:** Psychology-specific content and offerings

These content areas offer sequenced workshops, with Track I offering foundational workshops in the six areas, Track II offering intermediate workshops in the six areas, and Track III offering advanced workshops in the six areas. School-specific topics addressed at colloquia include issues in psychology such as critical thinking and analysis, the product and process of comps and dissertation, research design, quantitative and qualitative analysis, research ethics, and trends in psychology.

For master's learners, these colloquia address skills training and practice in areas of interventions, assessment, ethics, diversity, and culture-specific issues. These workshops or labs function as the "practice labs" associated with specialization course work. The three tracks are cumulative rather than sequential, allowing learners to achieve approximately 60 hours of training and practice in each skill set required for success in the practicum.

At all colloquia, in addition to formal instruction and practice, learners experience keynote addresses by Capella faculty and other experts, group sessions that allow faculty and learners to interact as a community of scholars, and individualized advising sessions with faculty to support their individual learning plans and assess academic progress.

PsyD Clinical and Counseling Year-in-Residence

The year-in-residence is a requirement for the PsyD clinical and counseling specializations.

The clinical and counseling year-in-residencies require the following:

- **Clinical learners** must complete a minimum of 15 quarter credits at Capella University prior to beginning the year-in-residence. PSY7540, PSY7656, PSY8220, PSY8230, PSY8240, PSY8310, PSY8315, PSY8330, and PSY8371 must be taken during the quarter in which the complementary weekend-in-residence is offered. Many of these courses also have prerequisites that must be completed in advance. (Refer to the Clinical PsyD Learner Manual for general sequencing guidelines.)
- **Counseling learners** must complete at least 30 quarter credits (including transferred credits) prior to starting the year-in-residence.
- **Clinical and counseling learners** must enroll full time during the year-in-residence. That is, they must be enrolled each quarter and take at least 30 quarter credits during the year depending on the specialization's sequencing guidelines.
- **Clinical and counseling learners** must demonstrate readiness for field training.
- **Clinical and counseling learners** must complete no fewer than 1,250 hours of psychological study, training, and interaction

with faculty and other graduate psychology learners during the year. These hours are divided as follows:

- At least 500 hours of formally scheduled face-to-face instruction with clinical or counseling psychology faculty and learners, demonstrating competency in assessment, intervention, efficacy evaluation, ethics and diversity, professional practice, and other areas. The 500 hours of formally scheduled meetings of the year-in-residence take place over a period not to exceed 13 months and include the following main components, which are taken in the following sequence:
 - Learners begin the clinical or counseling year-in-residence with the opening weekend and the first extended seminar (PSY-R6360 and PSY-R6361 for the clinical specialization and PSY-R6460 and PSY-R6461 for the counseling specialization) typically scheduled in June.
 - Following the opening weekend and extended seminar, learners take eight consecutive weekends-in-residence (PSY-R6362 through PSY-R6369 for the clinical specialization and PSY-R6462 through PSY-R6469 for the counseling specialization) typically scheduled August through March.
 - Last, learners complete the clinical or counseling year-in-residence final weekend-in-residence and second extended seminar (PSY-R6370 and PSY-R6371 for the clinical specialization and PSY-R6470 and PSY-R6471 for the counseling specialization) typically scheduled in June.
- At least 100 additional hours of informal face-to-face meetings with other psychologists and psychology learners (both inside and outside of HASOP), engaging in discussion, study, research, or other scholarly activities commonly associated with doctoral training in professional psychology. These additional hours, which must be documented in a way approved by the associate director of training for residency programs and the dean of the Harold Abel School of Psychology, include the following:
 - At least 25 hours of informal face-to-face scholarly activities with fellow learners in HASOP that should take place outside the formally scheduled events and meetings of the residence year.

Harold Abel School of Psychology Degree Programs, *continued*

Academic Residencies, continued

- At least 25 hours of face-to-face scholarly activities with other faculty members or practicing psychologists (who do not need to be affiliated with the Harold Abel School of Psychology), outside the formally scheduled events and meetings of the residence year.
- At least 50 hours of direct engagement in professional societies or organizations dedicated to the promotion of the profession and practice of psychology.
- At least 650 hours during the residency year of direct engagement in the scholarly study of clinical psychology and counseling psychology. “Direct engagement in scholarly study” is defined as participation in the courseroom; course-required or course-related reading, writing, research, or skills practice; and any other activities approved by an instructor in a psychology course in HASOP.

C. Learners must complete the portfolio review and gain approvals from the associate director of training for residency programs, the chair of the program, and the mentor.

Year-in-residence requirements should not be confused with either the practicum or the internship requirements. In addition to the year-in-residence, PsyD learners in clinical psychology or counseling psychology specializations complete a practicum (a period of supervised field training separate and distinct from the year-in-residence), and the internship (a full year of supervised field experience). These requirements are described in the Field Training section.

The clinical and counseling year-in-residencies have three fundamental objectives.

1. Learners experience face-to-face training and practice opportunities for skills-development necessary to demonstrate readiness for field training and for independent practice. These skills are associated with the courses in individual, group, and family therapy; risk assessment and crisis intervention; advanced diagnostics and treatment planning; cognitive, achievement, adaptation, personality, and neuropsychological testing and assessment; supervision and consultation; efficacy and outcome evaluation; and ethical applications and diversity.

Learners develop competency in the areas of relationship issues, assessment abilities, intervention abilities, elements of practice, roles of the psychologist, systematic evaluation abilities (outcome and evaluation-related research), consultation and supervision, ethical applications, diversity-specific interventions,

and reflective practice skills. The demonstration of skills is a significant part of determining the learner's readiness for field training, which is evaluated throughout the year-in-residence and summarized in the portfolio review.

2. Learners develop the network of relationships within the community of psychologists that promotes the learner's identification with the profession of psychology and development of an attitude of lifelong learning and reflective practice. By preparing and giving presentations, participating in workshop activities and informal social and intellectual discussions with other learners and faculty, and creating advising and mentoring opportunities with resident faculty members, learners participate in the range of academic and intellectual activities common to departmental life in all programs in psychology.
3. Learners demonstrate the behaviors, attributes, and ethical characteristics congruent with the role and identity of the professional psychologist.

School Psychology Year-in-Residence for MS and Specialist Certificate Learners in School Psychology

The year-in-residence is the first face-to-face component of HASOP's training in school psychology and is followed by practicum and internship. The year-in-residence provides practice labs and workshops in the basic practice proficiencies of the school psychologist (assessment, ethics, intervention, interviewing, consultation, counseling, report writing, profile analysis, treatment planning and supervision skills). It also provides interactive support, comradeship, and professional development in the attitudes and behaviors appropriate to being a school psychologist and scholar-practitioner. Prerequisite(s): PSY7011, PSY7012, PSY7610, and PSY8231.

School psychology learners complete either part I (for school psychology master's learners) or part II (for school psychology specialist certificate learners) of the full school psychology year-in-residence. Each group of learners takes about half of this full year-in-residence. Learners seeking licensure as school psychologists typically earn both the master's degree and the specialist certificate, which means they take both halves of the school psychology year-in-residence.

The school psychology year-in-residence, like that of the doctoral clinical and counseling psychology specializations, has two, two-week extended seminars (at the beginning of part I and at the end of part II), and seven weekends-in-residence in between. However, as currently designed, the full school psychology year-in-residence is divided into two parts, the first part

for the master's learners, the second for the specialist certificate learners. The two parts are divided as follows:

A. Master's learners in school psychology

complete the school psychology year-in-residence, part I. Part I requirements include the following components:

- Learners must complete no fewer than 240 hours of face-to-face contact with faculty and learners in school psychology over a period not to exceed six months (typically June through December), including attendance at the following residencies:
 - Learners begin the school psychology year-in-residence with the opening weekend and the first extended seminar, a two-week residency (PSY-R6560 and PSY-R6561) typically scheduled in June.
 - Following the opening weekend and extended seminar, learners take the first four weekends-in-residence (PSY-R6562 through PSY-R6565) typically scheduled August through November.
- In addition, master's learners must complete all outcome documentation and obtain approval from the associate director of training for residency programs, the chair of the school psychology specialization, and their mentor.

B. Specialist certificate learners in school psychology

complete the year-in-residence, part II. Part II requirements include the following components:

- No fewer than 210 hours of contact over a six-month period, typically between January and June, including attendance at
 - Three school psychology weekends-in-residence (PSY-R6568 – R6570), typically offered during spring quarter.
 - The school psychology year-in-residence extended seminar II (PSY-R6571), typically offered in June.
- Complete the certificate portfolio review at Extended Seminar II.
- Certificate learners must complete all outcome documentation and obtain approval from the associate director of training for residency programs, the chair of the school psychology specialization, and their mentor.

The school psychology year-in-residence parts I and II should not be confused with either the practicum or the internship requirements.

Learners in the specialist certificate in school psychology complete both the school

Academic Residencies, continued

psychology practicum and an internship. These are entirely distinct from the year-in-residence.

The school psychology year-in-residence has three fundamental objectives.

1. Learners experience face-to-face training and practice opportunities for skills-development necessary to demonstrate readiness for field training and for practice. These skills are associated with the courses required in the school psychology specialization. Competencies are developed in the areas of relationship issues, assessment abilities, intervention abilities, elements of practice, roles of the psychologist, systematic evaluation abilities (outcome and evaluation-related research), consultation and supervision, ethical applications, diversity-specific interventions, and reflective practice skills. The demonstration of competency is linked to a determination of the learner's readiness for field training, which is evaluated throughout the year-in-residence and summarized in the portfolio review.
2. Learners develop a network of relationships within the community of psychologists that promotes the learners' identification with the profession of psychology and development of an attitude of lifelong learning and reflective practice. By preparing and giving presentations, participating in workshop activities, in informal social and intellectual discussions with other learners and faculty, and by creating advising and mentoring opportunities with resident faculty members, learners participate in the range of academic and intellectual activities common to departmental life in all programs in psychology.
3. Learners practice and begin to demonstrate the behaviors, attributes, and ethical characteristics congruent with the role and identity of the professional psychologist.

Field Training

Introduction to Field Training

Field training is one of the most important parts of the educational experience for HASOP learners in the professional training specializations (clinical, counseling, and school psychology). Learners apply the theory and skills learned in the course work and residencies in a professional setting under supervision. Given the level of importance associated with field training experiences, learners will benefit greatly from planning ahead to search for appropriate training experiences.

To assist learners, HASOP has developed a manual that describes basic requirements and the application process. The director of training reviews all applications and will approve applications that meet the standards set by Capella University.

Overview of Practicum

A practicum learner works at a site to learn professional practice skills. In general, a practicum is a training experience that occurs in the second or third year of the program; learners should plan on being at a site part time for approximately six months to one year while enrolled in the accompanying course(s). The first step for learners with regard to practicum is to review the current manual available on iGuide. Learners must follow the guidelines and the application process stated in the most current manual.

Overview of Internship

Doctoral degree

The pre-doctoral internship occurs in the final years of the doctoral program and is the last opportunity for practical training prior to the granting of the degree. Internship is a full-time, onsite commitment (2,000 hours) that takes place over a calendar year and includes enrollment in the accompanying internship courses. The pre-doctoral internship is viewed critically by licensing boards and future employers. All clinical and counseling doctoral learners are required to apply for internship through the Association of Psychology Postdoctoral and Internship Centers (APPIC). APPIC is not an accrediting body but is widely recognized as an organization that establishes minimum standards of internship training in areas that include, but are not limited to: supervision requirements, didactic training, and staffing requirements. Obtaining an internship through the APPIC match is a competitive process that may involve relocating for the year of internship. Additional information about the APPIC process can be found at www.appic.org.

Specialist Certificate in School Psychology

The internship occurs after all course work for the certificate has been completed and is the last opportunity for practical training prior to the granting of the specialist certificate. Internship is

a full-time, onsite commitment which takes place over one academic year and also includes enrollment in the accompanying course(s).

The first step for all learners with regard to internship is to review the manual. Learners must follow the guidelines and the application process stated in the most current manual. Learners are required to locate and arrange internship sites which must be approved by the director of training using the application in the manual.

Field Training Requirements

PsyD—clinical psychology and counseling psychology

Practicum

- Approved practicum application.
- A minimum of 1,000 hours plus the online course work in PSY8392 and PSY8394.

Internship

- Learner demonstrates readiness for internship.
- Approved internship application.
- Full-time site placement with a minimum of 2,000 hours and the online course work in PSY8401, PSY8402, PSY8403, and PSY8404. These must be completed sequentially over a one-year period.

Master's degree—clinical psychology

Practicum

- Approved practicum application.
- A minimum of 600 hours and the course work in PSY8391 and PSY8393.

NOTE: Counseling psychology learners who choose to take the practicum must meet these requirements.

Internship

- Internship not available.

Specialist certificate in school psychology

Practicum

- Approved practicum application.
- Part-time site placement with a minimum of 350 hours and the course work in PSY8377 and PSY8378.

Internship

- Learner demonstrates readiness for internship.
- Approved internship application.
- Full-time site placement with a minimum of 1,200 hours and the online course work in PSY8385, PSY8386, and PSY8387. These courses must be completed sequentially during the internship.

NOTE: Field training hours and supervisor credential requirements vary across states and Canadian provinces. Learners are responsible for determining the specific licensing requirements for any state or province in which they plan to seek licensure.

Graduate Course Descriptions

in Numerical Order by Program Prefix

The following course list is correct as of the date this catalog was prepared. These descriptions indicate the general content and topics typically covered in the course. Capella University retains the right to withdraw, modify, or add courses to the existing list without prior notice.

School of Education Courses

ED502 - Survey of Human Resource Development Research (4 quarter credits).

In this course, learners explore the values, purposes, methods, and processes of human resource development (HRD) research. The focus is on identifying how theory and research can be practical tools to solve HRD challenges that practitioners face on a daily basis. This course is only applicable to learners enrolled in the School of Education training and performance improvement specialization.

ED722 - Interface Design (4 quarter credits).

Almost all communication in online learning is visual. For this communication to be effective, the instructional designer must consider both functionality and appeal. In addition, this course addresses topics such as screen layout, color, navigation, and the use of graphics and video. The course also deals with the non-visual interfaces of sound and user input via keyboard, mouse, voice, and touch. Learners will receive practical guidance for designing effective and attractive interfaces.

ED724 - Project Management for Multimedia Development (4 quarter credits). The design and development of online multimedia courses require the coordination of a variety of people doing very different tasks. Each member of the project team has to produce what is required in a timely fashion within a prescribed budget. This course deals with a wide range of issues in project management, including budgeting and final roll out. The course provides insights and tools that will help the new instructional designer effectively manage a project.

ED812 - The Governance of Educational Institutions (4 quarter credits). This course examines models of the governance of educational institutions, including formal and informal settings as well as traditional and non-traditional models.

ED814 - Evaluating the Effectiveness of the Educational Process (4 quarter credits). This course presents common terms, issues, and approaches in evaluation and provides a historical context in which to better understand the evolution of program evaluation. Six major evaluation approaches are compared, as are both qualitative and quantitative evaluation methodologies. Additionally, learners apply established standards to both the process and product of program evaluation.

ED815 - The Future of Educational Institutions: Topics and Trends (4 quarter credits). Based on an examination of the formative ideas which have shaped educational institutions, this course

explores both the theory and practice of changing educational institutions to meet future needs. An understanding of the philosophy of American education, as well as a knowledge of institutional change, will be necessary in this course.

ED818 - The Future of Teaching and Learning: Issues for the Educational Leader (4 quarter credits). To develop and exercise stewardship of a vision that will lead an educational institution into the future, the school leader must be aware of the rapidly increasing body of research about teaching and learning. Recent technological advances have made possible new research about the brain and how people learn. This course examines current brain research and implications for instruction, the use of technology in the classroom, and new thinking about educational reform.

ED820 - Principles of Educational Administration (4 quarter credits). This course offers an examination of the basic principles of administrative theory and practice. Models of administration from business and public administration, as well as theoretical constructs from various disciplines, are explored.

ED822 - The Funding of Educational Institutions (4 quarter credits). This course examines the many issues surrounding the funding of public education. The focus is on present and future funding patterns.

ED823 - Education and the Law (4 quarter credits). This course explores constitutional, statutory, and case law as related to primary and secondary school settings. Both federal and state legislation are examined.

ED825 - Curriculum Development (4 quarter credits). This course explores implementation and assessment of curricula based on historical and theoretical perspectives. Learners may examine curricula from any educational setting.

ED828 - Intellectual Development and Learning Styles across the Lifespan (4 quarter credits). This course provides learners with a general overview of recent and selected research on adult learning and related teaching methods. Special emphasis is placed on the unique needs of adult learners, transformational learning, and in-depth study of learning styles and strategies. Each of these is important in order for educators to understand and to successfully facilitate adult learning in the 21st century. A major premise of this course is that each educator's own learning style and learning history influences the way that he/she presents material to and works with adult learners. Therefore, the course begins with an examination of individual learning styles and preferences as a first step in helping learners to become better instructors and facilitators.

ED829 - Theory and Methods of Educating Adults (4 quarter credits). The purpose of this course is to apply adult learning theory in order to enhance understanding of the roles of the

instructor and the learner in adult education and to become skillful in the selection and use of appropriate methods, techniques, and materials for achieving particular learning objectives. This course explores adult development and learning from both a theoretical and a personal perspective.

ED830 - Coaching for High Performance (4 quarter credits). In this course, participants learn to effectively guide individuals to improved learning, decision making, and performance. Topics to be covered include the role of coaching in organizational performance systems; several theoretical approaches and models for coaching individuals; essential knowledge, skills, and attitudes for effective coaching; assessment of client needs; and communication skills and techniques for supporting the client through personal and professional change. Through extensive work on both theory and practice, participants become confident and effective mediators of people seeking to improve the quality of their personal or professional lives.

ED834 - Higher Education and the Law (4 quarter credits). This course explores constitutional, statutory, and case law as related to higher education school settings. Both federal and state legislation are reviewed, along with implications for both public and private higher education institutions.

ED836 - The Collaborative Nature of Adult Education (4 quarter credits). This project-based course examines the collaborative nature of adult education through a variety of approaches linked to individual learner needs and the development of individualized projects. This course emphasizes the theoretical support for adult collaboration, changing authority and power relationships in collaborative learning, best practices in designing collaborative processes, assessing collaborative projects and collaborative learning, the experiential aspect of collaboration, and the integration of collaboration in professional practice. Each learner, in consultation with the instructor, develops an action plan for collaboration that combines theory, best practices, and specific applicable strategies for designing collaboration. The final project serves as a plan or design manual for integrating collaboration or collaborative learning within a learner's practice, professional setting, or community.

ED837 - Funding and Managing Education Enterprises (4 quarter credits). Private and public funding patterns are examined and learners explore practical fund-raising plans. Also considered is the management function that includes personnel matters as well as marketing and evaluation. Evaluation methods to assure quality and accountability are also explored.

ED838 - Teaching and Learning with Diverse Populations (4 quarter credits). This course explores teaching and learning principles and

practices as applied to diverse, multicultural populations.

ED839 - International Aspects of Adult Education (4 quarter credits). This course explores adult education from an international perspective. Emphasis is on the comparative analysis of adult educational systems in terms of individual philosophy, goals and methods.

ED840 - The Politics of Higher Education (4 quarter credits). This course involves an examination of the differing and changing perceptions of the role of higher education in America. The politics of competition for resources, the expectations of consumers and providers, and the role of state and local government are examined.

ED841 - The History of Higher Education (4 quarter credits). This course examines the history of colleges, universities, and other postsecondary institutions from colonial times to the present. The focus is on the major trends in postsecondary education which reflect the needs and provide leadership in the social structure.

ED846 - Instructional Design for Distance Education (4 quarter credits). This course introduces learners to the increasing societal demands to deliver education in new and innovative ways. The course enables learners to design instructional applications in a distance education setting. *Prerequisite(s): ED851.*

ED851 - Principles of Instructional Design (4 quarter credits). This course provides an introduction to instructional design from a theory-based treatment of the instructional design process, including the design of instructional strategies.

ED852 - Ethics and Social Responsibility in Distance Education (4 quarter credits). This course analyzes, from both conceptual and applied points of views, the interaction between education and society. Through an examination of basic assumptions, attitudes, and values, learners build an ethical foundation for understanding the issues and policies related to distance education.

ED853 - Elementary School Administration (4 quarter credits). This standards-based introductory course in elementary school administration considers current theories, principles, and practices needed for effective elementary and middle school administration. The key role of the administrator in the success of all students and the continuous improvement of staff and programs will be a central focus of the course. Standards for school leaders form a framework for the course, which examines relevant issues including governance, leadership, curriculum and instruction, staff development, community engagement, technology, use of data, and school improvement.

ED854 - Secondary School Administration (4 quarter credits). This standards-based introductory course in secondary school

administration considers current theories, competencies, skills, and practices needed for the effective administration of secondary schools. The key role of the administrator in the success of all students and the continuous improvement of staff and programs are a central focus of the course. In addition to literature specific to high school reform, issues of governance, shared leadership, organizational structures, curriculum, planning, scheduling, school improvement, use of data, staff development, technology, and community engagement are examined and discussed.

ED855 - Higher Education Administration (4 quarter credits). This course includes analysis of theory, policies, and procedures involved in administering institutions of higher education.

ED857 - Personnel Administration (4 quarter credits). This course addresses staffing assignment, policy making, salary negotiation, grievance procedures, records, supervision, and evaluation of professional and non-professional employees.

ED5004 - Societal and Cultural Change (4 quarter credits). Understanding the impact of social and cultural differences, diversity, and change is a fundamental competency of educators. This is a foundation course for master's learners that introduces themes that persist throughout the degree program. Societal and Cultural Change prepares learners to lead in the field of education by addressing theories of change and strategies of the change agent. A broad array of theories and readings will cover the spectrum of social change and its effect on education. As a result, learners understand the complexity of a diverse classroom population and the impact of social movements. Assessment of learning will consist of evaluation of the ability to analyze and synthesize course materials and demonstrate critical thinking. *Cannot be fulfilled by transfer.*

ED5005 - Master's Learner Success Lab (non-credit). This lab provides new master's learners with the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners will develop a degree completion plan (DCP). ED5005 is an advisor-led course taken in the first quarter, in conjunction with ED5004 or ED5007, and carries no credit. *Cannot be fulfilled by transfer.*

ED5006 - Survey of Research Methodology (4 quarter credits). This course presents an overview of the general approaches to research methodology at the graduate level. It deals with the quantitative and qualitative approaches to rigorous scholarly inquiry and the major research methodologies. This course is aimed primarily at

master's learners, although PhD learners may take it as an elective.

ED5007 - Foundations of Educational Leadership (6 quarter credits). This introductory course, the required FirstCourse in the advanced classroom instruction, curriculum and instruction, reading and literacy, and leadership in educational administration master's specializations, focuses on the competencies essential to Capella learners who as teachers and administrators assume leadership roles in the improvement of student achievement. Learners are introduced to the concepts fundamental to their entire program including reflective practice, the role of the practitioner-scholar, critical thinking, data-driven decision making, educational leadership, and the role of instructional technology in twenty-first century education. Each of these principles is integrated throughout the program. In addition, learners are introduced to the process of building their Capella portfolio. *Cannot be fulfilled by transfer.*

ED5500 - Standards-Based Curriculum, Instruction, and Assessment (4 quarter credits). This K-12 course, required of all School of Education learners in the advanced classroom instruction, curriculum and instruction, reading and literacy, and leadership in educational administration master's specializations, examines the impact of state learning performance standards on the planning of curriculum, assessment, and instruction. Learners design instruction using research-based curriculum planning and instructional models. This course emphasizes the connections between assessment and planning of instruction and on basic testing and measurement concepts such as validity and reliability.

ED5501 - Assessment and Improvement of Instruction (4 quarter credits). This K-12 course, required of K-12 teachers and administrators in the advanced classroom instruction, curriculum and instruction, reading and literacy, and leadership in educational administration master's specializations, develops skills in planning, analyzing, and reflecting on teaching that will lead to improvement in instruction. The course focuses on research-based professional teaching standards and on strategies to improve instruction, including collaborative feedback processes. Learners practice observing and assessing classroom instruction, including their own. *Prerequisite(s): Learners must have access to a classroom to teach a lesson and to apply course content, including implementation of a professional growth plan and teacher observations. (Current administrators will apply course content in consultation with their instructor.)*

ED5502 - Learning Theory and Instructional Practice (4 quarter credits). This course for K-12 teachers and administrators focuses on current research in cognition, emotion, and the brain and

Graduate Course Descriptions, *continued*

the implications for instructional practice. Learners apply theory by implementing strategies for recognizing differences among learners, including giftedness, and meeting learner needs through differentiated instruction.

ED5503 - Classroom Management Strategies (4 quarter credits). This course, required in the advanced classroom instruction, curriculum and instruction, leadership in educational administration, and reading and literacy master's K-12 specializations, focuses on skills for creating classroom environments that maximize the opportunity for each student to learn. Capella learners apply current strategies for managing a wide range of diverse and challenging behaviors. This course emphasizes roles and responsibilities of teachers under The Individuals with Disabilities Education Act (IDEA), The Americans with Disabilities Act (ADA), and Section 504 legislation, including knowledge of the rights and responsibilities of students, parents, and teachers regarding success for all learners. *Prerequisite(s): Learners must have access to a classroom for application of course content, including the implementation of behavior interventions. (Current administrators will apply course content in consultation with their instructor.)*

ED5504 - Strategies for Eliminating the Achievement Gap (4 quarter credits). This K-12 course, required of all School of Education learners in the master's advanced classroom instruction, curriculum and instruction, reading and literacy, and leadership in educational administration specializations, addresses differences in student achievement due to racial, cultural, gender, and language differences. The course focuses on current research and best practices, and on identifying those practices and instructional strategies most likely to eliminate achievement disparities. *Learner access to a classroom/school for application of course content is highly desirable.*

ED5506 - Standards and the K-12 Mathematics Curriculum (4 quarter credits). This course examines the national, state, and local standards that shape mathematics curriculum and instruction in the K-12 classroom. Learners identify, describe, classify, and differentiate these standards and demonstrate their use in planning and implementing instruction and assessment.

ED5507 - The Art of Planning Mathematics Instruction (4 quarter credits). Learners in this K-12 course apply knowledge of students' mathematical thinking, misconceptions about math, and developmental levels to the planning and implementation of instruction. The roles of parents and community in student learning, and the importance of cross-disciplinary connections in math instruction are examined.

ED5508 - Research and Best Practices in Mathematics Instruction (4 quarter credits). In this K-12 course, learners investigate ways to improve mathematics instruction through best

practices searches, video analysis of instructional strategies, and reflection on their own teaching practice and knowledge of content. Learners gain skills in teaching key mathematics concepts in multiple ways.

ED5511 - Teaching Algebra for Understanding (4 quarter credits). Learners in this K-12 course review the algebra and algebraic functions content area, research best practices in teaching algebra, and assess and analyze student work samples. Using a variety of resources and student data, learners gain skills in planning instruction, assessments, and rubrics.

ED5513 - Middle-Level Issues (4 quarter credits). This course is designed for K-12 teachers and administrators interested in examining current research and best practice regarding middle-level organization, curriculum, and instruction. Specifically, learners address the tension between the need to balance middle-level students' developmental and social needs with new and increasingly demanding state achievement standards.

ED5514 - Educational Leadership for Teacher-Leaders (4 quarter credits). This course for master's and doctoral K-12 teachers and administrators provides an overview of teacher leadership skills essential for engaging in successful school change and improvement efforts. Topics of study include school culture, learning communities, master teaching, management of change processes, and the development of skills that inspire others to higher levels of performance.

ED5515 - Action Research for Teacher-Leaders (4 quarter credits). This course for K-12 teachers and administrators provides in-depth knowledge of action research as a means of classroom and school improvement. Learners acquire the skills to define and resolve problems that are barriers to student learning and engage in individual and collaborative research as a means of continuously improving learning outcomes for students.

ED5516 - Adult Learning and Professional Development (4 quarter credits). This course for K-12 teachers and administrators focuses on the development of skills needed to design and implement effective professional development for teachers. Learners use their skills as practitioner-scholars to integrate adult learning theory and current research-based best practices to plan professional development for their schools.

ED5522 - The Art of Planning Science Instruction: Creating the Engaged Science Student (4 quarter credits). Learners in this K-12 course examine the key components in planning science learning experiences informed by deep knowledge of students and content-related pedagogy. Lesson study, a system for examining teaching, is introduced as a research-based model for learners as they co-plan and document actual classroom science lessons.

ED5523 - Inquiry-Based Curriculum and Resources for Elementary Science Teachers (4 quarter credits). This course explores the many facets of inquiry in elementary science education, the relationship of inquiry and content standards, and the collaborative nature of science, math, and technology. Learners critique current elementary texts and programs using National Science Foundation guidelines and explore the array of resources available to the educator-scientist.

ED5524 - Inquiry-Based Curriculum and Resources for Secondary Science Teachers (4 quarter credits). This course explores the many facets of inquiry in secondary science education, the relationship of inquiry and content standards, and the collaborative nature of science, math, and technology. Learners critique current secondary texts and programs using National Science Foundation guidelines and explore the array of resources available to the educator-scientist.

ED5526 - Student Assessment and Work Analysis in Science Instruction (4 quarter credits). Learners in this K-12 course develop multiple types of science assessments with appropriate, accompanying rubrics. Learners apply protocols for examining student work in collegial groups and analyze data from a variety of sources to plan for future instruction and school improvement.

ED5528 - Technology Skills for the Virtual School Teacher (4 quarter credits). This course is focused on identifying and providing background in the technology skills necessary for effective online K-12 teaching. Descriptions and examinations of troubleshooting, software, Internet, and student reporting and evaluation resources identified by experts at the Florida Virtual School as keys to online instructional success are included.

ED5529 - Instructional Strategies for the Virtual School Teacher (4 quarter credits). This course for K-12 teachers and administrators focuses on the identification, examination, and application of the instructional strategies of particular interest to virtual school teachers. Strategies to personalize the student experience, to motivate, to create community, to teach to higher order thinking, and to attend to the diverse learning styles and needs of all learners in a virtual environment are included.

ED5530 - Assessment Strategies for the Virtual School Teacher (4 quarter credits). This course addresses the assessment challenges the K-12 virtual school teacher faces in today's performance-based K-12 environment. The use of rubrics, alternative assessment strategies, student choices, feedback, and re-submission opportunities are included in the course.

ED5531 - Communication Skills and the Virtual School Teacher (4 quarter credits). This course addresses the unique communication challenges of the K-12 virtual school teacher, including the

demands of an environment both asynchronous and synchronous, the need for feedback, the management of e-mail and phone contacts, the needs for personalization and collaboration, and the importance of interactivity.

ED5532 - Social Issues and Virtual School Teaching (4 quarter credits). This course addresses the social and legal issues challenging the K-12 virtual school teacher. The legal focus is on copyright, e-mail, privacy, and security issues. The social focus is on the culture of the online course room, academic integrity, and health and safety issues.

ED5533 - Curriculum Mapping: Reflection and Practice (4 quarter credits). Through reflection on a research-based professional vision for curriculum design, learners engage in curriculum development for a specific content and grade-level application. This is a required course in the curriculum and instruction master's specialization. Computer-based curriculum mapping applications will be presented.

ED5534 - Instruction and Assessment: Theory and Practice (4 quarter credits). The design of instructional models and assessment strategies to meet the diverse needs of K-12 students is the focus of this course, a requirement for the curriculum and instruction master's specialization. Learners examine the theory and research supporting innovative instructional models and assessment strategies and develop specific content-area and grade-level applications. The course includes discussions on issues and trends related to new and emerging instructional models and assessment strategies and may include presentations by leading professionals in the field.

ED5535 - Collaboration for the Improvement of Curriculum and Instruction (4 quarter credits). Learners in this required course in the K-12 curriculum and instruction master's specialization engage in the act of collaboration for curriculum improvement. Collaborative skill development includes coaching and mentoring skills, team building, and communities of practice. Simulated case studies complement the practical experiences in this course.

ED5536 - Applying Research to the Improvement of Curriculum and Instruction (4 quarter credits). This course, required in the curriculum and instruction master's specialization, encourages learners to examine current research as a basis for data-driven decision making. Learners prepare research designs within specific content and grade-level curriculum and instructional areas that, if implemented, may contribute to data-driven decision making at the school or district level.

ED5537 - Emerging Technology and Multimedia for Curriculum and Instruction (4 quarter credits). Through an examination of research and literature, learners discuss current trends and issues related to the impact of technology and multimedia on

K-12 student learning. Based on a review of the literature, learners develop course projects that include the design of curriculum, instruction, and assessments enhanced through innovative technology and multimedia applications. This elective is recommended for learners in the curriculum and instruction (C&I) specialization who have a particular interest in the integration of instructional technology in C&I.

ED5538 - Curriculum and Instruction: Program Evaluation (4 quarter credits). This course for K-12 teachers and administrators focuses on skills that encourage learners to engage in critical components of the program evaluation process. Learners engage in a process of critical reflection and practical application that demonstrates the integral role program evaluation plays in the improvement of curriculum, instruction, and assessment at the classroom, school, and district level. This elective is recommended for master's and doctoral learners who wish to focus on building level, grade level, or district-level C&I leadership.

ED5540 - Master's Practicum in Curriculum and Instruction (6 quarter credits). The practicum is the capstone course for all learners in the curriculum and instruction specialization. The learner selects a school and a site supervisor with experience and expertise in the learner's academic interest area. The site supervisor, a Capella instructor, and the learner develop a plan to provide the learner with the substantive experiences necessary to complete and present a professional portfolio, the culminating activity in this 45-hour practicum. *This course is not available as an elective to learners outside the master's specialization in curriculum and instruction. This course cannot be taken prior to the final quarter of the program.*

ED5541 - Master's Practicum in Advanced Classroom Instruction (6 quarter credits). The practicum is the capstone course for all learners in the advanced classroom instruction specialization. The learner selects a school and a site supervisor with experience and expertise in the learner's academic interest area. The site supervisor, the Capella instructor, and the learner develop a plan to provide the learner with the substantive experiences necessary to complete and present a professional portfolio, the culminating activity in this 45-hour practicum. *This course is not available as an elective to learners outside the master's specialization in advanced classroom instruction. This course cannot be taken prior to the final quarter of the program.*

ED5551 - Developing Fluent Readers (3 quarter credits). This three-credit course for K-12 teachers focuses on the competencies learners need to develop fluent reading across grade levels for speakers of English and English learners. Topics include phonemic awareness; phonological structure of English; morphological structure of

English; decoding/work attack strategies; spelling; importance of extensive practice; decodable texts; skills and strategies to develop independent readers; reading and writing practice, including writing to reinforce reading, connected texts, and transfer of strategies from primary language reading skills to English language reading skills; and strategies and materials for struggling readers.

ED5552 - Teaching Comprehension Strategies (3 quarter credits). This three-credit course for K-12 teachers focuses on developing the knowledge and skills needed to teach reading comprehension. Topics include the development of reading comprehension; the role of academic language and of background knowledge; vocabulary development and concept formation; narrative and expository text analysis; thinking strategies (inference, summarization, predicting, questioning, clarifying); study strategies (summarizing, predicting, questioning, clarifying); independent reading of high quality books; development of listening and reading comprehension skills; multicultural literature and informational text; scaffolding strategies for the English language learner; motivational strategies; knowledge and skills for applying literature and expository text for children and adolescents; and improving comprehension strategies.

ED5553 - Assessment-based Reading Instruction (3 quarter credits). This three-credit course for K-12 teachers addresses the competencies necessary to use effective assessment and evaluation to develop, deliver, and modify reading and writing instruction for all students. Specifically, the course covers selection, use, and interpretation of reading and writing assessments; assessment of knowledge and skills with English proficient learners as well as English language learners; formal and informal assessment strategies and tools; communicating assessment results to parents, administrators, teachers, school board members, and students; aligning assessments with instructional programs; effective assessment-based intervention programs; and using instructional technology for assessment and instruction.

ED5554 - Socio-cultural Context of Reading Instruction (3 quarter credits). This three-credit course for K-12 teachers addresses the competencies necessary for implementing assessment-based intervention strategies at early and intermediate reading levels. Learners study research-based intervention models and develop skills in effective interventions, taking into account home and community literacy practices and English language proficiency. Topics also include aligning ongoing assessment with reading and writing intervention programs; flexible groupings; small group and one-on-one techniques; instructional technology; scaffolding strategies; student and family support networks; and comprehension for older, struggling readers.

Graduate Course Descriptions, *continued*

ED5555 - Foundational Theories in Reading Instruction (3 quarter credits). This three-credit course for K-12 teachers reviews and explores the research in reading and language arts and its implications for student assessment and instruction. Topics include knowledge of and instructional experience related to how children learn to read; the phonological and morphological structure of English; orthography/spelling; second language acquisition; the relationship between language, spelling, reading, and writing; balanced comprehensive literacy instruction; reading and writing skills for the English proficient learner and the English language learner; respect for ethnic, cultural, gender, linguistic, and socioeconomic differences; and the writing process (pre-writing, drafting, revising, editing, and publishing).

ED5556 - Reading and Literacy Practicum (3 quarter credits). Learners must have completed all course work except ED5557, Reading and Literacy Portfolio Review, before enrolling in ED5556, Reading and Literacy Practicum. These two courses, the culmination of the reading and literacy specialization, are taken concurrently. ED5556 extends the guided practice provided during the previous specialization courses by engaging learners in 45 hours of documented, mentored work in a classroom, of which a minimum of 15 hours are observed by the mentor or practicum instructor. The 45 hours also includes attendance at 15 hours of practicum seminars. The practicum is restricted to sites that can provide learners with balanced, comprehensive reading and language arts instruction and can ensure that each learner has diverse experiences that include teaching English language learners, beginning readers, and students with reading problems. Learners practice assessing struggling readers at two or more reading levels including the non-reader level and one or more higher levels.

ED5557 - Reading and Literacy Portfolio Review (3 quarter credits). Learners must have completed all course work except ED5556, Reading and Literacy Practicum, before enrolling in ED5557, Reading and Literacy Portfolio Review. These two courses, the culmination of the reading and literacy specialization, are taken concurrently. ED5557 is the course in which master's learners complete and present their portfolio, a document that demonstrates their mastery of the specialization outcomes. The portfolio review is conducted by the Capella ED5557 instructor following the completion of the reading and literacy practicum. As a result of this experience, learners will be able to demonstrate what they know and have accomplished related to reading and literacy.

ED5601 - Enrollment Management in Higher Education (4 quarter credits). This course offers a comprehensive overview of the recruitment strategies in enrollment management and introduces fundamental recruitment concepts, practices, and techniques utilized in successful

enrollment management programs. The course is designed to broaden and deepen knowledge and understanding of basic concepts and best practices in enrollment management.

ED5603 - Essentials of Effective Retention in Higher Education (4 quarter credits). This course provides a comprehensive overview of the fundamentals and best practices of effective student retention in higher education. In this course learners analyze and interpret a significant body of research on student retention and apply this knowledge to the enrollment management profession.

ED5605 - Applying Technology to Enrollment Management (4 quarter credits). Learners are introduced to basic concepts in higher education enrollment management technology. The focus of the course is on technologies used in the effective management of enrollment in colleges and universities. Learners develop an understanding of technologies currently used in recruitment and retention, and synthesize and apply emerging technologies to the field of enrollment management.

ED5607 - Financial Aid and Enrollment Management (4 quarter credits). This course explores the nature and role of financial aid in student recruitment and retention. The course is designed for those interested in applying financial aid principles and regulations to effective enrollment management strategies. Learners enrolled in this course synthesize knowledge acquired from other courses and as practitioners with financial aid principles and policies.

ED5609 - Communications and Marketing in Enrollment Management (4 quarter credits). This course provides a comprehensive understanding of the purpose and power of targeted communications and marketing strategies and tactics in enrollment management. Learners analyze existing communications and other marketing documents and prepare a strategic plan to improve marketing for higher education institutions.

ED5611 - Strategic Enrollment Planning (4 quarter credits). This course introduces basic concepts of strategic planning for higher education including environmental scanning, data collection and analysis, quantifying annual and long-term goals, developing enrollment management strategies, and developing and implementing action plans. Learners develop a strategic enrollment plan and learn how to tie that plan to the institution's strategic plan. Course topics include building institutional support for the strategic enrollment management plan and mobilizing human and financial resources. This is the capstone course for the enrollment management specialization and includes the project required for the master's degree.

ED5900 - Master's Internship in Leadership in Educational Administration (6 quarter credits).

This course is the culminating experience for learners in the master's specialization in leadership in educational administration. Learners receive six credits for completion and presentation of their portfolio based on the specialization's 16 program outcomes and for a documented 150-175 hour internship. This field work experience is supervised by a Capella faculty member and a licensed principal at the school site. The learner selects the site supervisor and site, and working with the Capella University faculty member, designs a set of experiences that will strengthen the learner's readiness to meet the challenges of twenty-first century principalship. **Prerequisite(s): Learners must complete 38 credits, or nine core and specialization courses including ED5007 before enrolling in ED5900.**

ED5990 - Integrative Project (4 quarter credits).

Master's learners demonstrate proficiency in integrating learning from required, specialization, and elective courses by completing an analysis of an organization or system, or the design of a new application in their professional field. This course is intended for School of Education learners. The integrative project is taken following completion of required course work.

ED7004 - Graduate Writing for ESL/EFL

Learners (4 quarter credits). This course introduces non-native speakers of English to graduate-level academic writing. Learners develop an understanding of the assumptions and intentions that underlie advanced academic writing as it is practiced in the United States. Learners develop skills in producing effective advanced academic writing including skills in combining facts and opinions from multiple sources. Learners develop linguistic and content editing skills so that they can continue to improve their own academic writing after they leave the course.

ED7006 - Research and Writing for Graduate Learners (4 quarter credits).

This course is designed to prepare graduate learners for the rigors of academic writing. Academic writing requires a series of related critical thinking and writing skills, including: understanding the nature of academic research; developing strong arguments based on primary and secondary research; evaluating, summarizing, paraphrasing, and citing sources; drafting, revising, and editing multiple drafts of major projects; and producing clear, accurate, and error-free prose. Because this is a writing course, learners should expect to write a lot: the course includes weekly writing assignments, several short writing projects, and a research plan for a longer project. Learners submit a final portfolio at the end of the course.

ED7007 - Focused Research and Writing for Graduate Learners (4 quarter credits). In the second course of this sequence, learners refine

the principles and strategies learned in ED7006 by focusing on writing in their disciplines. Learners should expect to spend a significant amount of time completing writing assignments for this course including weekly writing assignments, several short writing projects, one long writing project, and a final portfolio. Learners develop a research topic, conduct and write a short literature review, develop an argumentative essay of significant length (25-35 pages), and document sources appropriately while focusing on the critical thinking and writing skills established in ED7006. **Prerequisite(s): ED7006.**

ED7008 - Developing Voice and Style in Academic and Professional Writing (4 quarter credits). This course focuses on one of the most challenging components of academic writing: developing a voice and style that reflect excellence in scholarship (research, thinking, and communication) while maintaining individuality and style. In this course learners analyze a variety of writing samples, including writing samples of their own, in order to understand the effects of writers' rhetorical choices; learn and apply an array of writing strategies that lead to improved awareness and use of voice and style; and revise writing submissions used in external course work to demonstrate learning and understanding. Learners are strongly encouraged to take the ED7006-ED7007 course sequence before enrolling in this course.

ED7210 - The Delivery of Distance Education (4 quarter credits). This course provides discussions and experiences leading to an understanding of current delivery systems for distance education including interactive television, satellite dissemination, and wireless networking.

ED7211 - Designing Online Instruction (4 quarter credits). This course teaches the learner how to create instructorless (or self-paced) programs which are often multimedia courses or segments, usually found on CD-ROM or on Web sites. This course focuses on four areas: design, factors affecting learning, communication, and project management. In addition, the course provides a detailed examination of common instructional methodologies such as tutorials and simulations. **Prerequisite(s): ED851.**

ED7212 - Administration and Leadership of Distance Education Programs (4 quarter credits). This course provides an overview of the skills and competencies needed for the administration, management, and leadership of distance education programs. Discussions include the management of existing distance education programs, the design and implementation of new distance education programs, and the transformation of existing distance education programs for more efficient and effective delivery.

ED7491 - Instructional Design for Health Care Programs (4 quarter credits). This course explores various instructional design methods that can be

used in health care programs. Theoretical frameworks upon which the instructional design methods are based are addressed. **Directed study, PhD only.**

ED7493 - Internships for Instructional Design for Online Learning (4 quarter credits). Internships offer experiential opportunities for learners in the area of instructional design for online learners. A plan of action, field supervision, and written documentation are required components of the internship. **Directed study, PhD only.**

ED7495 - Research Strategies and Methodologies for Online Learning (4 quarter credits). This course provides opportunities for dissertational research in the practice and delivery of online learning. Through discussion and analysis of current research studies, learners formulate models and methodologies that may guide their own study. Quantitative and qualitative studies are included for discussion and analysis. **Directed study, PhD only.**

ED7496 - Advanced Instructional Design (4 quarter credits). This course provides doctoral learners with a strong foundation of instructional design theories and principles that can be used in the advanced applications often found in actual practice. The course ties advanced theory and concept (the scholar component) to implementation in real life scenarios (the practitioner component). The course uses a case study approach in which learners examine practical applications of instructional design in various education and industry settings. The activities in this class are designed to replicate authentic work in contextualized settings. **Prerequisite(s): ED851. PhD only.**

ED7497 - Storyboarding for Instructional Design (4 quarter credits). This course provides an opportunity for detailed examination and practice with storyboarding, a mechanism for capturing plans for the media, and methods for content delivery typically used in instructorless settings. **Prerequisite(s): ED7211. Directed study, PhD only.**

ED7499 - Needs Analysis for Instructional Design (4 quarter credits). This course provides practice with approaches to needs analysis, setting the requirements and boundaries for a set of instruction, especially as it relates to instructorless settings. **Prerequisite(s): ED851 or ED7211. Directed study, PhD only.**

ED7503 - Instructional Media Tools (4 quarter credits). Many software programs now offer instructional designers opportunities to create innovative Web-based courses. This course provides hands-on experiences in the preview of current software with direct application of instructional media to instructional design.

ED7504 - Leadership for Instructional Design (4 quarter credits). This course provides opportunities for instructional designers to

examine the leadership and management skills necessary for the effective design and delivery of Web-based instruction. Through the development of a professional portfolio, instructional designers participate in assessments that evaluate collaborative team planning, decision making, problem-solving, and change management.

ED7505 - Evaluation and Assessment of Instructional Design (4 quarter credits). This course provides specific guidelines and formats for the evaluation and assessment of learning environments in a Web-based format. Course activities also provide instruction in creating effective assessment for online learning programs. **Prerequisite(s): ED851 or ED7211.**

ED7540 - Leadership in Higher Education (4 quarter credits). This course provides an overview of leadership philosophies and theories as related to higher education administration with the overall goal of preparing professionals to develop decision-making structures.

ED7541 - Teacher Supervision and Evaluation (4 quarter credits). The call for higher standards and greater accountability demands a framework for teacher supervision and evaluation system that focuses on professional development and student outcomes, while ensuring quality instruction. The development of effective systems of teacher supervision and evaluation should follow a process that includes the perspectives of all stakeholders, and provides differentiated paths for evaluation.

ED7542 - The Politics of Pre-K-12 Education (4 quarter credits). The Politics of Pre-K-12 Education is an introduction to the basic analytical categories of political science as they apply to education, including the influence of federal, state, and local governments in school policy-making, school and community relations, decentralization, school finance, desegregation, affirmative action, bilingual education, technology, privatization and choice, as well as teacher empowerment.

ED7543 - The Superintendency (4 quarter credits). School superintendents have complex leadership responsibilities. Those who hold the position must be among our best and brightest. Their vision and performance must focus on creating quality schools that inspire our children to become successful, caring Americans, capable of becoming contributing citizens of the world. The superintendency requires courage, creativity, energy, vision, and adaptability to a myriad of issues ranging from social change, diverse student populations, demands for equity, and new technologies.

ED7544 - Introduction to School Business Administration (4 quarter credits). The course provides an introduction to school business administration, providing an overview of accounting, budgeting, information technology, facilities planning and construction, purchasing and warehousing, risk management, nutrition

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services, maintenance/operations and transportation. Legal requirements, organization, and staffing for each area are addressed.

ED7545 - Special Education Administration (4 quarter credits). This course is intended for personnel administering special educational services; responsibilities of superintendents, principals, supervisors, and directors for special education, student personnel, and other special programs are discussed.

ED7560 - Innovative Leadership (4 quarter credits). To successfully improve school performance, the K-12 leader must engage in a continuous process of change and transformation. Understanding the processes of change and its impact on faculty, parents, students, and community is a challenge. Through study of change and behavioral theories, leadership principles, and case studies, school leaders build skills as effective change agents.

ED7580 - Theory and Development of Multiple Intelligences (4 quarter credits). This course uses Howard Gardner's theory of multiple intelligences as a framework to better understand creative thinking and to explore and develop teaching strategies and techniques to teach to all of the intelligences. Teachers and administrators learn how to be more effective in working with the differences and potentials in learners.

ED7590 - Critical Thinking in Adult Education (4 quarter credits). This course provides a framework for practicing critical inquiry and reflection on issues that come up in personal and professional life and in the field of adult education. Educators of adults, and indeed all adults, need to think and act critically to resolve conflicts, negotiate multiple solutions, and understand the many ideas, theories, and proposals that enter our lives on a daily basis. Three distinct models are presented that can aid adult educators in thinking, reading, and acting critically. These models represent the best practices of leaders in critical thinking in adult education today.

ED7620 - Theoretical Basis of Instructional Design (4 quarter credits). This course surveys the major instructional design theories that are applicable to training and education, regardless of delivery method. This course provides a solid foundation for the rest of the instructional design curriculum.

ED7624 - Theories of Learning and Instruction (4 quarter credits). This course explores key theories of learning and instruction that influence the design of online teaching and learning environments, and provides essential knowledge and skills for the capstone courses in the IDOL specialization. Throughout the course, learners will focus on major research findings that have influenced the development of various theories of learning.

ED7631 - Introduction to Training and Performance Systems (4 quarter credits). This course provides learners with an overview of the history and evolution of training and performance improvement systems in business and industry. Learners develop an understanding of the important role played by the Human Performance Improvement (HPI) process and other supporting and critical services such as performance management, coaching, and career and organizational development. The course takes a macro or systems view of developing people and organizations. Included are numerous structured learning exercises, application activities, discussions, and a final project.

ED7641 - Needs Assessment: Models and Procedures (4 quarter credits). This course surveys a variety of needs assessment models and procedures that practitioners may use to diagnose the causes of workplace performance problems. As key outcomes, learners are able to design and develop needs assessment instruments, collect, and then diagnose data in order to differentiate between a workplace performance issue that requires training solutions as opposed to one that requires another, more appropriate, non-training intervention.

ED7652 - Evaluating Training and Performance Improvement Systems (4 quarter credits). As an often neglected process, evaluation is essential for two reasons: so that courses or performance solutions can be improved and so that it can be clearly shown how a particular training intervention can improve both personal and organizational performance. This course provides learners with an understanding of measurement and evaluation theory, principles, and procedures. Topics include quantitative and qualitative measures, performance objectives, Kirkpatrick's five levels, and reporting strategies.

ED7662 - Designing Training and Performance Solutions (4 quarter credits). The design of training and performance solutions is both a systematic and an artful process. Alternative solutions are often possible. In this context, design is informed by multiple factors: the needs of the learner, the circumstances, the organization, and the experience and savvy of the designer. In this course, learners are exposed to learning theories, several instructional and performance design models, and case studies. Learners design performance solutions by diagnosing the results of needs assessments, specifying objectives and applying the principles and procedures of learning solution design, selecting appropriate methods, and continuous evaluation.

ED7672 - Delivery Systems for Training and Performance Improvement (4 quarter credits). This course provides learners with an in-depth, application-based overview of facilitation skills and e-learning initiatives. A variety of tools and strategies are utilized to address these critical issues.

ED7673 - The Future of Corporate and Technical Training: Issues and Trends (4 quarter credits). With the continuing rapid changes in technology, global competition, and business strategies, the field of training and performance improvement must also respond in a nimble and timely manner. This course explores those forces that are most dramatically shaping the evolution of corporate and technical training, including the recent transition to greater emphasis on performance improvement methodologies.

ED7674 - Managing Training and Performance Improvement (4 quarter credits). Internet-based learning and the emergence of performance management in the field of human resource development have added importance, complexity, and increased accountability to the training manager role. Participants in this course become more prepared to meet these challenges by learning to determine priorities, assess needs, create a mission and goals, develop a budget and a marketing strategy, plan programs and performance interventions, conduct evaluations, hire and manage personnel, and provide leadership.

ED7690 - Critical Skills for Facilitating Online Learning (4 quarter credits). The educator's/trainer's role in online learning differs markedly from the traditional classroom or corporate training room, yet many of the same hallmarks of success still apply. Participants examine online learning from a variety of perspectives to enhance technical skills, improve success, and facilitate learning.

ED7692 - Strategies for Building Online Learning Communities (4 quarter credits). The virtual classroom benefits from interaction among learners. In this course, learners develop facilitation strategies and tactics designed to nurture interaction and collaboration among online learners and guide learners in the development of effective personal learning strategies.

ED7693 - Curriculum Development for Online Learning (4 quarter credits). This course is designed for instructors and those who develop curriculum for online instructor-led and hybrid courses. Course study includes contemporary models of curriculum design, teaching models, and learning theory. As a project-based course, curriculum development activities include the development of a course syllabus, content, assignments, and activities.

ED7699 - Practical Applications for Online Teaching and Training (4 quarter credits). Participants apply skills, strategies, and tactics from earlier courses, and create a collaborative learning environment. It is recommended that learners complete ED7690, ED7692, and ED7693 prior to enrolling in this course.

ED7700 - Learning Theory and the Educational Process (4 quarter credits). This course explores major learning theories (behaviorism, social

learning theory, and constructivism) as well as associated concepts, including memory and motivation. Applications of these theories and concepts focus on the educational setting.

ED7701 - Educational Philosophy and Change (4 quarter credits). This course examines the philosophical foundations, ideologies, and theories that have influenced the development of American educational philosophy and practices. Learners examine, articulate, clarify, and refine their basic assumptions, and beliefs underlying their personal educational philosophy and practice.

ED7703 - Student Development, Challenges, and Successes (4 quarter credits). This course offers a comprehensive examination of the theoretical and research literature related to successful student development, developmental issues, and challenges facing U.S. college students. This course also explores the constructive-developmental theoretical claim that the epistemological, intrapersonal, and interpersonal aspects of student development are interrelated, and therefore, all three aspects should be primary goals of a college education.

ED7711 - Course Design and Development (4 quarter credits). This course explores elements of course design as applicable to the comprehensive community college. Various models of course (instructional) design and guides for design are included. Course preparation material, instructional techniques, and forms of evaluation constitute the final units of the course.

ED7712 - Classroom Assessment in Education (4 quarter credits). The primary focus of the course is classroom assessment of individual student achievement, including alternative assessment techniques. This topic is treated as a key component of student-centered education, identifying the importance of initial and ongoing assessment of student needs, skills, and progress. A secondary focus of this course is that of classroom assessment techniques designed to collect ongoing, formative feedback for instructors to better facilitate the learning environment in their classroom.

ED7713 - Student Advising and Retention (4 quarter credits). This course examines the process of advising and retaining students including faculty role and institutional support. Various advising models, screening methods, and approaches to orientation are explored to assist with retention and success of students.

ED7716 - Faculty Leadership (4 quarter credits). This course explores the role of educator as leader from both a personal and organizational perspective. In addition, concepts of effective leadership and followership are reviewed and discussed. The focus is on educational leadership as it applies to teaching and learning in any educational setting in higher education.

ED7819 - Grantsmanship (4 quarter credits). This course focuses on methods and practices of obtaining funding from governments, research and philanthropic institutions, and other private sources.

ED7901 - Internship in Educational Administration I (4 quarter credits). Internship in Educational Administration I is the first of two consecutive courses that provide learners with the academic and field experiences that are prerequisites for principal or administrative licensure in most states. During the first of the two internship courses, learners create, sign, and begin to fulfill a contract with the site supervisor based on Capella's leadership in educational administration outcomes and competencies. To be endorsed for principal or administrative licensure by Capella, learners must successfully complete ED7901 and ED7902 in two consecutive quarters. For purposes of licensure endorsement, the two courses constitute a single 320-hour internship experience.

ED7902 - Internship in Educational Administration II (4 quarter credits). Internship in Educational Administration II is the concluding course of the two-quarter principal or administrative internship. Learners complete a log of hours, a portfolio, and a competency-based internship contract. Learners must have taken ED7901 the quarter immediately before they enroll in ED7902 if they plan to apply for Capella's endorsement for principal or administrative licensure. For purposes of licensure endorsement, the two courses constitute a single 320-hour internship experience. **Prerequisite(s): ED7901.**

ED7903 - Internship in the Superintendency I (4 quarter credits). Internship in the Superintendency I is the first of two consecutive courses that provide the academic and field experiences that are prerequisites for superintendent licensure in most states. In this internship, learners create, sign, and begin to fulfill a contract with the site supervisor based on Capella's leadership in educational administration outcomes and competencies. To be endorsed for superintendent licensure by Capella, learners must successfully complete ED7903 and ED7904 in two consecutive quarters. For purposes of licensure endorsement, the two courses constitute a single 320-hour internship experience taken over two quarters.

ED7904 - Internship in the Superintendency II (4 quarter credits). Internship in the Superintendency II is the conclusion of the two-quarter superintendent internship. Learners complete a log of hours, a portfolio, and a competency-based internship contract. Learners must have taken ED7903 the quarter immediately before they enroll in ED7904 if they plan to apply for Capella's endorsement for superintendent licensure. For purposes of licensure endorsement, the two courses constitute a single 320-hour internship experience. **Prerequisite(s): ED7903.**

ED8004 - Societal and Cultural Change (4 quarter credits). Understanding the impact of social and cultural differences, diversity, and change is a fundamental competency of educators. This is a foundation course for doctoral learners that introduces themes that persist throughout the degree program. Societal and Cultural Change prepares learners to lead in the field of education by addressing theories of change and strategies of the change agent. A broad array of theories and readings cover the spectrum of social change and its effect on education. As a result, learners understand the complexity of a diverse classroom population and the impact of social movements. Assessment of learning consists of the evaluation of the depth of learners' ability to analyze, synthesize, and think critically in relation to course content and interpretation of research material. Learners also demonstrate the ability to conceptualize original thought in relation to course content. ED8004 and ED8005 must be taken concurrently by PhD learners in their first quarter. **Cannot be fulfilled by transfer.**

ED8005 - Doctoral Learner Success Lab (non-credit). This lab is designed to provide new doctoral learners the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. It is specifically designed to provide doctoral learners the tools they need to successfully complete their program and dissertation. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners develop a degree completion plan (DCP). ED8005 is an advisor-led course taken in the first quarter in conjunction with ED8004. **Available online only. Cannot be fulfilled by transfer.**

ED8111 - The Historical and Social Foundations of Education (4 quarter credits). This course explores the ways in which educational institutions have emerged and developed, particularly in relation to societal functions and expectations. The study of the historical and social foundations of education provides us with an awareness of and context for the evolving practices of education. This course helps learners develop specific knowledge, skills, and attitudes necessary for looking at education historically and for understanding the socio-cultural forces that have made American education what it is today.

ED8113 - Advanced Study in Research Methods (4 quarter credits). This course focuses on research methods applicable to disciplines relevant to the School of Education and to professional development. Learners analyze the relevance and appropriateness of specific research methodologies in preparation for use in the dissertation. **Cannot be fulfilled by transfer.**

Graduate Course Descriptions, *continued*

ED8910 - The Minnesota Superintendency (4 quarter credits). This course prepares learners aspiring to licensure as Minnesota superintendents. Minnesota's superintendents are licensed on the basis of eight competencies spelled out in statute, and the course touches on each. In addition, the course addresses issues such as law and finance that are unique to Minnesota superintendents. **Cannot be fulfilled by transfer.**

ED8911 - The Minnesota K-12 Principalship (4 quarter credits). This course prepares learners aspiring to licensure as Minnesota principals. Minnesota's licensure is K-12, thus the course touches on the critical aspects of the principalship at the elementary, middle and senior high levels. The course addresses the state's 21 principal competencies, especially those (such as law and finance) that are unique to Minnesota. **Cannot be fulfilled by transfer.**

ED9050 - Special Topics in Leadership in Educational Administration (4 quarter credits). This course provides learners with an opportunity to study specific or innovative areas of interest within the leadership in educational administration specialization. Learners propose, then develop, appropriate course topics not covered in the specialization's elective offerings. **Directed Study, PhD only.**

ED9051 - Special Topics in Leadership for Higher Education (4 quarter credits). This course provides learners with an opportunity to study specific or innovative areas of interest within the leadership in higher education specialization. Learners propose then develop appropriate topics not covered in the specialization's elective offerings. **Directed Study, PhD only.**

ED9052 - Special Topics in Professional Studies in Education (4 quarter credits). This course provides learners with an opportunity to study specific or innovative areas of interest within the professional studies in education specialization. **Directed Study, PhD only.**

ED9053 - Special Topics in Advanced Classroom Instruction (4 quarter credits). This course provides learners with an opportunity to study specific or innovative areas of interest within the advanced classroom instruction specialization. **Directed Study, PhD only.**

ED9054 - Special Topics in Postsecondary and Adult Education (4 quarter credits). This course provides learners with an opportunity to study specific or innovative areas of interest within the postsecondary and adult education specialization. **Directed Study, PhD only.**

ED9056 - Special Topics in Training and Performance Improvement (4 quarter credits). This course provides learners with an opportunity to study specific or innovative areas of interest within the area of training and performance improvement. Learners propose appropriate

course topics that are not covered in any of the electives. **Directed Study, PhD only.**

ED9058 - Special Topics in Instructional Design for Online Learning (4 quarter credits). This course provides learners with an opportunity to study specific or innovative areas of interest within the area of instructional design for online learning. Learners propose appropriate course topics that are not covered in any of the electives. **Directed Study, PhD only.**

ED9984 - Doctoral Comprehensive Examination I (4 quarter credits). In the first course of the comprehensive examination and dissertation sequence, learners examine the key components in the comprehensive examination. The course includes an overview of the comprehensive examination process and the university's expectations of academic honesty and integrity and introduces the four core themes of the examination and the evaluation criteria. Structured study groups are established and resources on the core themes are provided. Course requirements include completion of the overview and a preliminary conference call with the comprehensive examination committee and development of a schedule for the final oral examination. Grading for this course is S/NS. **Prerequisite(s): All required and elective course work completed with a GPA of 3.0 or better. Fulfillment of all residency requirements. Cannot be fulfilled by transfer.**

ED9985 - Doctoral Comprehensive Examination II (4 quarter credits). Learners and their comprehensive examination committee members each develop one comprehensive examination question to address one of the four core themes. Learners write answers to the comprehensive examination questions, which are evaluated by the committee using analytical point-scale scoring rubrics. Upon passing the written examination, learners complete the comprehensive examination final oral defense conference call and are eligible for enrolling in the first dissertation course upon passing their defense. Grading for this course is S/NS. **Prerequisite(s): ED9984. Cannot be fulfilled by transfer.**

ED9986 - Dissertation Research I (4 quarter credits). Learners examine the key components of planning and conducting dissertation research, including the dissertation process and the roles and responsibilities of the dissertation committee, course instructor and course administrator. In addition, learners form and obtain approval on their dissertation committees, conduct a preliminary literature review, develop the dissertation prospectus, and become familiar with procedures for protecting human participants/subjects in research. Resources for research methodology and the IRB process are provided. Learners must complete the dissertation prospectus and the short online Collaborative IRB

Training Initiative (CITI) modules in order to pass Dissertation Research I. Grading for this course is S/NS. **Prerequisite(s): ED9985. Cannot be fulfilled by transfer.**

ED9987 - Dissertation Research II (4 quarter credits). In this course, learners obtain committee approval on the dissertation prospectus, prepare informed consent and field testing materials, develop and solidify the data collection design/plan and schedule (based on the prospectus), prepare and submit the IRB application for approval, conduct field testing to establish validity and reliability of the instrument (when appropriate), complete the dissertation prospectus conference call, develop and complete dissertation Chapters 1 (Introduction), 2 (Literature Review), and 3 (Methodology), based on the prospectus. Resources for research designs and methodology are provided, including the dissertation manual and a template for Chapters 1, 2, and 3. Procedures for prospectus and IRB application submission and the prospectus conference call are available. Grading for this course is S/NS. **Prerequisite(s): ED9986. Cannot be fulfilled by transfer.**

ED9988 - Dissertation Research III (4 quarter credits). In this course, learners engage in data collection according to the plan and schedule, develop and organize Chapter 4 (Results) draft (structure based on the research questions and methods before data collection is complete), check in data (as they come in), process and analyze the data, and finalize Chapter 4 with results. Resources for data analysis designs and interpretation are provided, including the dissertation manual and a template for Chapter 4. Grading for this course is S/NS. **Prerequisite(s): ED9987. Cannot be fulfilled by transfer.**

ED9989 - Dissertation Research IV (4 quarter credits). In this course, learners develop and finalize Chapter 5 (Conclusions and Recommendations), polish the final draft of all chapters (1-5), obtain approval on the dissertation manuscript, complete the final dissertation conference call, make all necessary final content changes, obtain form and style clearance, publish the dissertation online with UMI, and obtain clearance from Academic Records on degree audit (to verify that all required and elective program courses have been taken). Resources for writing conclusions and recommendations are provided, including the dissertation manual, a template for Chapter 5, and procedures for dissertation submission and the final conference call. Grading for this course is S/NS. **Prerequisite(s): ED9988. Cannot be fulfilled by transfer.**

School of Human Services Courses

HS813 - Social Influences of Behavior (4 quarter credits). This course is an overview of behavior that is influenced by the presence of others, or behavior that is under the control of society. Culture and society, large and small group behavior, cross-cultural factors, and interpersonal relationships will be considered. The social psychology of decision making, attitude formation, and social attribution will be reviewed and applied to contemporary issues.

HS814 - Theories of Personality (4 quarter credits). This course is an examination of the assumptions, constructs, and processes of personality as these are expressed in the major theoretical writings. Reviewed are the psychodynamic, behavioral, structuralist, humanistic, existential, social, feminist, and cognitive theories of personality. Research on normal and abnormal constructs of personality is reviewed. Contemporary issues and problems in personality theory and types are addressed.

HS815 - Professional and Scientific Ethics (4 quarter credits). This course examines the historical origins of professional ethics, including issues affecting education, psychotherapy, law, and institutional guidelines for protecting human subjects in research. Attention is given to identifying effective methods for addressing ethical dilemmas and to current ethical issues in the human services.

HS817 - Social Systems (4 quarter credits). This course is designed to review basic features and factors of social systems theory as it applies to groups, families, agencies, institutions or corporations, and government entities. It addresses problems inherent in the operation of these systems, as well as suggesting resolution of these problems from a systemic viewpoint. Additionally, the course covers issues of social policy-making and decision-making that will affect conditions of social change.

HS818 - Scope of Human Services (4 quarter credits). The human services movement is in its fourth decade of development and emphasis has been on educating learners and professionals to serve a wide variety of client populations with a wide array of services. Problems encountered by human services professionals include crime and delinquency, chemical abuse and addiction, poverty, education, job training and employment, aging, mental illness, health care, physical and sexual abuse, homelessness, and issues involving marriage and the family. This course addresses problem analysis and problem-solving strategies for many of these issues.

HS821 - Mental Health Counseling (4 quarter credits). This course reviews the basic skills, methods, and practices related to mental health counseling. Topics included are basic counseling skills, treatment planning, special issues in working

with diverse populations, and various methods of therapeutic interventions. The course applies current theory and research to clinical practice.

HS823 - Philosophy of Social Work (4 quarter credits). This course reviews the history and development, philosophical tenets, and intervention methods of contemporary social work. Learners examine issues related to community development, social policy analysis, intermediate care systems, and improvement of social conditions.

HS825 - Human Sexuality (4 quarter credits). This course provides investigation of sexuality within the larger context of human experience. Emphasis is placed on physical and psychosexual development, frequency and significance of various types of sexual behavior, and health related issues. Issues addressed are treatment of sexual problems and concerns of special and diverse populations.

HS827 - Juvenile Delinquency (4 quarter credits). This course presents investigation into the etiology, nature and extent, and treatment of juvenile delinquency in contemporary society. Various theories are reviewed, and current theory and research are applied to understanding the dynamics of juvenile delinquency and current methods of intervention.

HS831 - Psychopathology: Assessment and Treatment (4 quarter credits). This course examines the assessment and treatment of various forms of psychopathology, current methods of psychological assessment, research on psychodynamics, and existing treatment methods. The politics of mental disorders, emerging diagnoses, and other contemporary issues are addressed.

HS834 - Ethnic and Cultural Awareness (4 quarter credits). This course involves examination of ethnic and cultural issues that influence the etiology, perception, and treatment of mental illness. Topics reviewed are: needs for specialized training, needs of various special populations, the impact of racial identity on self-perception, and specialized methods of treatment.

HS836 - Utilization of Community Resources (4 quarter credits). This course investigates influences of larger social systems on human behavior and the various methods of organizing and utilizing community resources to address a variety of human service needs. Specific topics addressed are theories of social organization, community organizing, self-help organizations, use of volunteers and the use of social policy to influence human behavior.

HS837 - Counseling and Guidance in Diverse Populations (4 quarter credits). This course examines substantive and theoretical issues concerning guidance and counseling in a variety of culturally diverse populations. Issues addressed are: the role of culture-specific programming,

special issues and needs of cultural subgroups, and therapeutic approaches to working with culture-specific issues. Current theory and research are applied to specific clinical issues.

HS839 - Theories of Psychotherapy (4 quarter credits). This course provides an examination of major psychotherapy theories, procedures, and techniques. The course reviews various schools of therapeutic intervention, their philosophical tenets, and therapeutic skills. Emphasis is placed on applying current theory, research and techniques to a variety of clinical problems.

HS840 - Counseling and Guidance with Children (4 quarter credits). This course presents a review of current theories, research and methods of counseling and guidance of children. Special attention is given to addressing the family relationships and their impact on the child, childhood abuse and trauma, methods of parent education, and specialized techniques for working with challenging children.

HS841 - Group Counseling and Psychotherapy (4 quarter credits). This course reviews the historical development, major theories, current research and clinical procedures of group counseling and psychotherapy. Course content also includes the role of the leader and leadership styles, mechanics of co-therapy, designing special function groups, and handling of critical incidents within groups.

HS845 - Grief and Bereavement Counseling (4 quarter credits). This course investigates research on death and dying. Students examine psychological stages of dying common to all losses, symptomatology of grief, death trajectory, hospice model of treatment, and dealing with death in the family. Case consultations with dying children and parents are featured utilizing techniques of drawing therapy and storytelling which elicit, respectively, psychological material in the form of unfinished business and techniques for coping with losses of all types.

HS847 - Applied/Clinical Sociology (4 quarter credits). Clinical Sociology provides a solid grounding in sociological practice, including the application of sociological knowledge, research, and theory to intentional intervention. Whether the sociological practitioner or clinician is working with individuals or families, designing and executing interventions to improve productivity and performance of public and private organizations, or helping to design and implement policy which could affect an entire nation, the focus in clinical sociology is important to the overall field of human services.

HS849 - Health Advocacy in the Community (4 quarter credits). A major goal in human services is to develop effective change agents in communities. Health care is an extremely important issue for communities in our society. Issues such as the purity of drinking water, waste disposal, clean air, health education and public

Graduate Course Descriptions, *continued*

safety, public and private health care plans, effects of HMOs and managed care, and Medicare and Medicaid are all issues which involve health advocacy. This course addresses many of these issues.

HS850 - Mind/Body Healing Practices (4 quarter credits). This course describes the crucial role the mind plays in health and healing. It analyzes the mind/body connection in illness and wellness, investigates the concept of holistic healing, and explores alternative approaches to the promotion of a healthy mind and body. The commonly used word "holistic" refers to that approach which attempts to heal the whole person, acknowledging the importance of subjective as well as objective elements in health care. Consequently, holistic practitioners often bring many treatment strategies to bear, from the traditional to the alternative, on the health problems of their patients or clients.

HS852 - Introspective and Personal Growth Seminar (4 quarter credits). This experiential course is intended to elucidate various aspects of the learner's history and personality which are relevant to professional clinical work. The course employs a variety of methods to assist the introspective process including journaling, personal psychotherapy, self-expressive artwork, dream work, and specialized readings. Emphasis is placed on identifying personal strengths and limitations and how they may influence clinical effectiveness.

HS853 - Prevention and Causes of Child Abuse (4 quarter credits). This course explores the recognition of child abuse as a sociological problem in the United States. The social, psychological and familial causes are considered and the current prevention approaches and treatment programs are reviewed.

HS854 - Child and Adolescent Counseling (4 quarter credits). This course presents an overview of major theories and current research in the area of adolescent and child development. Biological and psychosocial factors are examined. Topics considered are normal development, the influence of trauma on development, family factors, and the influence of community and societal factors on development.

HS858 - Mental Health and Aging (4 quarter credits). The dramatic increase in the population of older persons has focused attention on the well-being of older persons — their mental and physical health. This course examines mental health and aging as major psychosocial phenomena integrating biological, psychological, social and environmental perspectives and factors. Contemporary research in these areas of the mental health of the older population is explored as a function of many aspects of modern society: family life, caregivers, community and institutional care, ethnic and sociocultural differences, and urbanization.

HS864 - Contemporary Issues in Compulsive and Addictive Behavior Treatment (4 quarter credits). This course reviews current development, research and trends within the addiction field. Emphasis is placed on gaining a current understanding of substantive issues in the field. Possible topics considered include developments in psychopharmacologic treatment of addictions, the influences of managed care on treatment, ethics and managed care, the use of Internet resources in the field, the changing role of the counselor, emerging treatment approaches, and the development of new treatments.

HS865 - Group Therapy and Compulsive and Addictive Behavior (4 quarter credits). Students in this course review a variety of theoretical orientations, relevant research findings and develop and practice a number of practical clinical skills based on a thorough understanding of group process. Topics include group development, styles of leadership, and critical incidents in group therapy including member "acting out" (e.g., relapsing to some form of addictive or compulsive behaviors) inter-group conflict, group transference with leaders and premature exit from the group by a member.

HS866 - Compulsive Behavior and the Disturbance of the Self: Alternatives to the Addiction Model (4 quarter credits). This course defines the nature of addictive and compulsive behavior problems, discusses the development of the addiction model and its tenets, and reviews the literature on the validity and efficacy of treatment approaches based on the addiction model. Alternatives to the addiction model are discussed, including cognitive behavior therapy. An understanding of the compulsive behavior model, a psycho-dynamically oriented model, is developed and covered in detail.

HS867 - Intervention with Compulsive and Addictive Behaviors (4 quarter credits). This course reviews traditional and nontraditional approaches to treatment. Topics covered are in- and out-patient treatment programming, self-help groups, utilization of community resources and alternative treatment approaches, and the use of individual, group, and family psychotherapy. Current trends in service delivery are considered, particularly in light of ongoing changes in the health care delivery system.

HS869 - Families, Systems, and Health Care (4 quarter credits). This course examines consequences of adequate or inadequate health care upon the family system in America. Today's families, composed of parents, grandparents, and children as well as extended family members who live in or out of the home, all operate as subsystems of families where each member affects and is affected by every other family member. When health crises occur in families, then the health care system becomes a subsystem of those families which affects each and every part of the

family. This course explores information on functional and dysfunctional features of public and private health care and how they contribute to family health or dysfunction.

HS870 - Transpersonal Counseling and Psychotherapy (4 quarter credits). This course covers material that emanates from the growth of humanism to spirituality, and the impact that this movement has on therapeutic change. Topics included are the role of spirituality in counseling, and the use of yoga, meditation, and prayer in counseling. Emphasis is placed upon how these theories and practices may be used to help the growing population of spiritually-oriented clients.

HS871 - Marriage and Family Systems (4 quarter credits). Families are studied as systems from a theoretical, clinical and research perspective. Emphasis is placed on family development, transitions, assessment and intervention. Systems-oriented assessment models are explored. Strategies for initial interviews, hypothesis formulation, designing a strategy for intervention, and the process of termination are covered.

HS872 - Marriage and Marital Therapy (4 quarter credits). This course is an overview of theory and research on marriage and the couple relationship in contemporary society. Topics covered include relationship development, maintenance, and termination; conflict-resolution skills; communication styles and skills; marital adjustment and assessment of interpersonal relationships; cultural variations; and issues related to gender. Major approaches to marital therapy are reviewed.

HS876 - Methods of Family Research (4 quarter credits). This course provides an introduction to measurement of family variables, complexities of family research design, data collection and analysis. Topics include scales of measurement, validity, and reliability, experimental and non-experimental designs, and approaches to integrating clinical research and practice. Special attention is given to the unique factors in family research.

HS877 - Family Therapy Theory and Methods (4 quarter credits). This course provides a comparative study of the prominent schools of thought within the field of marriage and family therapy, their tenets, therapeutic strategies, and techniques. Structural, strategic, transgenerational, behavioral, communication, and analytical approaches to marriage and family therapy are discussed.

HS878 - The Family in Social Context (4 quarter credits). This course explores the dynamics within families and the systems that influence the family such as the larger society, church, school, and other societal organizations. Topics include family development, cross cultural perspectives on the family, roles and functions of the family, alternative forms of the family, and influences of social policy on the family.

HS879 - Life Planning and Career Developments (4 quarter credits). This course provides theory, research, and opportunities for application appropriate for counselors working with individuals responding to life transitions. Included are theory and research related to career and life development, improvement, and transition.

HS880 - Contexts and Models of Health (4 quarter credits). This course explores the models of health and their contexts as utilized in the contemporary health industry. This is an extraordinary time in health care from aspects of policy with the devolution of power from the federal level to the states and private sectors. Learners examine the impact of changes in the new era on models of health care within the context of health delivery systems. Implications for health service administration are also addressed.

HS881 - Health in the Workplace (4 quarter credits). This course explores emerging problems and issues facing employees in government service or private business who are burdened by increasing demands for productivity coupled with decreasing health and welfare in the workplace. The current downturn in federal employment, downsizing in industry, and rightsizing of corporations have led to increased employee complaints of discrimination, disenfranchisement, and disgruntled feelings which cause alcohol and drug usage at work, marital problems, and violence in the workplace. This course reviews the growth of employee assistance programs (EAP) as a method to solve these types of problems.

HS884 - Stress Management in Organizations (4 quarter credits). This course studies the role and management of stress in the workplace. Emphasis is placed on the management of distress and the utilization of stress management techniques to enhance performance, particularly in high stress situations. Topics covered include the psychological and physical effects of stress, methods of stress reduction and individual and organizational strategies for preventing high levels of stress.

HS885 - Managed Care and Health Services (4 quarter credits). This course provides a broad overview of managed care and is designed to examine the variety of techniques employed by this new main-stream health system in its attempt to provide quality care in an efficient and affordable manner. The learner focuses on the various delivery systems and utilization and quality management practices employed by a wide variety of organizations. Regulatory, legal, and ethical issues are also explored. The course also allows the learner to consider the future of our health care system and how the world of providers, receivers, and payors may continue to change in the evolution of American medicine.

HS886 - Health Care Communication: Providers and Receivers (4 quarter credits). Effective communication is central to every aspect of the health care delivery process. This course provides a

broad overview of health communication and is designed to examine current theoretical models. The material presented allows the learner to develop strategies to enhance communication between professionals, allied health personnel, patients and their families in both interpersonal and group settings, and to enable the communication process to be more functional and therapeutic.

HS889 - Role and Function of Boards and CEOs (4 quarter credits). This course addresses the roles of boards of directors in public and private sectors, including policy-making, representing the public, and promoting the organization. It reviews functions of boards as they establish contracts and hire executives and general managers. The course also reviews the roles and functions of CEOs, who are commissioned to represent the organization and implement board policy while carrying out administrative decisions and policies. Boards of public and private companies are represented in the analysis, which includes legal liabilities and responsibilities.

HS893 - Management of Human Services Agencies (4 quarter credits). This course integrates the principles of management practice in nonprofit agencies. A metatheoretical model of organizational managerial effectiveness is presented as a basis for comparisons between the for-profit, public, and nonprofit sectors. Special emphasis is given to fundraising and government resources (acquisition of support) for nonprofit and charitable agencies as well as to budgeting (spending).

HS5002 - Survey of Research in Human Development and Behavior with LSL (4 quarter credits). In this course, learners review the major theories of human development and behavior across the entire lifecycle. The developing person is the focus of inquiry and connects such areas of study as psychology, anthropology, and biology. Research approaches human development from different points of view: personality theory, developmental tasks, or moral development. **(LSL) Learner Success Lab.** This lab provides new master's learners with the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and the support resources that support academic success.

HS5002 must be taken by master's learners in their first quarter. Cannot be fulfilled by transfer.

HS5006 - Survey of Research Methodology (4 quarter credits). This course presents an overview of the general approaches to research methodology at the graduate level. It deals with the quantitative and qualitative approaches to rigorous scholarly inquiry and the major research methodologies. This course is aimed primarily at master's-level learners although PhD learners may take it as an elective.

HS5100 - Health Care Management (4 quarter credits). This course presents the foundation principles and dynamics of health care management, the health care system, and basic concepts and skills in administration. The institutional, social, and political forces in the field of health care are analyzed. Topics include fundamentals of management in health care, trends in health care financing, and contemporary issues.

HS5101 - Health Care Finance (4 quarter credits). This course addresses financial management concepts and practices and the basic economic models in health care organizations through principles of accounting and finance that have particular relevance to the health care manager. Topics include basic accounting, financial statements and ratios, evaluation of project investment decisions, break-even analysis, budgeting, cost allocation, and reimbursement methodologies. Health care specific topics are reimbursement mechanisms, managed care, capitation, per-case or per-diagnosis payment, how these are packaged by third-party payors, and the effects reimbursement types have on health care provider organizations. Issues of working capital, capital budgeting, and investment in relation to net present value and value added to the organization, health care organizations' ratio analysis, cost analysis, and other financial management techniques of primary importance to health care organizations are discussed.

HS5102 - Nonprofit Organization and Management (4 quarter credits). This course examines the origins, history, and societal role of nonprofit organizations in the United States, including their social, political, economic, cultural, and ideological importance in American society. The magnitude, scope, and functions of the nonprofit sector and its relationships with business and government are presented. Theories, general concepts and principles of organization management, governance and leadership in nonprofit organizations are explored. A wide range of external forces and internal dynamics that affect nonprofit organizations are presented. The life and growth cycles of organizations are applied to non-profits. Current trends in non-profits and projections for the future are analyzed.

HS5103 - Strategic Planning for Nonprofit Organizations (4 quarter credits). Nonprofit operations are viewed from a strategic perspective. The role of strategic thinking and planning in enhancing organizational effectiveness in the context of increased competition for scarce resources and the wide range of challenging issues requiring solutions is examined. Organizational missions and goals, governance, program development and structure, operational and fiscal controls, information systems and monitoring, and evaluation are analyzed.

HS5104 - Accounting and Economics for the Nonprofit Manager (4 quarter credits). This course introduces the basic language, underlying

Graduate Course Descriptions, *continued*

concepts, and reporting methods of accounting and financial analysis which pertain to nonprofit organizations. The underlying foundation is the comprehension, analysis, and interpretation of nonprofit organizational financial statements, rather than producing them. Topics include basic accounting principles, financial statements composition, cost accounting concepts, budgeting, discounted cash flow analysis, and ratio analysis. Additionally, economic thinking and the economist's tools, elasticity, public goods and the role of nonprofit organizations in a market economy, cross-subsidization and competition, and cost-benefit analysis are presented.

HS5105 - Human Resources and Volunteer Management in Non-Profits (4 quarter credits). This course addresses the theories, concepts, practices, and strategies of human resource management in the nonprofit organization. Basic human resource management issues such as strategic workforce planning, hiring, training, personnel evaluation, and compensation are examined from the perspective of the nonprofit organizations with their mix of paid staff and volunteers. Additionally, the impact of human resource management on the board, dean, staff interface, volunteerism, and productivity is evaluated. Particular attention is paid to the legal responsibilities of the organization in human resource management and to the role of the board.

HS5106 - Assessment, Tests, and Measures (4 quarter credits). This course examines the assessment process and the use of tests and measures to engage in assessment activities. Theory and content of assessment, testing and measurement applicable to the counselor role are provided including history of assessment methods, principles of test construction and standardization, interpretation of assessment measures, and strategies for use of assessment measures.

HS5107 - Principles of Psychopathology: Diagnosis and Treatment (4 quarter credits). This course examines the theory, research, and application of principles of psychopathology. Included in the course are etiology of psychopathology, current methods of assessment, use of the DSM-IV-TR to diagnose mental disorders, application of psychopathology assessment to individuals, couples, families, and groups, and intervention strategies. Contemporary issues associated with assessment and treatment of mental disorders are incorporated into the course.

HS5108 - Foundations of Addictive and Compulsive Behavior (4 quarter credits). This course examines theory and research that guide treatment for addictive and compulsive behavior disorders. Traditional and non-traditional interventions are reviewed as applied to inpatient, outpatient, and community-based treatment methods for individuals, families, and groups. Assessment, diagnosis, treatment planning and

evaluation, as well as emerging issues in the field, are considered.

HS5500 - Multicultural Issues in Health Care (4 quarter credits). The course explores culture-specific variations as they affect health care administration and the health care delivery system. Strategies sensitive to cultural diversity and the respective positions of professional associations, regulatory agencies, and health care systems are explored and analyzed. Additionally, the processes by which culturally sensitive and linguistically specific information are incorporated into administrative policies and health outreach programs are examined.

HS5501 - Health Informatics (4 quarter credits). This course provides a management perspective of information technology and how health care administrators can use information technology to maximize organizational performance. Topics include fundamental principles of information technology and data management and their implications for health care administrators. The use of technology, data bases, and other analytical tools to structure, analyze, and present information related to health care management and problem solving are explored. Strategic information systems planning, systems analysis, system design, evaluation, and selection are also explored. Current applications, such as patient care, administrative and strategic decision support, managed health, health information networks, and the Internet will be examined to determine how they may be used to meet the challenges facing health care administrators today and in the future. The course also focuses on the regulatory and legal requirements for acquiring and managing health information; related technology; patient rights and the release of health information under state law, federal law, and the Health Insurance Portability and Accountability Act.

HS5502 - Nonprofit Entrepreneurship (4 quarter credits). Entrepreneurship lies at the foundation of the nonprofit sector. This course provides an introduction to the theory and practice of entrepreneurship in the nonprofit sector. The course focuses both on the creation of an innovative mission-based organization and the establishment of an innovative program or activity within an existing organization to meet a societal need. Areas of social innovation as diverse as business, environment, education, human services, and government are explored. Topics include practical information about how to identify potential opportunities, necessary skills development, and competencies for creating, developing, and implementing entrepreneurship ideas and ways of measuring success of entrepreneurial activity.

HS5900 - Counselor Education Pre-practicum Course I (4 quarter credits). This online course must be taken with HS-R5900 - Counselor

Education Pre-practicum Laboratory I. The twelve-week online course reinforces laboratory skills development including academic assignments and online discussion. This course emphasizes therapeutic relationship skills, therapeutic assessment, therapeutic intervention, and ethical and legal standards. It integrates effective theories and practices of individual and family systems counseling methods relevant to mental health counselors and marital, couple, and family counselors/therapists. **Prerequisite(s): Mental Health and Marital, Couple, and Family Counseling/Therapy learners must have completed or be progressing in the following courses: HS5002, HS834, HS814, HS815, HS821, HS841, (HS871 for MHC), (HS877 for MCFC/T). Cannot be fulfilled by transfer.**

HS5901 - Counselor Education Pre-practicum Course II (4 quarter credits). This online course must be taken with HS-R5901 - Counselor Education Pre-practicum Laboratory II. The twelve-week online course reinforces laboratory skills development including academic assignments and online discussion. The course focuses on advanced therapeutic relationships and special applications of individual psychotherapy for Axis-I behaviorally disordered clients, techniques for group psychotherapy for unrelated individuals, and systemically oriented therapies for couples and family groups. It integrates effective theories and practices of individual and family systems counseling relevant to mental health counselors and marital, couple, and family counselors/therapists. **Prerequisite(s): HS-R5900 and HS5900, HS839, HS5106, HS5107, HS5006, (HS5108 for MHC), (HS854 for MCFC/T). Cannot be fulfilled by transfer.**

HS5990 - Integrative Project for Human Services Learners (4 quarter credits). Master's learners demonstrate proficiency in integrating learning from required, specialization, and elective courses by completing an analysis of an organization or system, or the design of a new application in their professional field. This course is intended for School of Human Services learners.

HS5992 - Integrative Project for Human Services Learners (2 quarter credits). The integrative project represents the culminating academic activity for the online master's degree learner. The project incorporates elements of knowledge mastery, the ability to critique literature and/or research, synthesis of a diverse body of information, and application to an area or topic of particular interest to the learner. The integrative project is taken following completion of required course work.

HS7004 - Graduate Writing for ESL/EFL Learners (4 quarter credits). This course introduces non-native speakers of English to graduate-level academic writing. Learners will develop an understanding of the assumptions and intentions that underlie advanced academic writing as it is

done in the United States. Learners will develop skills in producing effective advanced academic writing including skills in combining facts and opinions from multiple sources. Learners will develop linguistic and content editing skills so that they will be able to continue to improve their own academic writing after they complete the course.

HS7006 - Research and Writing for Graduate Learners (4 quarter credits). This course is designed to prepare graduate learners for the rigors of academic writing. Academic writing requires a series of related critical thinking and writing skills, including: understanding the nature of academic research; developing strong arguments based on primary and secondary research; evaluating, summarizing, paraphrasing, and citing sources; drafting, revising, and editing multiple drafts of major projects; and producing clear, accurate, and error-free prose. Because this is a writing course, learners should expect to write a lot: the course includes weekly writing assignments, several short writing projects, and a research plan for a longer project. Learners will submit a final portfolio at the end of the course.

HS7007 - Focused Research and Writing for Graduate Learners (4 quarter credits). In the second course of this sequence, learners refine the principles and strategies learned in HS7006 by focusing on writing in their disciplines. Learners should expect to spend a significant amount of time completing writing assignments for this course including weekly writing assignments, several short writing projects, one long writing project, and a final portfolio. Learners develop a research topic, conduct and write a short literature review, develop an argumentative essay of significant length (25-35 pages), and document sources appropriately while focusing on the critical thinking and writing skills established in HS7006. **Prerequisite(s): HS7006.**

HS7008 - Developing Voice and Style in Academic and Professional Writing (4 quarter credits). This course focuses on one of the most challenging components of academic writing: developing a voice and style that reflect excellence in scholarship (research, thinking, and communication) while maintaining individuality and style. In this course learners analyze a variety of writing samples, including writing samples of their own, in order to understand the effects of writers' rhetorical choices; learn and apply an array of writing strategies that lead to improved awareness and use of voice and style; and revise writing submissions used in external course work to demonstrate learning and understanding. **Prerequisite(s): Learners are strongly encouraged to take the HS7006-HS7007 course sequence before enrolling in this course.**

HS7500 - Quality Improvement and Organizational Performance in Health Care (4 quarter credits). This course analyzes the concept of quality and its application in a variety of

health care arenas. Methods for measuring, benchmarking, and assessing organizational performance along dimensions such as financial results, clinical services, utilization, productivity, and the health of the community are examined. Additionally, public and private quality review mechanisms, including the joint Commission on Accreditation of Health Care Organizations, Professional Review Organizations, and Accreditation Council for Graduate Medical Education, and quality control mechanisms in managed care plans, including the National Committee for Quality Assurance and others are evaluated.

HS7501 - Fundraising Strategies for Nonprofit Organizations (4 quarter credits). This course examines a variety of strategies for securing resources for a nonprofit organization such as donor research, annual giving, endowment and capital campaigns, major gifts, planned giving, social enterprise, and special events. The key practices, principles, and processes of fundraising are also analyzed to enable the nonprofit executive to create, participate in, and manage fund development programs and staff.

HS7502 - Grant Proposal Development and Administration (4 quarter credits). Grant funding is one of the major keys to the financial survival of nonprofit organizations. This course provides insights into the success strategies for grant-seeking such as effective research, compelling prose, and constructive relationships, and for grant-making perspectives such as effective writing and proposal preparation. A comprehensive overview of private and corporate philanthropies is examined along with other research resources including the Internet.

HS8001 - Human Services Practicum (4 quarter credits). This is a supervised hands-on practicum during which PhD learners apply the theory and skills from their course work and residencies to a work environment in their professional specialization. Includes study assignments, tracking of practicum and supervision hours, monthly reports, and final evaluation from site supervisor. The four quarter credits include up to 300 hours of experience, including but not limited to 12 hours of face-to-face site supervisor feedback for the learner. **Prerequisite(s): HS815, or equivalent, and faculty approval. Contact the School of Human Services six months prior to registration for application materials. Cannot be fulfilled by transfer.**

HS8002 - Advanced Research in Adult Human Development and Behavior with LSL (4 quarter credits). Learners in this course critically analyze theory and research in adult development and behavior with an emphasis on contemporary research and application issues. Adult development is studied from biological, psychological, social, and multicultural perspectives. Learning to apply principles of adult development to the human

services professions is central to this course. (LSL) Learner Success Lab. This lab provides new doctoral learners the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to support academic success. **HS8002 must be taken by PhD learners in their first quarter. Cannot be fulfilled by transfer.**

HS8100 - Fundamentals of Social Science Research (4 quarter credits). This course introduces learners to social science research, particularly in the context of human services. The overall goals of the course are two-fold. First, the course will assist learners in becoming educated consumers of research; that is, to be able to critically evaluate published research and utilize research findings in practice. Second, the course will also prepare learners to design research studies in their fields of interest. Therefore, major concepts and techniques of social science research will be examined, including problem formulation, identification of variables, literature review, research design, sampling, definition and measurement of study variables, instrument construction, and data collection and analysis. **Prerequisite(s): HS8106. Cannot be fulfilled by transfer.**

HS8101 - Social Change and Public Policy (4 quarter credits). This course provides an introduction to social welfare policies and programs that are designed to improve the well-being and the quality of people's lives. The process of development and implementation of programs targeted to poverty, mental illness, children and families, elderly, ethnic minorities, HIV/ AIDS, and other social problems and groups will be examined. Learners will also begin to acquire policy and program formation, change, and evaluation skills. Finally, the course will set the stage for how social welfare policies affect the direct practice of human service professionals and social workers. The professional role of affecting change at the public policy level and policy at the agency level will be explored.

HS8102 - History of Social Welfare (4 quarter credits). This course is an advanced historical survey of social services, public policies, social welfare, and the profession of social work in the United States from the colonial era to the present. The course follows a general chronological approach of the emergence of the American welfare state and professional social services. It provides learners with a broad understanding of the historical evolution of America's response to social need, as well as an understanding of the historical emergence of social work as a helping profession. The course explores the historical social welfare experience of different groups, including women, Asian-Americans, African-Americans, Native Americans, Hispanics, citizens with disabilities, gays or lesbians, and others in the United States. Comparisons will be made to some

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other social welfare systems, particularly those of England, which greatly influenced early U.S. "poor laws." However, the bulk of the course emphasizes social welfare issues in the United States.

HS8103 - Principles and Practices of Social Work (4 quarter credits). This course provides learners an overview of principles, methods, and practice models for intervention and social change through work with groups and communities. It examines theoretical perspectives of group and community organizing as well as advocacy models, grassroots participation, and the empowerment of disadvantaged groups. Learners will also explore theories and methods of present-day social work practices with individuals, families, and organizations.

HS8106 - Epistemology of Practice Knowledge (4 quarter credits). This course examines theories that guide the acquisition of knowledge within the human services professions. The methods used to develop theory within the social sciences are critically analyzed and evaluated as precursors to understanding and using the scientific method. Included in the course is the study of how theory is derived, how research methods are linked to theory, and finally, how scholar-practitioners apply scientific method. **Cannot be fulfilled by transfer.**

HS8107 - Marketing and Public Relations for Nonprofits (4 quarter credits). The importance of establishing an integrated marketing system and the specialized aspects of marketing strategies in nonprofit organizations are examined. Topics include segmentation, complementary positioning, membership recruitment, products and services, the supply chain, and promoting intangible products whose benefits are often indirect. The roles of public relations, advertising and persuasive communication with target markets are also explored. Disciplines such as fundraising, volunteer management, and media relations are viewed from a marketing perspective, with attention given to the integration of their various techniques into compelling marketing positioning strategies for the organization.

HS8108 - Financial Analysis and Reporting for Nonprofit Executives (4 quarter credits). Techniques and principles of financial analysis and management, including budgeting, finance and investment decision making, revenue management, internal control, and cost management for the nonprofit organization are presented. Current economic thinking about the role of nonprofit organizations in a market economy, cross-subsidization and competition, and cost-benefit analysis are also considered. Additionally, timely financial issues, transactions, and trends in nonprofit finance are analyzed. These include innovative financing techniques, complicated organizational structures, mergers, and bankruptcy. Database and spreadsheet scenarios and sensitivity analysis of finance topics, through the use of analytical models, are used to

create effective tools for financial decision making. Prior knowledge in the areas of accounting, finance, and familiarity with financial statements is expected.

HS8109 - Nonprofit Public Policy and Advocacy (4 quarter credits). This course provides a comprehensive view of the current advocacy strategies utilized by nonprofit executives and advocates to advance their organizations' missions and to inform public policies and attitudes. These strategies include advocacy organizing, public education, litigation, mobilization, demonstrations, polling, research, lobbying, and working with the media. Emphasis is also placed on the ways nonprofit advocates can advance their goals in the public policy process.

HS8111 - Quantitative Research Methods in the Human Services (4 quarter credits). This course emphasizes the application of research methods and designs to specific social problems encountered in human service disciplines. Topics include human subjects protection, and issues associated with measurement, development of instruments, data collection, data management, and initial phases of data analysis. SPSS (Statistical Package for the Social Sciences) will be introduced, and learners will learn how to set up an SPSS database, create variables, enter data, and perform basic descriptive statistical analysis. Methodological adaptations are considered when conducting research with special populations and in diverse human service contexts. **Prerequisite(s): HS8100. Cannot be fulfilled by transfer.**

HS8112 - Advanced Qualitative Research Methods (4 quarter credits). This course examines qualitative designs used in research, including in-depth interviewing, case studies, participant-observations, focus groups, ethnographies, and document analysis. Specific attention will focus on the development of skills in question development, interviewing, observation, selection of sampling strategy, verification of data, and recording of data. Learners will examine the philosophical assumptions, the political and ethical issues involved in qualitative research. Qualitative software programs will be introduced, and learners will gain experience in entering data and extracting themes. Scholarly presentation and writing of qualitative findings will also be reviewed. **Prerequisite(s): HS8111. Cannot be fulfilled by transfer.**

HS8113 - Advanced Study in Research Methods (4 quarter credits). This course focuses on research methods applicable to disciplines relevant to the School of Human Services. Learners analyze the relevance and appropriateness of specific research methodologies in preparation for use in the dissertation. HS8113 is to be taken as the last academic course before registering for the Comprehensives. You can only receive a mentor assignment if you have completed all other coursework since mentor assignment takes place

in the HS8113 course. Mentor assignment is required to advance to the comprehensive examination courses. **Cannot be fulfilled by transfer.**

HS8114 - Operations in Health Care Systems (4 quarter credits). This course applies principles from the field of operations management science to the complex health care industry. Topics examined include formulating a competitive strategy and key management science decision area, including strategic planning, process design, quality control, and service delivery. Organizational technology and structure as well as operations and various models for organizing work, such as the matrix structure, are examined and assessed. Tools of Continuous Quality Improvement (CQI) and selected quantitative techniques used in the efficient management of health care delivery such as forecasting, queuing, inventory analysis, and linear programming are explored.

HS8115 - Managing Human Capital in Health Care Environments (4 quarter credits). This course addresses the complex theories, concepts, practices, and strategies in the management of human resources in health care organizations. Strategic workforce planning, hiring, training, personnel evaluation, and compensation are examined from the perspective of health care management as carried out from the unit level through the executive level. Topics include recruitment, interviewing and selection; retention (including compensation and benefits); diversity; performance management; and career development. Also examined are the laws and regulations that frame human resource management including employment law and OSHA; fair employment practices; wrongful termination and privacy; National Labor Relations Act (and unions); and strikes and boycotts.

HS8116 - Financial Analysis in Health Care Systems (4 quarter credits). This course focuses on the knowledge and skills required to conduct advanced strategic financial analyses of an organization's external environment, mergers and acquisitions, capital budgeting and sources of capital, and debt and investment are examined. High-uncertainty, high-impact trends and events of importance to health care organizations are analyzed. Current issues in fraud and abuse in the health care environment are addressed. Frameworks for conducting advanced strategic financial analyses and making innovative organizational recommendations on the basis of these are presented. Scenarios of possible futures, assessing different outcomes of trends and events and identifying possible management responses are examined.

HS8117 - Strategic Management of Health Care Reimbursement Systems (4 quarter credits). This course is an in-depth examination and analysis of the current health care reimbursement policies including the full spectrum of insurances, from

conventional catastrophic insurance (with or without a medical savings account), through PPOS, to strictly managed health maintenance organizations, and post retirement health benefits are examined. Proposed legislative changes in these reimbursement policies such as tax financing for public insurance are also explored. Strategic issues are considered for meeting government regulations for Medicare and managed care. Contracting and policy decisions are examined with regard to revenue impact. Decision making strategies are explored which maximize revenues while providing excellent quality care to patients.

HS8118 - Health Policies Analysis and Strategy (4 quarter credits). This course analyzes selected existing and proposed health policies from the perspectives of economic, sociological, and political theory, methodology, and models. Health care executives must be able to participate effectively in the development and analysis of policy and in the political processes within which they take place. Health care issues, strategies, and programs that are the subject of comparative analysis for public and quasi public sector decision making are evaluated. Alternative methods of policy analysis including matrix analysis, decision trees, and cost-benefit analysis are examined. Additionally, the ethical dilemmas that arise in policy making and analysis are included.

HS8210 - Issues in Police-Community Relations (4 quarter credits). This course is a study of issues in police communication and their impact on society in the context of police-community relations. The course will cover a variety of law enforcement structures in large and small communities, urban and rural areas, and suburban districts. Learners will examine resident expectations of police, sheriff, and legal systems in their local communities, particularly focusing upon disparities between relationships with the police in mainstream versus racial minority resident areas.

HS8211 - Practices of Probation, Parole, and Community Corrections (4 quarter credits). This course is an investigation of the historical and current practices of non-institutional correctional practices. The course will cover education and training requirements for the community correctional officials, caseload assignments, the ratio of correction officers to released offenders, as well as policies that govern release from institutional custody to the community. It will focus upon an examination of the release of sexual offenders to local communities.

HS8212 - History of the Juvenile Criminal Justice System (4 quarter credits). This course offers an intensive study of the juvenile criminal justice system and process. Theories of causation and innovative intervention approaches, such as "drug courts," will be examined. The course will review the dramatic increase of juvenile violence and crime in American culture over the last quarter century. It will focus upon the debate between

"root causes" for juvenile violence and crime versus the survivability of the children's court system.

HS8300 - Diversity in the Workplace (4 quarter credits). All CEOs, managers, supervisors, training professionals, and educators must be able to effectively recruit, train, manage, and promote a culturally diverse workforce. Unfortunately, too few managers and directors have been adequately trained to accomplish these tasks. The Hudson Institute's demographic study called *WORKFORCE 2000* determined that due to increased U.S. immigration quotas and increased birthrates among minorities, workplace diversity will be an inevitable fact in twenty-first century America. While the demographics make an appreciation of workforce diversity a requirement, its effective management is seen as good business. It takes communication, conflict resolution, and the creation of an inclusive organizational structure for diversity in the workplace to succeed. This course helps administrators to better understand the problems to be faced and the solutions to be planned.

HS8370 - The Criminal Mind (4 quarter credits). Lifestyles, practices, and motivations of serial killers, robbers, and those who assault citizens in our communities are examined continually in the media, television, and cinema. Virtually a new sub-culture has arisen to follow the lives and habits of these perpetrators of harm and violence. This course is a review of psychosocial theories that analyze and evaluate deviant human behavior and the environment that precipitates repetitive criminal conduct. The course also is an introduction into profiling criminals and predicting criminal behavior.

HS8371 - Race/Culture in Criminal Justice (4 quarter credits). As our communities become more diverse, there is a heightened need to understand and address racial and cultural pluralism in human behavior. The criminal justice system, like the larger society, must reflect such a change in social attitudes. Law enforcement agents, in particular, are being monitored for their relationships with those who come from diverse backgrounds. Similarly, disproportionate rates and lengths of incarceration between racial and ethnic groups are being evaluated. This course will examine these and other issues in correctional practice and the criminal justice system.

HS8372 - Criminal Behavior: A Sociological Primus (4 quarter credits). It has become increasingly apparent in the twenty-first century that the traditional "get tough" policy of the past century toward crime remains less than completely effective in finding a way to deal with those who continue criminal behavior. One reason for this failure is that all too often little attention is paid to the social causes of crime. Crime rates differ both geographically and sociographically. Race, gender, social class, and age contribute to the pattern of criminal behavior and victimization.

Society's response to crime is often reflected in public opinion via the news media, stronger policing, prosecution, and finally, punishment. However, in order to reduce the crime rate, crime must not only be addressed as a problem manifested in the behavior of the individual, but also as a problem of society, since it is also social structure and process that impacts this outcome. Succinctly, the root causes of criminal behavior in the U.S. may lie with the way society itself is organized. Therefore, a different strategy must be imposed to understand such a seemingly intransigent problem.

HS8373 - Understanding Criminology (4 quarter credits). This course is for learners who are interested in understanding crime as it relates to the field of criminology. It focuses on the central issue of defining crime. While many people would be content to accept a clinical definition of crime, that is, "behavior that violates the law," such a definition would only necessitate changing the individual's crime calculus in reducing such behavior. Modern criminologists have come to believe that crime is a more complex enterprise, since they are acutely aware that what is considered a crime may also be a product outside of the individual's control. Yet, both issues are important factors in developing a better understanding of (1) why people break the law; (2) how society responds to offenders; and (3) how criminologists define crime and conceptualize these affects relative to that of the criminal. Therefore, it is important for learners in those fields of study dealing with crime to have a better understanding to the how and why or "root cause" of such a trenchant issue as criminal behavior. This course is designed for learners in the fields of criminology, criminal justice, and sociology.

HS8374 - Current Research on Violent Behavior (4 quarter credits). The course has been designed to help learners develop a thorough understanding and extensive accounting in explaining "violent" behavior. It draws upon sociological and psychological perspectives as part of a coherent approach relating to those violent acts which have caused public concern. The course also focuses on the ways in which violence is defined by the criminal justice system. Definitions of the main violent offenses, including violent sexual offenses, are discussed and an indication of the levels of sentencing in particular cases is provided. Finally, the course focuses on techniques used to confront offenders of violent behavior within the criminal justice system. This course is designed for learners in the fields of criminology, criminal justice, sociology, and psychology.

HS8375 - Deviance: The Interactionist Perspective (4 quarter credits). This course advances a new sociology of deviance by focusing on the issues that relate to how people stereotype one another with regard to their interest in crime. Relationships between individuals based on such stereotypes identify an important link between

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“crime in the streets” and “crime in the suites” and the differences between the two in eluding punishment and its consequences. Use of this perspective helps the learner to understand the interactionist approach to the course and distinctions between deviance and crime by examining deviance as a social phenomenon that consists of a set of interpretations and social reactions. This course is designed for learners in the fields of criminology, criminal justice, and sociology.

HS8376 - Correlates of Crime (4 quarter credits).

One of the most perplexing problems faced by any person with a basic knowledge of statistics is the confusion of correlation with cause. Criminologists often speculate that correlation does not equal a deeper examination but requires the crucial step of observing correlates and interpreting them with the help of methodological theory. It is only by building and testing theories that criminologists can begin to make sense of such correlates. This course examines social class, race, sex, and gender as correlates of crime to determine if any patterns exist for understanding their development. This course is designed for learners in the fields of criminology, criminal justice, and sociology.

HS8377 - The Penal System: Its Role in the U.S. Society (4 quarter credits). This course provides an in-depth examination of the social and historical foundation of the American correctional institution. Issues relating to structure and social processes of institutions of confinement in relation to problems of treatment and rehabilitation are its primary focus. The course includes a systemic evaluation of recidivism, general and specific deterrence, rehabilitation, incapacitation, and retribution in relation to the American correctional system. Emphasis will be placed on philosophies of punishment, sentencing strategies, the prison community, alternatives to incarceration, and various reform efforts. Critical issues facing corrections will be examined. This course is designed for learners in the fields of criminology, criminal justice, and sociology.

HS8402 - Teacher-Student Behavior Management (4 quarter credits). “Discipline is a double-edged sword” was an axiom examined twenty years ago in a course on classroom discipline for teachers of problem students. True then as it is today, most educators and parents still believe that in order to discipline a child the adult must possess and practice good discipline skills. This course reviews a general overall model of disciplinary philosophies, from the behavioral to the humanistic, as well as in-depth evaluations of the effectiveness of several classroom discipline techniques.

HS8403 - Social Skills for At-Risk Students (4 quarter credits). This course is designed for educators, parents, and those in the helping professions. It reviews theories from various

schools of thought on the applicability of social-skills education as well as an evaluation of specific techniques for social-skills instruction. Some major issues discussed in this course could involve mainstreaming and inclusion strategies, disabled and culturally diverse students, and curriculum adaptations for special students. Learners may expect a broad philosophical inquiry coupled with case-by-case applications and techniques.

HS8501 - Contemporary Issues in Counseling Studies (4 quarter credits). The counseling professions are increasingly faced with the need to advance understanding of the role of the counselor in contemporary society and to devise research-based methods of practice that can meet existing and emerging consumer needs. This course focuses on analysis and evaluation of contemporary issues that are impacting the counseling professions such as ethical issues, compassion fatigue and burnout, the impaired professional, Internet counseling applications, multiculturalism and diversity challenges, and the role of the biological sciences on counselor role development.

HS8502 - Health Care Strategic Planning and Management (4 quarter credits). This course focuses on strategic analysis of the mission and goals of the institution, its governance, services, operational and fiscal components, market, and clients. These elements are evaluated within a strategic management framework that links planning to operations. The role of strategic thinking and planning in enhancing organizational effectiveness in the context of increased competition for health care dollars and the wide range of challenging issues requiring solutions is examined.

HS8503 - Health Systems Analysis and Evaluation (4 quarter credits). This course focuses on the structure, function, financing, and management of health care systems in the United States at both micro and macro levels. It focuses on the critical issues facing the United States with emphasis on the relationships among providers, payors, and patients. The course is designed to evaluate the impact of the myriad of interdependent actors within the health care systems and the widespread consequences of decisions in the clinical, policy, and management arenas. Related evaluation measurement issues are addressed and evaluative research on health care systems and services are analyzed.

HS8504 - Law and Health Care Administration (4 quarter credits). The course focuses on analysis of the impact of law on the way health care is delivered in the U.S. The major legal principles and issues relevant to health care administration are examined such as those that affect the operational decisions of health care providers, payors, and managers, and others that impact development of markets for health care products and services. Topics addressed include legal and regulatory

constraints imposed on the health care industry, the liability of health care providers, the rights of patients, labor relations, and administrative law for health care organizations. Legal issues relating to admission and discharge, emergency treatment, medical records and mental health treatment are also covered.

HS8505 - Ethics and Decision Making in Health Care (4 quarter credits). This course focuses on substantive ethical principles and procedural methodologies by which managers can understand, analyze, and resolve ethical problems. Issues in medical ethics are explored with an emphasis on their impact on administrative policies in health care delivery organizations, including the personal and moral dilemmas they may raise for administrators. Topics include business ethics versus health care ethics, organizational philosophy and mission statements, professional codes of ethics, conflicts of interest, ethical committees, the allocation of scarce resources, informed consent, confidentiality, human experimentation, determination of death, euthanasia, suicide, abortion, the ethics of managed care, and HIV disease.

HS8506 - Leading Organizational Change in Health Care Systems (4 quarter credits). This course presents a comprehensive examination of the complex, dynamic, rapidly changing health care system in the United States. The health care system's major components and their characteristics are identified with an emphasis on current policy issues, performance challenges, and program solutions. Social, economic, and political forces that have shaped and continue to influence the health care system are traced. Policy innovations designed to address performance gaps are analyzed for federal, state, and private sector programs. Potential lessons from international health care systems are explored. Prospects for the future of U.S. health care are also discussed.

HS8508 - Ethics for Nonprofit Executives (4 quarter credits). This course is an examination of the ethical principles and methodologies by which nonprofit executives can understand, analyze, and resolve ethical issues. Both conceptual and practical ethical questions and value dilemmas encountered by executives in various types of contemporary nonprofit organizations are examined. Topics include personal codes of ethics, organizational philosophy and goals, conflicts of interest, ethics committees of the board, and allocation of scarce resources.

HS8509 - Law and Nonprofit Organizations (4 quarter credits). This course provides an overview of the laws and regulations governing the establishment and operations of nonprofit organizations. Specifically, the laws governing incorporation and tax-exempt status of nonprofit organizations, and the implications of laws and statutes are explored. Additionally, the efforts of

nonprofit organizations to influence legislative and rule-making processes are examined.

HS8511 - Resource Management in Nonprofit Organizations (4 quarter credits). The theoretical and conceptual economic models fundamental to all nonprofit organizations are analyzed. Topics include resource allocation, price formation, production and costs, and economic impact analysis. Trade-offs faced by non-profits and methods for evaluating them are explored. The economic impact of nonprofit organizations on the people and communities that they serve is critically analyzed.

HS8512 - Organizational Assessment and Program Evaluation in Nonprofit Organizations (4 quarter credits). This course focuses on critical analysis of the principles and techniques that nonprofit managers use to assess and measure organizational effectiveness. The need for accountability is intensified for funders, major stakeholders, and the public at large. Activities that provide justification for the use of the financial and human resources is evaluated to ensure that non-profits gain sophistication in assessment and program evaluation techniques. The course examines how nonprofit managers can use the results of assessment processes to enhance the organization's mission.

HS8800 - Long Term Care (4 quarter credits). In this course learners examine how their profession relates to long-term care and the management of personal, social, and medical services needed by people who can no longer care for themselves due to a physical or mental chronic illness or disability. While areas of home care and assisted living facilities are explored, the primary focus of the course is on skilled nursing facilities and the crisis facing this industry today. Subjects to be explored include the changing long-term care scene, institutional vs. non-institutional care, system financing, public reimbursement, balancing cost and quality, staffing, licensure, certification, inspection and review, and the levels of care through the role of hospice. Learners acquire a basic understanding of both the social and medical models along this continuum of care.

HS8801 - Health Care and the Law (4 quarter credits). In this course learners examine how their profession relates to American health care law regulating financial, bioethical, patient care, and informational access issues. At the level of the patient-physician relationship, subjects such as malpractice, informed consent, duty to treat and right to die are explored. Within the patient-state relationship, public health laws, reproductive rights, bioethics, and genetics will be examined. At the level of provider institutions and the state, areas of managed care, individual and institutional licensure, anti-trust, cost containment, staffing, fraud, mental health law, Medicare, Medicaid, and health care reform are reviewed. Learners acquire a basic understanding of how health care law and

regulation apply to the world of providers, receivers, and payors.

HS8900 - Nonprofit Program Development and Implementation (4 quarter credits). This course includes an examination of the theories and issues of planning, developing and implementing programs consistent with the mission and goals of the nonprofit organization. Topics include conducting and interpreting needs assessments, evaluating the organization and its programs, and making operational the organization's philosophy and goals.

HS9002 - Clinical Practicum (100 hours) (4 quarter credits). This clinical practicum is required for all learners specializing in mental health counseling and marital, couple, and family counseling/therapy who seek licensure as a part of their academic program. This is an online-directed and intensely supervised, one-quarter field experience during which the learner receives supervised practice in specific clinical skills in interviewing, assessment, intervention, documentation, and consultation in a field setting relevant to the learner's chosen field of counseling or marriage and family therapy. Field supervision contracts are negotiated, agreed upon, and monitored by the online instructor of record. Actual field supervision is conducted and evaluated by university assigned licensed supervisors in specific locations throughout the country. Learners are expected to meet face-to-face with field supervisors in monthly scheduled meetings during this one-quarter course that includes 100 hours of clinical field experience and no less than 15 hours of face-to-face contact with field supervisors. **Prerequisite(s): Learners must complete or be progressing in the following courses: HS5900, HS5901.**

HS9031 - Clinical Internship I (4 quarter credits). This is the first course in a sequence of three clinical internship courses in the mental health counseling and marital, couple, and family counseling/therapy specializations in the School of Human Services. This internship provides learners with specific clinical skills in interviewing, assessment, intervention, documentation and consultation in a field setting relevant to the learner's chosen field of counseling or therapy. This course provides 300 contact hours. **Prerequisite(s): HS5900 and HS5901 and all degree course work.**

HS9032 - Clinical Internship II (4 quarter credits). This is the second course in a sequence of the three clinical internship courses. It provides 300 additional hours of clinical field experience. **Prerequisite(s): HS9031.**

HS9033 - Clinical Internship III (4 quarter credits). This is the third course in the sequence of three clinical internship courses. It provides 300 additional hours of clinical field experience. **Prerequisite(s): HS9032.**

HS9050 - Special Topics in Criminal Justice (4 quarter credits). This course provides an opportunity to engage in an in-depth study of the theory, research, and application of subject matter that is not included in the criminal justice curriculum. Using the special topics course format, each element of a directed study course focuses on the specific subject matter identified by the learner and approved by the course tutor. The course guide template is used to construct the course.

HS9051 - Special Topics in Health Care Administration (4 quarter credits). This course provides an opportunity to engage in an in-depth study of the theory, research, and application of subject matter that is not included in the health care administration curriculum. Using the special topics course format, each element of a directed study course focuses on specific subject matter identified by the learner and approved by the course tutor. The course guide template is used to construct the course.

HS9052 - Special Topics in General Human Services (4 quarter credits). This course provides an opportunity to engage in an in-depth study of the theory, research, and application of subject matter that is not included in the general human services curriculum. Using the special topics course format, each element of a directed study course focuses on the specific subject matter identified by the learner and approved by the course tutor. The course guide template is used to construct the course.

HS9053 - Special Topics in Counseling Studies (4 quarter credits). This course provides an opportunity to engage in an in-depth study of the theory, research, and application of subject matter that is not included in the counseling studies curriculum. Using the special topics course format, each element of a directed study course focuses on specific subject matter identified by the learner and approved by the course tutor. The course guide template is used to construct the course.

HS9054 - Special Topics in Management of Nonprofit Agencies (4 quarter credits). This course provides an opportunity to engage in an in-depth study of the theory, research, and application of subject matter that is not included in the management of nonprofit agencies curriculum. Using the special topics course format, each element of a directed study course focuses on specific subject matter identified by the learner and approved by the course tutor. The course guide template is used to construct the course.

HS9055 - Special Topics in Social and Community Services (4 quarter credits). This course provides an opportunity to engage in an in-depth study of the theory, research, and application of subject matter that is not included in the social and community services curriculum. Using the special topics course format, each element of a directed study course focuses on specific subject matter identified by the learner

Graduate Course Descriptions, *continued*

and approved by the course tutor. The course guide template is used to construct the course.

HS9984 - Doctoral Comprehensive Examination I (4 quarter credits). In the first course of the comprehensive examination and dissertation sequence, learners examine the key components in the comprehensive examination. The course includes an overview of the comprehensive examination process and the university's expectations of academic honesty and integrity and introduces the four core themes of the examination and the evaluation criteria. Structured study groups are established and resources on the core themes are provided. Course requirements include completion of the overview and a preliminary conference call with the comprehensive examination committee and development of a schedule for the final oral examination. Grading for this course is S/NS. **Prerequisite(s): All required and elective course work completed with a GPA of 3.0 or better. Fulfillment of all residency requirements. Cannot be fulfilled by transfer.**

HS9985 - Doctoral Comprehensive Examination II (4 quarter credits). Learners and their comprehensive examination committee members each develop one comprehensive examination question to address one of the four core themes. Learners write answers to the comprehensive examination questions, which are evaluated by the committee using analytical point-scale scoring rubrics. Upon passing the written examination, learners complete the comprehensive examination final oral defense conference call and are eligible for enrolling in the first dissertation course upon passing their defense. Grading for this course is S/NS. **Prerequisite(s): HS9984. Cannot be fulfilled by transfer.**

HS9986 - Dissertation Research I (4 quarter credits). Learners examine the key components of planning and conducting dissertation research, including the dissertation process and the roles and responsibilities of the dissertation committee, course instructor and course administrator. In addition, learners form and obtain approval on their dissertation committees, conduct a preliminary literature review, develop the dissertation prospectus, and become familiar with procedures for protecting human participants/ subjects in research. Resources for research methodology and the IRB process are provided. Learners must complete the dissertation prospectus and the short online Collaborative IRB Training Initiative (CITI) modules in order to pass Dissertation Research I. Grading for this course is S/NS. **Prerequisite(s): HS9985. Cannot be fulfilled by transfer.**

HS9987 - Dissertation Research II (4 quarter credits). In this course, learners obtain committee approval on the dissertation prospectus, prepare informed consent and field testing materials, develop and solidify the data collection

design/plan and schedule (based on the prospectus), prepare and submit the IRB application for approval, conduct field testing to establish validity and reliability of the instrument (when appropriate), complete the dissertation prospectus conference call, develop and complete dissertation Chapters 1 (Introduction), 2 (Literature Review), and 3 (Methodology), based on the prospectus. Resources for research designs and methodology are provided, including the dissertation manual and a template for Chapters 1, 2, and 3. Procedures for prospectus and IRB application submission and the prospectus conference call are available. Grading for this course is S/NS. **Prerequisite(s): HS9986. Cannot be fulfilled by transfer.**

HS9988 - Dissertation Research III (4 quarter credits). In this course, learners engage in data collection according to the plan and schedule, develop and organize Chapter 4 (Results) draft (structure based on the research questions and methods before data collection is complete), check in data (as they come in), process and analyze the data, and finalize Chapter 4 with results. Resources for data analysis designs and interpretation are provided, including the dissertation manual and a template for Chapter 4. Grading for this course is S/NS. **Prerequisite(s): HS9987. Cannot be fulfilled by transfer.**

HS9989 - Dissertation Research IV (4 quarter credits). In this course, learners develop and finalize Chapter 5 (Conclusions and Recommendations), polish the final draft of all chapters (1-5), obtain approval on the dissertation manuscript, complete the final dissertation conference call, make all necessary final content changes, obtain form and style clearance, publish the dissertation online with UMI, and obtain clearance from Academic Records on degree audit (to verify that all required and elective program courses have been taken). Resources for writing conclusions and recommendations are provided, including the dissertation manual, a template for Chapter 5, and procedures for dissertation submission and the final conference call. Grading for this course is S/NS. **Prerequisite(s): HS9988. Cannot be fulfilled by transfer.**

School of Human Services Residency Courses

HS-R5900 - Counselor Education Pre-practicum Laboratory. This first pre-practicum residency focuses on initial development of counselor education clinical proficiencies: therapeutic relationship skills, therapeutic assessment, therapeutic intervention, and ethical and legal standards. It integrates effective theories and practices of individual and family systems counseling methods relevant to mental health counselors and marital, couple, and family counselors/therapists. **Prerequisite(s): HS5002, HS834, HS814, HS815, HS821, HS841, (HS871 for MHC), (HS877 for MCFC/T). The pre-practicum residency has a companion academic online course, HS5900.**

HS-R5901 - Counselor Education Pre-practicum Laboratory II. This residency focuses on advanced development of counselor education clinical proficiencies: therapeutic relationship skills, therapeutic assessment, therapeutic intervention, ethical and legal standards, and program evaluation and supervision. It integrates effective theories and practices of individual and family systems counseling relevant to mental health counselors, and marital, couple, and family counselors/ therapists. **Prerequisite(s): HS5900, HS-R5900, HS839, HS5106, HS5107, HS5006, (HS5108 for MHC), (HS854 for MCFC/T). The pre-practicum residency has a companion academic online course, HS5901.**

School of Business and Technology MBA Courses

MBA9010 - Professional Effectiveness: Stretch, Impact, Reposition (3 quarter credits). In this course learners identify and prioritize their professional development goals. In turn this will help learners strategize about how to effectively manage their MBA experience so that they can stretch themselves, have a positive impact on their job, and reposition themselves for greater responsibility and influence within their organization. This course is the first component of the Professional Effectiveness CoachingSM process.

The course offers various assessments that can help learners identify and articulate their management skills, values, purpose, and vision. With this information in hand, learners will be in a better position to establish the goals that may help them achieve their vision. More specifically, learners will use the experiences in the course to clarify what is truly essential in their life (values), what they want their life to be about (purpose), and what they want to achieve in their life (vision). When values, purpose, and vision are aligned, it is easier to make decisions and set goals that are congruent. **Prerequisite for all other 15 MBA required courses. Cannot be fulfilled by transfer or petition.**

MBA9020 - Leading for Results (3 quarter credits).

In this course learners gain knowledge of and apply the practices of leadership effectiveness to analyze and understand their personal leadership style, as well as the different styles of leadership in their organization. The focus of this course is how leaders mobilize others in their organizations to get extraordinary things done. Learners analyze their own leadership skills in terms of current strengths and areas for improvement. Learners develop measurable goals and plans for applying new behaviors in the context of a "personal best project" within their organization. Learners will also be assessing their organization's context for leadership.

The framework for leadership effectiveness established in this course forms a foundation for the business core and the professional effectiveness core courses. **Prerequisite for the remaining 14 required courses. Cannot be fulfilled by transfer or petition.**

MBA9110 - Marketing and Brand Management (3 quarter credits).

This course presents a comprehensive approach to marketing and brand management including: marketing strategy and competitive differentiation; segmentation and targeting; the positioning levers of product, price, promotion, and distribution; and creation and management of brand.

In this course learners analyze the major decisions that marketers must make in their efforts to effectively use company resources to meet marketplace needs. Learners use commonly accepted criteria to evaluate those decisions in making sound, productive judgments. Learners are asked to analyze how the environmental variables with their unique attributes impact marketing, and how marketers must anticipate and respond to evolving changes in these variables. The course assignments and discussions are designed to challenge the learner to think strategically about the marketing process, determine how to evaluate the success or failure of the overall marketing strategy, and how to leverage learning from the course to their work environment.

MBA9112 - Market Research (3 quarter credits).

This course addresses survey research techniques, research design, secondary/primary data collection, data analysis, and ethical implications of marketing research activities. Learners examine methods for gathering and analyzing data and learn how to apply techniques to contemporary marketing problems, market research projects, and effective decision making. **Prerequisite(s): MBA9110.**

MBA9114 - Consumer Behavior (3 quarter credits).

This course explores critical contemporary issues related to consumer buying behavior and perceptions, consumer motivation, market behavior and product reaction, and socio-cultural influences that affect consumer behavior and the consumer decision process. Learners discuss the

ethical implications of decisions related to consumer behavior and decisions and examine how economic, psychological, and socio-cultural influences impact managerial decisions.

Prerequisite(s): MBA9110 and MBA9112.

MBA9116 - New Product Design and Development (3 quarter credits).

This course presents a framework for product planning, implementation and evaluation, and new product introductions. The course addresses the new product development process — from idea generation to commercialization. Learners are introduced to basic concepts and tools to help them understand this process from a managerial perspective. Emphasis is placed on the process as it relates to the manager in his or her role as a product manager. **Prerequisite(s): MBA9110.**

MBA9118 - International Marketing (3 quarter credits).

This course addresses the marketing challenges related to selling products or services in foreign markets. Topics include the impact of cultural differences; variations in market structure; methods of distribution; and issues related to the adaptation of products, pricing, and communications strategy. Learners examine the ethical implications of decisions, identify and synthesize the forces that shape the global business/marketing environment, examine the unique challenges of marketing products and services internationally, and identify issues in their own organization or industry. **Prerequisite(s): MBA9110.**

MBA9120 - Sales and Customer Relationship Management (3 quarter credits).

This course covers the theory and practice of strategic consultative selling, including relationship selling, solution selling, and strategic account management. Learners explore topics in sales force management, including alignment of the field organization, the use of resellers, and compensation. The course is structured according to the five steps of consultative selling which are presented in detail: development of a personal selling philosophy and the subsequent creation of a strategy for the relationship, product, customer and sales presentation. Learners also will explore various customer relationship management software applications and topics. Various roles in the selling process, such as the buyer, the sales manager, and of course the salesperson, will be investigated.

MBA9130 - Operations and Process Management (3 quarter credits).

This course presents tools and techniques for effective process and supply chain selection, design, planning, and control. Today's organizations are constantly challenged by ever changing strategic issues and directions. Competitive organizations look for ways to succeed in the 21st century by using new technologies to improve products and services. Effective operations and process management systems are essential to achieving continuity and

success. This course helps learners apply the principles and techniques of process-based management as a foundation for continuous improvement. Learners explore how to design, develop and manage effective operations management tools that are required to detect and fix problems quickly. Learners identify, discuss and practice how to apply measures of operational performance that support organizational growth, innovation, and market leadership. As a result, learners are better prepared to respond to changes in market demand.

MBA9140 - Financial Management (3 quarter credits).

This course will provide basic theories and techniques related to the acquisition of, accounting for, and allocation of an organization's financial resources. Financial management represents a critical business function within all organizations. In today's fast-paced global environment, employees need to recognize and understand key financial and risk-management systems to ensure alignment with long-term strategic directions. Along with a comprehensive overview of these processes, learners identify and apply basic financial management theories and techniques to support the effective acquisition and allocation of their organization's financial resources, and how to apply their knowledge of finance management practices to real-world business concerns and issues within their work environment.

MBA9141 - Financial Markets and Institutions (3 quarter credits).

This course provides learners with a theoretical foundation for examining the nature and role, structure, and management of financial institutions in financial markets. The course examines the effects of the U.S. financial system on financial intermediaries and markets. Learners in this course study the reactions of banks and to a change in interest rates, money supply, and open-market operations. Learners also develop an understanding of the performance of financial participants in money market, bond market, and capital markets. Other topics include financial derivatives and ethics in the financial service industry. This course bridges the gap between financial theory and market practice, reflecting the relationship between the conceptual framework and the management behavior of practitioners. **Prerequisite(s): MBA9140.**

MBA9142 - Advanced Finance (3 quarter credits).

This course extends the competencies developed in MBA9140, which focuses on the basic theories and techniques related to the acquisition of, accounting for, and allocation of an organization's financial resources. This course takes a deeper look at existing theories and emerging topics in the field. Learners gain additional insights and techniques for examining financial risk, return and the capital asset pricing model; dividend policy; financing flexibility; valuation of securities;

Graduate Course Descriptions, *continued*

derivatives and risk management; and capital structure. Learners apply their knowledge to real-world business concerns and issues within their work environment. **Prerequisite(s): MBA9140.**

MBA9143 - Bank Management (3 quarter credits).

This course begins with an overview of the commercial banking and financial services industries. Topics include bank evaluation and performance; asset and liability management; organizational structure; loan services to businesses and consumers; financial derivatives and tools; capital, profitability, and bank market structure; and regulations, hedging, interest rate risk, and credit risk management. The course covers a growth trend in commercial banking that includes financial services such as investment banking and security underwriting services, e-banking, and e-commerce. Course topics also include ethical behavior. **Prerequisite(s): MBA9140.**

MBA9144 - International Financial Management (3 quarter credits).

This course exposes learners to international financial management and reporting techniques. It emphasizes international financial statement analysis (an overview) and detailed case analysis and interpretation. Learners examine a multinational capital budgeting process and review cost of capital and long-term financing strategies, including an assessment of financial markets used by international firms. Topics covered include exchange rate systems, methods of government interventions, direct foreign investment, country risk analysis, and global strategy in the context of international finance. Learners apply their knowledge in realistic business situations and synthesize relevant techniques into sound recommendations and conclusions. **Prerequisite(s): MBA9140.**

MBA9146 - Investment and Portfolio Management (3 quarter credits).

This course examines the securities market, the various types of investment securities, and the risk-return characteristic of each. Emphasis is on tools used by professional money managers for managing investment alternatives, including global opportunities. Learners apply investment theories to the management of corporate portfolios; evaluate corporate investment and portfolio management strategies; analyze and evaluate methods of portfolio construction; and analyze current theories, strategies, and methods for their application to global opportunities.

Prerequisite(s): MBA9140.

MBA9147 - Risk Management (3 quarter credits).

This course exposes learners to practical and theoretical aspects of managing risks in the insurance service industry. Learners study a range of industry risks: insurance risk, market risk, liquidity risk, and asset and liability management risks. The course provides learners with sophisticated tools and analytical techniques to minimize these risks and learn how management of these risks can create shareholder value.

Prerequisite(s): MBA9140.

MBA9148 - Corporate Finance Analysis and Decisions (3 quarter credits).

This course examines the principles of financial administration, with applications to problems of financial analysis and control, and planning by firms under changing economic conditions. Learners conduct financial analyses, evaluate a corporation's financial planning and control functions, and assess the ability of corporations to create wealth. Learners discuss the impact of financing decisions on real asset valuation; managerial incentives; and corporate strategy including mergers/acquisitions, corporate restructuring, real options, and the use of derivatives and other financing tools, on deal structure. **Prerequisite(s): MBA9140.**

MBA9150 - Strategy (3 quarter credits).

This course will cover tools and techniques for competitive analysis, strategic planning, and strategy implementation. Organizations that thrive in today's competitive environment are led by managers who develop a strategy that shapes how their companies conduct business and generate profits. A company's strategy provides a roadmap for competitive advantage by outlining how the organization will establish a market position, allocate resources and conduct business, and generate and serve customers. A carefully developed business strategy guides decisions and actions that take place throughout a company and build it into a cohesive unit that competes successfully. In this course learners gain knowledge of the tools and concepts needed to develop a business strategy, including macro environmental scanning, industry and competitive analysis, value chain analysis, SWOT analysis, identification of critical success factors and driving forces, and development of strategic alternatives and recommendations. Throughout the course learners apply these tools and concepts as they develop a strategic profile for a company that is described in a detailed case study.

MBA9160 - Managing Information Assets and Technology (3 quarter credits).

This course will address the use of information, knowledge, and technology as a strategic asset. In today's competitive business environment an organization's strategic adeptness and responsiveness are strengthened by its ability to effectively manage information assets and leading edge technology. Conducting business effectively is increasingly intertwined with current and emerging communication technologies. In this course, learners gain knowledge in how to proactively manage information as a strategic asset, and recognize how to use appropriate technologies by applying new skills and knowledge. Learners will understand the importance of monitoring and adjusting their organization's communication processes and principles. Overall, this course is about learning how to leverage available information technology and communication assets to the realization of an organization's business goals.

MBA9170 - Regulatory and Ethical Environment of Business (3 quarter credits).

In this course, learners examine the key components of the business environment, and about ethical choices with regard to corporate decisions. In today's business world, legal and regulatory environments directly impact an organization's strategic operation and performance. Environmental controls reflect a series of ever changing issues that are frequently reviewed, revised or eliminated. Successful leaders understand the need to regularly monitor these issues and their business implications. The emphasis in this course is on current regulatory environments and their impact on organizational directions. Learners analyze and discuss how current trends in business ethics can help them make socially responsible and strategically sound decisions.

MBA9182 - Advanced Accounting (3 quarter credits).

Advanced accounting emphasizes accounting applications with respect to the nature and scope of business operations. Course topics include parent and subsidiary accounting in multinational operations, partnership accounting, accounting for mergers and acquisitions, and accounting for branches and agencies of business entities.

MBA9184 - Budget Planning and Control (3 quarter credits).

Learners cultivate their ability to apply a system approach to planning and controlling organizational budgets. The course addresses the function of budgetary systems in organizational planning and control. Learners become familiar with preparing budget, accounting, and performance reports. Other topics include analyzing the impact of budgets on an organization. **Prerequisite(s): MBA9182.**

MBA9186 - Audit and Control of Accounting Information Systems (3 quarter credits).

This course teaches learners to audit and evaluate the control of computerized accounting information systems. Learners analyze auditing and evaluation standards and the effects of auditing on information technology in business operations. The course also covers statistical analyses of accounting control systems. **Prerequisite(s): MBA9182.**

MBA9188 - Accounting Information for Decision Making (3 quarter credits).

Learners gain knowledge of the nature and function of accounting information in the decision-making process. They examine strategies for integrating accounting systems with financial information from managers and other professionals in order to make better decisions. Learners also examine uses of accounting information in functional areas such as finance, management, and marketing.

Prerequisite(s): MBA9182.

MBA9210 - Building Relationships (3 quarter credits).

This course presents tools and techniques to help the learner influence others, build

relationships, inspire trust, and manage conflict. We are more persuasive when people trust our credibility. In addition to using business and technical skills, one of the most effective ways to achieve personal and organizational goals is by understanding how to work effectively with others. By building positive relationships, leaders develop and sustain strategic alignments within the organization. In this course, learners examine various tools and techniques to motivate and inspire others. They will gain knowledge in how to recognize and use important interpersonal skills to expand their circle of influence and manage conflict.

MBA9220 - Developing and Coaching Others (3 quarter credits). In this course learners examine how to effectively match people's talents to jobs and coach, develop, and grow strengths of others. A critical part of the leader's role is to ensure that an organization is capitalizing on the collective capacity of its intellectual capital. To that end, the leader must coach and develop talent to ensure that followers are aligned with the vision, values, and strategy of the organization. From an organizational perspective, coaching and developing is about mobilizing talent. The effective leader is able to articulate vision, establish and communicate strategic objectives, and identify the individual and collective capabilities needed to drive toward results. To mobilize talent effectively, the leader uses coaching and development skills to obtain and retain the right employees, recognize the strengths and developmental needs of others, and provide development opportunities, while encouraging responsibility for self-development.

MBA9230 - Leading Teams (3 quarter credits). In this course learners gain knowledge of techniques and models for building and leading effective teams. Through reading, discussion, participation, research, and analysis, learners develop a consistent conceptual grounding in team dynamics theory and application and examine what makes teams effective at the individual, group, and organizational levels. The development of team collaboration skills is a critical aspect of this course. Learners are asked to synthesize their understanding of team theory and practice by completing assigned readings and discussion questions. Learners apply their understanding of teams by assessing their organization's use of teams and the overall effectiveness of team support systems. Learners are asked to accept the personal challenge to research and recommend strategies and best practices to better align a critical team organizational support system in their organization. Learners practice important team processes of problem-solving, decision-making, project management, and conflict management in a virtual environment by completing specific course assignments.

MBA9240 - Facilitating Change (3 quarter credits). This course presents theories and models for leading and facilitating organizational change. Maintaining a competitive advantage in today's global economy requires an ongoing commitment to change and innovation. New demands accelerate the need to assume different roles, responsibilities, and attitudes to achieve organizational goals. In this course, learners recognize how to translate theory into practice by identifying and applying effective change management techniques. Learners develop collaborative processes that support forward movement within their work environment. By using these processes, learners will help themselves and their employees make important transitions more effectively for the organization.

MBA9250 - Leveraging Workplace Diversity (3 quarter credits). In this course, learners explore the models and tools for creating an effective and respectful work environment. Different perspectives increase an organization's ability to respond creatively. Individual and cultural diversity within today's workplace ensures a continuing source of fresh ideas and insights. A diverse workforce represents multiple opportunities to leverage differences into strengths. This course emphasizes the importance of encouraging the expression of diverse people and their ideas. Learners gain knowledge in how to use models and tools to promote ethical and respectful interpersonal relationships that support the free flow of ideas. Learners develop practical skills and hands-on techniques to effectively support and manage diversity, recognize the importance of organizational diversity and why it is inextricably linked to business success, and establish a framework to promote an ongoing and respectful exchange of information.

MBA9260 - Negotiating for Results (3 quarter credits). In this course learners gain insight into how to create effective negotiations with employees, customers, and partners. The purpose of this course is to help learners understand the theories and processes of negotiation so that they can negotiate successfully in a variety of settings. The course offers a practical exploration of the major concepts and theories of bargaining and negotiation and examines the dynamics of interpersonal and inter-group conflict and its resolution. The course is designed to be relevant to the broad spectrum of problems faced by managers and professionals. Learners will have a chance to understand more about their own negotiating preferences and the consequences of the choices they make. In addition, learners will be asked to accept and offer feedback on the negotiation behavior that they demonstrate and observe. Equally important will be opportunities for learners to formulate their own perspectives about negotiation and extract insights from their own experiences to guide them in future negotiations.

MBA9300 - MBA Capstone: Judgment, Planning, and Action (3 quarter credits). This course is a capstone MBA impact project. The course focuses on the implementation of a project that incorporates the skills necessary for analyzing issues, thinking creatively and strategically, using sound judgment, and establishing and executing plans. **Prerequisite(s): Completion of all required MBA courses. Cannot be fulfilled by transfer or petition.**

MBA9310 - Marketing Capstone: Judgment, Planning, and Action (3 quarter credits). This is an integrative course for learners completing the MBA marketing specialization. The outcome is for learners to synthesize and integrate the learning experiences acquired in marketing and to evaluate the research and current topics relative to this specialization. This course focuses on the implementation of a project that incorporates the skills necessary for analyzing issues, thinking creatively and strategically, using sound judgment, and establishing plans. Techniques used to accomplish these goals may vary. **Prerequisite(s): Completion of all MBA required courses and marketing specialization electives. Cannot be fulfilled by transfer or petition.**

MBA9340 - Finance Capstone: Judgment, Planning, and Action (3 quarter credits). This is an integrative course for learners completing the MBA finance specialization. The outcome is for learners to synthesize and integrate the learning experiences acquired in finance and to evaluate the research and current topics relative to this specialization. This course focuses on the implementation of a project that incorporates the skills necessary for analyzing issues, thinking creatively and strategically, using sound judgment, and establishing plans. Techniques used to accomplish these goals may vary. **Prerequisite(s): Completion of all MBA required courses and finance specialization electives. Cannot be fulfilled by transfer or petition.**

MBA9380 - Accounting Capstone: Judgment, Planning, and Action (3 quarter credits). This is an integrative course for learners completing the MBA accounting specialization. The outcome is for learners to synthesize and integrate the learning experiences acquired in accounting and to evaluate the research and current topics relative to this specialization. This course focuses on the implementation of a project that incorporates the skills necessary for analyzing issues, thinking creatively and strategically, using sound judgment, and establishing plans. Techniques used to accomplish these goals may vary. **Prerequisite(s): Completion of all MBA required courses and accounting specialization electives. Cannot be fulfilled by transfer or petition.**

Graduate Course Descriptions, *continued*

School of Business and Technology

Master's Organization and Management Courses

OM5004 - People at Work (4 quarter credits).

This course covers a broad array of topics relating to managing and organizing "people at work." Learners will evaluate and discuss classic theories of organizational behavior, including theories of power and politics, leadership and power, interpersonal behavior, group and team dynamics, as well as touch on the implications of diversity and multiculturalism. **OM5004 and OM5005 must be taken concurrently by master's learners in their first quarter. Cannot be fulfilled by transfer or petition.**

OM5005 - Master's Learner Success Lab

(non-credit). This lab is designed to provide new master's learners the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners will develop a degree completion plan. **OM5005 is an advisor-led course taken in the first quarter in conjunction with OM5004. Cannot be fulfilled by transfer or petition.**

OM5015 - Marketing (4 quarter credits). This course investigates a multitude of factors related to marketing in firms that produce both goods and services. The 4Ps of marketing are discussed as they relate to the development of marketing plans and strategies.

OM5025 - Accounting and Finance in Organizations (4 quarter credits). This course is a survey of the elements of financial accounting and how the activities of organizations are influenced by accounting measurement. The emphasis of the course is on becoming good consumers, rather than producers, of financial information. Current events will be used to reinforce and demonstrate the implications of accounting choices.

OM5030 - Corporate Social Responsibility and Managerial Ethics (4 quarter credits). This course investigates the orientation of the firm in the context of today's complex social and business environments. Specific issues related to social responsibility and corporate ethics are addressed. The course focuses on identifying relevant issues and using theory to make informed and responsible decisions.

OM5035 - Data Analysis and Decision-Making for Managers (4 quarter credits). This course examines a variety of quantitative tools that are useful in making organizational decisions. Rather than requiring learners to complete complex calculations, this course focuses on identifying problem solving situations, selecting appropriate quantitative tools, and interpreting analytical results.

OM5040 - Strategic Planning (4 quarter credits).

This course examines practices, methodology and theories of business strategy. It reviews theoretical models and the development of plans for assessing strategic capabilities.

OM5112 - Leadership (4 quarter credits). This course provides a broad overview of leadership strategies and practices in a variety of organizational settings. Leadership theories, processes, and best practices are analyzed and applied.

OM5114 - Organization Structure and Design (4 quarter credits). This course focuses on developing skills in analyzing, designing, maintaining, and changing organizational structures. A variety of organizations are evaluated with respect to vision, strategy, efficiency, impact on culture, financial health, competitive advantage, and other factors. **Prerequisite(s): OM5112.**

OM5116 - Personal Leadership Development (4 quarter credits). This course examines the learners' personal leadership attributes, characteristics, and behaviors. Personal leadership skills are examined in the context of the type and level of the organization. A variety of leadership practices and their applications are evaluated. **Prerequisite(s): OM5112.**

OM5118 - Leading Organizational Change (4 quarter credits). This course provides an overview of the theory and practice of leading effective organizational change. Organizational strategies for motivating change and effective communication, and establishing commitment are examined in depth. Leaders' behaviors in the context of their responsiveness to environmental complexity and change are also analyzed. **Prerequisite(s): OM5112.**

OM5120 - Leading and Building Teams (4 quarter credits). This course focuses on the theory and practice of building and leading effective teams. The emphasis in this course is on building and maintaining high-performance teams and the processes necessary to support them. **Prerequisite(s): OM5112.**

OM5122 - Leading and Coaching Others (4 quarter credits). This course analyzes the leader's role as coach in the organization. The focus is on providing the theory and models for helping leaders build relationships and develop talent in others. **Prerequisite(s): OM5112.**

OM5199 - Special Topics in Leadership (4 quarter credits). This course provides MS learners an opportunity to pursue in-depth study within specific areas of leadership. Alternative course delivery approaches may be utilized. Course may be repeated for credit. **Prerequisite(s): OM5112. Cannot be fulfilled by transfer or petition.**

OM5210 - Human Resource Management (4 quarter credits). This course provides a broad overview of human resource management

strategies and processes. Topics include the strategic and operational aspects of human resource management functions, roles, and practices. In this course learners develop a HR scorecard to enhance their ability to capture the value of human resource initiatives.

OM5212 - Managing Diversity and Inclusion in Organizations (4 quarter credits). This course explores the issues of corporate culture and inclusion and how these affect the understanding and appreciation of diversity practices within an organization. The course will include an analysis of prejudices and discrimination as they exist in contemporary organizations. Interventions are formulated and implemented to champion diversity in the workplace and in the community. **Prerequisite(s): OM5210.**

OM5214 - Employment Law: Legal Structures, Compliance, and Reporting (4 quarter credits). This course provides a basic knowledge of the legal environment in which organizations operate. Learners review legal considerations and how employment law affects management/employee relations and demonstrates the legal ramifications of human resource decisions. **Prerequisite(s): OM5210.**

OM5216 - Conflict Management and Employee Dispute Resolution (4 quarter credits). This course explores current theories and techniques for conflict management and resolution. Learners evaluate interpersonal, group, and systems conflict and negotiation theories appropriate to the workplace. The course critically evaluates alternative dispute resolution processes and procedures that help parties to a business dispute participate in a non-adversarial, collaborative search for mutually beneficial outcomes. The focus is on litigation avoidance and the alternative methods utilized in common disputes in a variety of industries. **Prerequisite(s): OM5210.**

OM5218 - Managing Compensation, Benefits, and Reward Systems (4 quarter credits). This course examines the goals of the organization in its employment of human resources and its use of compensation, benefits, and reward systems in the motivation of goal-oriented behavior. This course focuses on the complex variety of pay structures within an organization and the relationship of those pay structures to organizational performance. Theory and practice relating organizational characteristics to compensation-system strategy, design, and administration are covered. **Prerequisite(s): OM5210.**

OM5220 - Recruitment, Selection, and Assessment (4 quarter credits). This course provides an in-depth examination of the talent acquisition process from workforce planning through recruitment to final selection in both the public and private sector. This course also provides an overview of the theory and practice of assessment of job applicants and how to conduct

proper analysis of skills, abilities, interests, and aptitudes. **Prerequisite(s): OM5210.**

OM5222 - Training, Development, and Succession Planning (4 quarter credits). This course provides an intensive study of employee training and development within organizations. Emphasis is placed on the identification of training needs, program design, choice of development methods, and evaluation of results. This course also addresses effective succession planning processes. **Prerequisite(s): OM5210.**

OM5299 - Special Topics in Human Resource Management (4 quarter credits). This course provides MS learners an opportunity to pursue in-depth study within specific areas of human resource management. Alternative course delivery approaches may be utilized. Course may be repeated for credit. **Prerequisite(s): OM5210. Cannot be fulfilled by transfer or petition.**

OM5310 - Strategic Information Technology Management (4 quarter credits). This course investigates competitive alignment, core competencies, and information systems from a strategic perspective. Factors and processes that affect the successful use of information technology to support the organization's strategy are examined.

OM5312 - Advances in Information Technology (4 quarter credits). This course examines emerging information technologies, their potential impact on the organization, and strategies for planning and managing them. Topics include new programming paradigms, universal networking, advanced computer architectures, new generation database management systems, and self-repairing systems. **Prerequisite(s): OM5310.**

OM5314 - System Planning and Delivery (4 quarter credits). This course addresses the management of the end-to-end process of aligning IT with organizational goals, planning IT initiatives, and delivering infrastructure and application systems to support those goals. Topics may include strategic information system planning, development of programs to implement the strategic plan, and specific approaches to delivering system integration programs. **Prerequisite(s): OM5310.**

OM5316 - Project Planning, Management, and Financial Control (4 quarter credits). This course covers the skills needed to manage large, complex IT projects and programs. It addresses stakeholder analysis; building partnerships with user constituencies; project and program organization; planning, estimation, and budgeting; monitoring, control, and problem resolution; change management; and financial analysis and reporting. **Prerequisite(s): OM5310.**

OM5318 - Managing IT Professionals (4 quarter credits). This course examines the particular issues of managing information technology professionals including analysts, developers, technical specialists, and infrastructure support personnel. This course covers contemporary management

practices and techniques regarding IT staff acquisition, development, motivation, retention, and assessment. It examines the challenges of organizing effective virtual work teams. **Prerequisite(s): OM5310.**

OM5399 - Special Topics in IT Management (4 quarter credits). This course provides MS learners an opportunity to pursue in-depth study within specific areas of information technology management. Alternative course delivery approaches may be utilized. Course may be repeated for credit. **Prerequisite(s): OM5310. Cannot be fulfilled by transfer or petition.**

OM5990 - Integrative Project: Organizational Leadership and Change Management (4 quarter credits). The Integrative Project is designed to apply learning from the program to a professional setting. Learners work with course faculty to develop and implement a comprehensive integrative project in their field of study. **Prerequisite(s): Completion of all required master's course work. Cannot be fulfilled by transfer or petition.**

School of Business and Technology Graduate Writing Courses

OM7004 - Graduate Writing for ESL/EFL Learners (4 quarter credits). This course introduces non-native speakers of English to graduate-level academic writing. Learners will develop an understanding of the assumptions and intentions that underlie advanced academic writing as it is done in the United States. Learners will develop skills in producing effective advanced academic writing including skills in combining facts and opinions from multiple sources. Learners will develop linguistic and content editing skills so that they will be able to continue to improve their own academic writing after they leave the course.

OM7006 - Research and Writing for Graduate Learners (4 quarter credits). This course is designed to prepare graduate learners for the rigors of academic writing. Academic writing requires a series of related critical thinking and writing skills, including: understanding the nature of academic research; developing strong arguments based on primary and secondary research; evaluating, summarizing, paraphrasing, and citing sources; drafting, revising, and editing multiple drafts of major projects; and producing clear, accurate, and error-free prose. Because this is a writing course, learners should expect to write a lot: the course includes weekly writing assignments, several short writing projects, and a research plan for a longer project. Learners will submit a final portfolio at the end of the course.

OM7007 - Focused Research and Writing for Graduate Learners (4 quarter credits). In the second course of this sequence, learners refine the principles and strategies learned in OM7006 by

focusing on writing in their disciplines. Learners should expect to spend a significant amount of time completing writing assignments for this course including weekly writing assignments, several short writing projects, one long writing project, and a final portfolio. Learners develop a research topic, conduct and write a short literature review, develop an argumentative essay of significant length (25-35 pages), and document sources appropriately while focusing on the critical thinking and writing skills established in OM7006. **Prerequisite(s): OM7006.**

OM7008 - Developing Voice and Style in Academic and Professional Writing (4 quarter credits). This course focuses on one of the most challenging components of academic writing: developing a voice and style that reflect excellence in scholarship (research, thinking, and communication) while maintaining individuality and style. In this course learners analyze a variety of writing samples, including writing samples of their own, in order to understand the effects of writers' rhetorical choices; learn and apply an array of writing strategies that lead to improved awareness and use of voice and style; and revise writing submissions used in external course work to demonstrate learning and understanding. **Learners are strongly encouraged to take the OM7006-OM7007 course sequence before enrolling in this course.**

School of Business and Technology Doctoral Organization and Management Courses

OM7020 - Marketing Strategy and Practice (4 quarter credits). This course presents a systematic analysis of the factors that influence marketing strategy. Marketing theory is used to evaluate opportunities, identify market segments, and to formulate appropriate strategies. While this course has a theoretical focus, attention is also given to the development of good marketing practices.

OM7021 - Advanced Marketing Management (4 quarter credits). This course examines the application of the marketing concept in the development of a product or service from conception to launch. **Prerequisite(s): OM7020. PhD learners only: To be completed in directed-study format.**

OM7030 - Global Business Issues and Strategies (4 quarter credits). This course provides an overview of the key issues in leading and managing the global enterprise. **PhD learners only: To be completed in directed-study format.**

OM7035 - Applied Business Economics (4 quarter credits). This course is a survey of macroeconomics and microeconomics. Current developments in the economy, inflation, unemployment, resource allocation, market

Graduate Course Descriptions, *continued*

structures and competition, and the relationship of economic policy to business may be examined.

PhD learners only: To be completed in directed-study format.

OM7040 - Accounting and Financial Management (4 quarter credits). This course addresses accounting and financial concepts and their applications to the management of an organization, and presents a framework for financial decisions in organizations.

OM7041 - Finance (4 quarter credits). This course emphasizes and develops an understanding of financial concepts and major decision areas related to the financial management of business. **Prerequisite(s): OM7040. PhD learners only: To be completed in directed-study format.**

OM7050 - Ethics and Social Responsibility (4 quarter credits). This course examines ethical behavior in organizations and the role of business in society.

OM7055 - Operations Management (4 quarter credits). This course addresses concepts and methods to support the management of operations in both service and manufacturing environments.

OM7060 - Strategic Information Technology Management (4 quarter credits). This course covers the strategic perspective for aligning competitive strategy, core competencies, and information systems. It examines both factors and processes that affect the successful use of information technology to support the organization's strategy.

OM7065 - E-Business Strategy and Management (4 quarter credits). This course is designed to create an understanding of the interactive forces of technology, society and change that influence ways people live, work, and meet their needs for products, services and community. **Prerequisite(s): OM7020.**

OM7070 - Entrepreneurship (4 quarter credits). This course provides an overview of fundamental management and marketing practices essential to successful entrepreneurial development.

OM7080 - Statistical Research Techniques (4 quarter credits). This course addresses fundamental data skills and analytical capabilities needed for graduate-level research. The focus is on reviewing published research using basic statistical techniques, applying SPSS to conduct similar analyses, and determining the appropriate techniques for a given situation. It covers data exploration and analysis, sampling, t-tests, analysis of variance, correlation and regression, and selected nonparametric tests. **Available online only.**

OM7120 - Diversity and Culture in the Workplace (4 quarter credits). This course focuses on diversity and issues of the multicultural workforce. Learners evaluate categories of difference, compare and contrast how culture and

diversity each impact the individual, organization, and society and evaluate how similarities and differences affect human development and potential.

OM7125 - Systems Change and Transformative Practice (4 quarter credits). This course examines systems theory and its relation to individual and organizational change and transformation. Emphasis is placed on learners gaining an integrated perspective of systems theory and developing capabilities enabling strategic planning, architecting, leading, and sustaining transformation initiatives and practices within organizations.

OM7130 - Conflict Management and Negotiation (4 quarter credits). This course explores current theories and techniques for conflict management and negotiation for today's complex, global and multi-cultural organizations. Learners evaluate interpersonal, group, and system conflict and negotiation theories appropriate to the workplace.

OM8004 - Managing and Organizing People (4 quarter credits). This course explores the theoretical assumptions of a wide array of organizational behavior issues and challenges which arise when managing and leading in organizations. The course prepares PhD learners for doctoral research related to organization behavior literature and theory. **OM8004 and OM8005 must be taken concurrently by PhD learners in their first quarter. Available online only. Cannot be fulfilled by transfer.**

OM8005 - Doctoral Learner Success Lab (non-credit). This lab is designed to provide new doctoral learners the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. It is specifically designed to provide doctoral learners the tools they will need to successfully complete their program and dissertation. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners will develop a Degree Completion Plan. **OM8005 is an advisor-led course taken in the first quarter, in conjunction with OM8004. Available online only. Cannot be fulfilled by transfer.**

OM8010 - Principles of Organization Theory and Practice (4 quarter credits). This course examines developments in organization theory, exploring organizations as rational, natural and open systems. The course prepares PhD learners to synthesize and integrate organizational theory. **Available online only. Cannot be fulfilled by transfer.**

OM8012 - Strategy (4 quarter credits). This course examines the theories which are relevant to effective strategy development and implementation, preparing the learner to operate as a strategic thought-leader in today's complex,

global business environment. **Available online only. Cannot be fulfilled by transfer.**

OM8021 - Management Theory Creation (4 quarter credits). This course examines the philosophical and methodological approaches to advancing theory in organization and management. Topics include both the researcher's ontological and epistemological views and the fundamental constructs of theory building. **Prerequisite(s): OM7080 or equivalent. Available online only. Cannot be fulfilled by transfer.**

OM8022 - Survey of Applied Research Methods (4 quarter credits). This course presents an overview of the general approaches to research methodology for doctoral-level research. Learners investigate the quantitative, qualitative and mixed methodology approaches to rigorous scholarly inquiry in their field. Emphasis is placed on reliability, validity, dependability and ethical considerations for developing dissertation designs. Learners analyze the relevance and appropriateness of specific research methodologies for use in their dissertation. **Prerequisite(s): OM7080 and OM8021. Available online only. Cannot be fulfilled by transfer.**

OM8025 - Advanced Qualitative Research (4 quarter credits). This course covers qualitative inquiry and methods appropriate for organizational research designs and data analysis. Topics include data collection and bounding, data analysis and coding, and drawing and verifying conclusions from data. **Prerequisite(s): OM7080, OM8021 and OM8022. Available online only. Cannot be fulfilled by transfer.**

OM8026 - Applied Multivariate Modeling (4 quarter credits). This course will review, critique, and apply models appropriate to organizational research designs with topics such as General Linear Model (multiple regression, ANOVA, MANOVA, ANCOVA); canonical correlations; principle components; factor analysis; and multi-dimensional scaling. Nonparametric alternatives to statistical tests will be examined. Data analysis and interpretation software for quantitative data will be explored. **Prerequisite(s): OM7080, OM8021 and OM8022. Available online only. Cannot be fulfilled by transfer.**

OM8027 - Survey Research Methodology (4 quarter credits). This course addresses the spectrum of competencies, skills, and techniques required to conduct successful data gathering and analysis with questionnaires. The course provides learners with hands-on opportunities to learn and apply the skills required to construct survey questions and items, structure questionnaires and interview schedules, understand and utilize scaling techniques, develop and select the most effective administration techniques, develop the most appropriate sampling frames, and apply the most powerful statistical analysis. Upon completion of this course, learners are prepared to utilize this methodology to conduct scholarly and

organizational research. **Prerequisite(s): OM7080, OM8021 and OM8022. Available online only. Cannot be fulfilled by transfer.**

OM8099 - Topics in Applied Quantitative and Qualitative Research (4 quarter credits).

A rotating selection of advanced topics will be offered. Potential topics include systems and case study designs; experimental and quasi-experimental designs; survey sampling designs and instrumentation validation; nonparametric inferential models; advanced general linear modeling; grounded theory. Course may be repeated for credit. **Prerequisite(s): OM7080, OM8021 and OM8022. Cannot be fulfilled by transfer.**

OM8101 - Theories of Leadership (4 quarter credits). This doctoral seminar course explores the numerous theories of leadership which inform research and practice. Research articles explore foundational tenants of leadership theory, creating a compare and contrast of the theories for their impact on organizations, leaders and followers. **Available online only. Cannot be fulfilled by transfer.**

OM8102 - Leading at the Top: The Upper Echelon (4 quarter credits). This doctoral seminar course explores the dynamic environment of leading at the top of the organization. The relationship of the leader to the executive board, the market, communication techniques and tools of communication, as well as knowledge management are among the topics addressed. **Available online only. Cannot be fulfilled by transfer.**

OM8103 - Global Executive/Manager Development (4 quarter credits). This doctoral seminar course examines the current and relevant theories of global leader and manager development. While learning about the productive theories for developing people for the global enterprise system, learners evaluate and prepare a plan for their own leadership and management portfolio of skills and assets against the models discussed. **Available online only. Cannot be fulfilled by transfer.**

OM8104 - Leadership: The Dark Side (4 quarter credits). In this innovative doctoral seminar course, learners explore what constitutes the dark side of leadership, how these characteristics are evaluated, and the psychology of dark leader development. The learning experience culminates in the development of original approaches and strategies for the management of the dark side of leadership in contemporary organizations. **Available online only. Cannot be fulfilled by transfer.**

OM8105 - Issues on the Frontier of the Global Economy (4 quarter credits). This doctoral seminar course examines the economic landscape of the competitive global economy. Issues and trends will be identified, compared, and

contrasted for their impact on markets, organizations, and leadership practice. **Available online only. Cannot be fulfilled by transfer.**

OM8106 - Leading in the Global Enterprise System (4 quarter credits). In this doctoral seminar course, leadership theory for the global enterprise organization will be compared and contrasted. Learners evaluate theories pertinent to their own operational environment, creating a framework for successful leading and managing for their operational contexts. **Available online only. Cannot be fulfilled by transfer.**

OM8107 - Entrepreneurial Leader as Pioneer (4 quarter credits). In this doctoral seminar course, entrepreneurial leadership theories will be compared and contrasted to inform the scholar/practitioner of the options, opportunities, and benefits of entrepreneurial leadership in the developing global enterprise system. **Available online only. Cannot be fulfilled by transfer.**

OM8201 - Theories of Executive Human Resource Management (4 quarter credits). This doctoral seminar course explores current trends in human resource research and the numerous theories of human resource management. Research articles compare and contrast theories for their impact on the human asset management of the organization. **Available online only. Cannot be fulfilled by transfer.**

OM8202 - The HR Executive as Strategic Partner (4 quarter credits). This doctoral seminar course explores the linkage between the strategic architecture of human asset management and organizational strategy. Learners investigate how the careful crafting of human resource policy and practice create optimum resource utilization for exceptional organizational effectiveness. **Available online only. Cannot be fulfilled by transfer.**

OM8203 - Perspectives and Practices in Global HRM (4 quarter credits). This doctoral seminar course examines innovative human resource management theories and best practices being used in domestic and international knowledge-oriented organizations. Emphasis is placed on preparing learners to operate as HRM thought leaders within complex and dynamic 21st century business environments. **Available online only. Cannot be fulfilled by transfer.**

OM8204 - Legal Systems, Labor Relations, and Regulatory Practices (4 quarter credits). This doctoral seminar course examines key components of domestic and international legal systems, labor relations, and regulatory practices as they relate to organizational structure, business activities, and human capital management. Topics include law making, enforcement agencies, labor relations, legal processes, and litigation reduction and management. **Available online only. Cannot be fulfilled by transfer.**

OM8205 - Knowledge Management, Human Resource Information Systems, and Internet Technologies (4 quarter credits). This doctoral seminar course examines the relationship between knowledge management, human resource information systems, and Internet technologies as they relate to maximize human capital and organizational productivity. Emphasis is placed on providing learners with an integrated understanding, strategic orientation, and innovative perspective of how these systems working collectively, can enable HRM business-oriented solutions for twenty-first century global organizations. **Available online only. Cannot be fulfilled by transfer.**

OM8206 - Human Capital Management, Acquisition, Development, and Retention (4 quarter credits). This doctoral seminar course examines human capital acquisition, development, and retention from theoretical, best practices, and business results perspectives. Topics include establishing high-performance cultures, systems dynamics models, innovative compensation and reward strategies, and return-on-investment metrics. **Available online only. Cannot be fulfilled by transfer.**

OM8301 - Survey of Research Literature in Information Technology Management Infrastructure (4 quarter credits). This doctoral seminar course reviews the IT management research literature focusing on research related to managing the process of selecting, deploying, and operating information technology within organizations. This focus includes both components of information technology and the human resources that support them. **Available online only. Cannot be fulfilled by transfer.**

OM8302 - Survey of Research Literature in Information Technology Planning and Delivery (4 quarter credits). This doctoral seminar course reviews the IT management research literature focusing on the process of applying information technology to the support of organizational goals. This includes organizational alignment, strategic system planning, and the application system delivery process. **Available online only. Cannot be fulfilled by transfer.**

OM8303 - IT Technical Foundations (4 quarter credits). This doctoral seminar course focuses on theory and research that address the technical foundations of the information technology management discipline. Topics include a wide range of technologies, processes, and methods, with a particular emphasis on emerging technologies and concepts. **Available online only. Cannot be fulfilled by transfer.**

OM8304 - IT Delivery (4 quarter credits). This doctoral seminar course concentrates on the behavioral aspects of deploying information technology in organizations. During this course, the learners examine and evaluate IT deployment-related literature from both academic and

Graduate Course Descriptions, *continued*

practitioner sources, survey both achievements and failures in the field, and identify various research frontiers associated with it. **Available online only. Cannot be fulfilled by transfer.**

OM8305 - IT Strategy and Management (4 quarter credits). This doctoral seminar course focuses on organizational issues related to developing IT strategy and managing IT staff and functions. It examines the research frontiers of topics such as IT strategy formulation and business alignment; IT organization, structure, and governance; implementation and change management; organizational learning and knowledge management; and evaluation of IT impacts on the organization. **Available online only. Cannot be fulfilled by transfer.**

OM8450 - Theory of Organizational Improvement (4 quarter credits). This course examines historical, contemporary, and emerging theories of organizational improvement. Continuous improvement, balanced scorecard, Malcolm Baldrige and other relevant theories may be addressed. The focus of this course is on understanding the theoretical foundations of these improvement philosophies and on recognizing their impact on organizational outcomes.

OM8451 - Process Analysis (4 quarter credits). This course examines various approaches to measuring and assessing process and business outcomes. Statistical process control, process capability analysis, design of experiments and other relevant measurement approaches may be addressed. The focus of this course is on developing an appreciation for the variety of approaches to organizational measurement, on understanding appropriate applications, and in measuring the outcomes of planned change initiatives. **Prerequisite(s): OM7080.**

OM8910 - Teaching Practice Seminar (4 quarter credits). This seminar covers the practice fundamentals for professionals choosing to prepare themselves for a teaching career in management education. Syllabus and course development, online and classroom instruction, as well as the fundamentals of human development in the classroom are explored. **Prerequisite(s): Completion of program core courses. Available online only. Cannot be fulfilled by transfer.**

OM8920 - Leadership Practice Seminar (4 quarter credits). This seminar covers the practice fundamentals for professionals choosing to prepare themselves for an executive leadership role. The frameworks of the strategic thought-leader of the organization are explored, preparing learners for the role, activities and leadership realities of the top leadership in today's complex and diverse organizations. **Prerequisite(s): Completion of program core courses. Available online only. Cannot be fulfilled by transfer.**

OM8930 - Consulting Practice Seminar (4 quarter credits). This seminar covers the practice fundamentals of professionals choosing to prepare themselves for an executive consulting leadership role. The role of consultant, organizational assessment, intervention planning, intervention execution, measurement and consultant exit strategies are reviewed, preparing the learner for executive consulting practice.

Prerequisite(s): Completion of program core courses. Available online only. Cannot be fulfilled by transfer.

OM8999 - Special Topics in Organization and Management (4 quarter credits). Learners propose appropriate course topics that address a specific issue or problem in the field. Proposals must be submitted to the mentor for approval. **PhD learners only: To be completed in directed study format.**

OM9050 - Special Topics in Information Technology Management (4 quarter credits). This course provides an opportunity to engage in an in-depth study within the area of information technology management. Theory, research, and application of subject matter are constructed to focus on specific subject matter using the special topics course format. Learners propose course topics not covered in the elective offerings of this specialization and develop content with course tutor approval. **PhD learners only: To be completed in a directed-study format.**

OM9051 - Special Topics in Leadership (4 quarter credits). This course provides an opportunity to engage in an in-depth study within the area of leadership. Theory, research, and application of subject matter are constructed to focus on specific subject matter using the special topics course format. Learners propose course topics not covered in the elective offerings of this specialization and develop content with course tutor approval. **PhD learners only: To be completed in a directed-study format.**

OM9052 - Special Topics in Human Resource Management (4 quarter credits). This course provides an opportunity to engage in an in-depth study within the area of human resource management. Theory, research, and application of subject matter are constructed to focus on specific subject matter using the special topics course format. Learners propose course topics not covered in the elective offerings of this specialization and develop content with course tutor approval. **PhD learners only: To be completed in a directed-study format.**

OM9984 - Doctoral Comprehensive Examination I (4 quarter credits). In the first course of the comprehensive examination and dissertation sequence, learners examine the key components in the comprehensive examination. The course includes an overview of the comprehensive examination process and the university's expectations of academic honesty and integrity

and introduces the four core themes of the examination and the evaluation criteria. Structured study groups are established and resources on the core themes are provided. Course requirements include completion of the overview and a preliminary conference call with the comprehensive examination committee and development of a schedule for the final oral examination. Grading for this course is S/NS.

Prerequisite(s): All required and elective course work completed with a GPA of 3.0 or better. Fulfillment of all residency requirements. Cannot be fulfilled by transfer.

OM9985 - Doctoral Comprehensive Examination II (4 quarter credits). Learners and their comprehensive examination committee members each develop one comprehensive examination question to address one of the four core themes. Learners write answers to the comprehensive examination questions, which are evaluated by the committee using analytical point-scale scoring rubrics. Upon passing the written examination, learners complete the comprehensive examination final oral defense conference call and are eligible for enrolling in the first dissertation course upon passing their defense. Grading for this course is S/NS. **Prerequisite(s): OM9984. Cannot be fulfilled by transfer.**

OM9986 - Dissertation Research I (4 quarter credits). Learners examine the key components of planning and conducting dissertation research, including the dissertation process and the roles and responsibilities of the dissertation committee, course instructor and course administrator. In addition, learners form and obtain approval on their dissertation committees, conduct a preliminary literature review, develop the dissertation prospectus, and become familiar with procedures for protecting human participants/ subjects in research. Resources for research methodology and the IRB process are provided. Learners must complete the dissertation prospectus and the short online Collaborative IRB Training Initiative (CITI) modules in order to pass Dissertation Research I. Grading for this course is S/NS. **Prerequisite(s): OM9985. Cannot be fulfilled by transfer.**

OM9987 - Dissertation Research II (4 quarter credits). In this course, learners obtain committee approval on the dissertation prospectus, prepare informed consent and field testing materials, develop and solidify the data collection design/plan and schedule (based on the prospectus), prepare and submit the IRB application for approval, conduct field testing to establish validity and reliability of the instrument (when appropriate), complete the dissertation prospectus conference call, develop and complete dissertation Chapters 1 (Introduction), 2 (Literature Review), and 3 (Methodology), based on the prospectus. Resources for research designs and methodology are provided, including the dissertation manual and a template for Chapters 1, 2, and 3.

Procedures for prospectus and IRB application submission and the prospectus conference call are available. Grading for this course is S/NS.

Prerequisite(s): OM9986. Cannot be fulfilled by transfer.

OM9988 - Dissertation Research III (4 quarter credits). In this course, learners engage in data collection according to the plan and schedule, develop and organize Chapter 4 (Results) draft (structure based on the research questions and methods before data collection is complete), check in data (as they come in), process and analyze the data, and finalize Chapter 4 with results. Resources for data analysis designs and interpretation are provided, including the dissertation manual and a template for Chapter 4. Grading for this course is S/NS. **Prerequisite(s): OM9987. Cannot be fulfilled by transfer.**

OM9989 - Dissertation Research IV (4 quarter credits). In this course, learners develop and finalize Chapter 5 (Conclusions and Recommendations), polish the final draft of all chapters (1-5), obtain approval on the dissertation manuscript, complete the final dissertation conference call, make all necessary final content changes, obtain form and style clearance, publish the dissertation online with UMI, and obtain clearance from Academic Records on degree audit (to verify that all required and elective program courses have been taken). Resources for writing conclusions and recommendations are provided, including the dissertation manual, a template for Chapter 5, and procedures for dissertation submission and the final conference call. Grading for this course is S/NS. **Prerequisite(s): OM9988. Cannot be fulfilled by transfer.**

Harold Abel School of Psychology Courses

PSY7004 - Graduate Writing for ESL/EFL Learners (4 quarter credits). This course introduces non-native speakers of English to graduate-level academic writing. Learners will develop an understanding of the assumptions and intentions that underlie advanced academic writing as it is done in the United States. Learners will develop skills in producing effective advanced academic writing including skills in combining facts and opinions from multiple sources. Learners will develop linguistic and content editing skills so that they will be able to continue to improve their own academic writing after they leave the course.

PSY7006 - Research and Writing for Graduate Learners (4 quarter credits). This course is designed to prepare graduate learners for the rigors of academic writing. Academic writing requires a series of related critical thinking and writing skills, including understanding the nature of academic research; developing strong arguments based on primary and secondary research;

evaluating, summarizing, paraphrasing, and citing sources; drafting, revising, and editing multiple drafts of major projects; and producing clear, accurate, and error-free prose. Because this is a writing course, learners should expect to write a lot: the course includes weekly writing assignments, several short writing projects, and one long writing project. Learners submit a final portfolio at the end of the course.

PSY7007 - Focused Research and Writing for Graduate Learners (4 quarter credits). In the second course of this sequence, learners refine the principles and strategies learned in PSY7006 by focusing on writing in their disciplines. Learners should expect to spend a significant amount of time completing writing assignments for this course including weekly writing assignments, several short writing projects, one long writing project, and a final portfolio. Learners develop a research topic, conduct and write a short literature review, develop an argumentative essay of significant length (25-35 pages), and document sources appropriately while focusing on the critical thinking and writing skills established in PSY7006. **Prerequisite(s): PSY7006.**

PSY7008 - Developing Voice and Style in Academic and Professional Writing (4 quarter credits). This course focuses on one of the most challenging components of academic writing: developing a voice and style that reflect excellence in scholarship (research, thinking, and communication) while maintaining individuality and style. In this course learners analyze a variety of writing samples, including writing samples of their own, in order to understand the effects of writers' rhetorical choices; learn and apply an array of writing strategies that lead to improved awareness and use of voice and style; and revise writing submissions used in external course work to demonstrate learning and understanding.

Prerequisite(s): Learners are strongly encouraged to take the PSY7006-PSY7007 course sequence before enrolling in this course.

PSY7011 - Foundations of Psychology - Master's Learners (5 quarter credits). Learners describe professional roles, organizations, licensure requirements and codes of ethics in the field of psychology. Learners identify and describe their choice of study in psychology and the educational steps necessary to accomplish their goal. **PSY7011 and PSY7012 must be taken concurrently by master's learners in their first quarter. Cannot be fulfilled by transfer.**

PSY7012 - Master's Learner Success Lab (non-credit). This lab is designed to provide new master's learners the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic

advisor, learners will develop a degree completion plan. **PSY7012 is an advisor-led course taken in the first quarter in conjunction with PSY7011, and carries no credit. Cannot be fulfilled by transfer.**

PSY7021 - Foundations of Psychology - Doctoral Learners (5 quarter credits). This introductory course requires the articulation of a professional identity based on doctoral level training in psychology. Learners describe professional roles, organizations, licensure requirements, and codes of ethics in the field of psychology. Learners identify and articulate their choice of study in psychology and the educational steps necessary to accomplish their goal. **PSY7021 and PSY7022 must be taken concurrently by PhD learners in their first quarter. Cannot be fulfilled by transfer.**

PSY7022 - PhD Learner Success Lab (non-credit). This lab is designed to provide new doctoral learners the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. It is specifically designed to provide doctoral learners the tools they need to successfully complete their program and dissertation. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners develop a degree completion plan. **PSY7022 is an advisor-led course taken in the first quarter, in conjunction with PSY7021, and carries no credit. Cannot be fulfilled by transfer.**

PSY7023 - PsyD Learner Success Lab (non-credit). This lab is designed to provide new doctoral learners the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. It is specifically designed to provide doctoral learners the tools they need to complete their program and dissertation. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners develop a degree completion plan. **PSY7023 is an advisor-led course taken in the first quarter, in conjunction with PSY7021, and carries no credit. Cannot be fulfilled by transfer.**

PSY7050 - Writing Skills for Psychology Learners (5 quarter credits). This course aims to refine the basic skills necessary for professional writing. Through weekly exercises, the course instructs learners in composing clear, concise, technical, and grammatical language that reflects their personal writing style. Through short writing assignments, the course also prepares learners to construct paragraphs using established methods of development, such as definition, description, classification, and process. The course does not require a research project or paper.

Graduate Course Descriptions, *continued*

PSY7110 - History and Systems of Psychology (5 quarter credits). This course examines historical and contemporary schools of psychology with an emphasis on key contributors to the discipline. Paradigmatic approaches (e.g., behavioral, cognitive, psychoanalytic, humanistic, etc.) are analyzed in relation to the cultural context existing in the United States at the close of the twentieth century. Special emphasis is given to systems of psychology that have emerged in response to radical and rapid social changes experienced since mid-twentieth century and to implications of those systems for professional practice.

PSY7210 - Lifespan Development (5 quarter credits). A comprehensive survey of contemporary and classical theory and research related to physical, cognitive, psychological, and social development throughout the lifespan. Particular attention will be given to topics in the areas of human development that have applications for psychologists working in clinical, educational, and organizational settings.

PSY7220 - Child Psychology (5 quarter credits). An overview of major theories and current research in child development. Biological and psychosocial factors will be examined. Topics to be considered are normal development, the role of attachment processes, influence of trauma on development, family factors, and the influence of community and societal factors on child development.

PSY7225 - Child and Adolescent Psychology (5 quarter credits). This course focuses on the study of children and adolescents from infancy through adolescence. Learners apply in-depth knowledge of the physical, cognitive, and psychosocial development of this age group to school related functioning. Learners examine all major stages of life from prenatal to adolescence, focusing on development as the progressive reorganization of psychological functioning. These developmental factors are examined within the context of a child's home, school, culture, and community. Learners will integrate the cognitive, emotional, and social process within these developmental stages.

PSY7230 - Adolescent Psychology (5 quarter credits). This course is an overview of major theories and current research in the area of adolescent development and behavior. Learners examine biological and psychosocial factors. Topics include normal development, the influence of trauma on development, family factors, peer influences, and the influence of school, community, and societal factors on development. Prevention and treatment of behavioral problems are also considered.

PSY7240 - Adult Psychology (5 quarter credits). An analysis of major contemporary theories and research on continuity and change during the period of maturity, from the end of the dependency of childhood to the beginning of the

dependency of old age. Application of current theory and research to the workplace, family and social relationships, and psychological changes to the self will be explored.

PSY7310 - Biological Basis of Behavior (5 quarter credits). Introduction to the biological basis of behavior including an overview of genetic factors, functional neuroanatomy, and physiology in relation to such topics as sensation, movement, motivation, emotion, sleep, learning and memory, consciousness, and abnormal behavior. Special attention will be given to the relationship between brain functions and behavioral disorders (e.g., addictions, eating disorders, effects of chronic stress, learning disorders, sexual dysfunctions, sleep disorders, and mood disorders).

PSY7320 - Advanced Biological Psychology (5 quarter credits). An examination of the biological factors related to psychopathology. Special emphasis will be given to research problems and methods currently being explored in biological psychology. Topics to be covered are the role of genetic factors in psychopathology, the influence of physical and emotional trauma on brain function, biological considerations in treatment planning, addictive phenomena, and other clinically relevant subjects. **Prerequisite(s): PSY7310. Cannot be fulfilled by transfer.**

PSY7330 - Psychopharmacology (5 quarter credits). This course explores the behavioral and therapeutic effects of psychoactive drugs. It includes topics such as synaptic transmission, behavioral role of specific neuromodulatory systems, pharmacological treatment of mental and neurological disorders, addiction, and the various side effects of psychoactive drugs. Attention will be given to drug effects on learning, creativity, memory, sleep, perception, and sexual functioning. The efficacy of treating patients with a combination of psychotherapy and psychotropic medication for a number of diagnosed mental disorders will be examined, including depression, bi-polar disorder, anxiety, obsessive compulsive behavior, schizophrenia, and childhood disorders. **Prerequisite(s): PSY7310.**

PSY7340 - Human Sexuality (5 quarter credits). An investigation of sexuality within the larger context of human experience and individual development. Emphasis is placed on physical and psychosexual development; frequency and significance of various types of sexual behavior; health related issues; and the application of scientific information to sexual issues and problems. Issues to be addressed are sexual deviation, sexual inadequacy, treatment of sexual problems, and concerns of special and diverse populations.

PSY7410 - Psychology of Learning (5 quarter credits). Classical areas of learning theory are surveyed, including instrumental and classical conditioning paradigms, habituation, reinforcement variables, stimulus generalization

and transfer, and memory. Current theory, relevant research, and application to clinical, educational, and organizational settings are also reviewed in this course.

PSY7421 - Cognitive/Affective Psychology (5 quarter credits). Introduction to the normal and psychopathological factors of cognitive and emotional functions on behavior. These include learning, perception, imagining, language, memory, reasoning, affective processes, and judging. The course examines the organization of the perceptual world into a unified and hierarchical pattern of belief, attitudes, and expectancies. These dynamics will be applied to contemporary issues and psychological problems in human behavior.

PSY7510 - Psychology of Personality (5 quarter credits). An examination of the assumptions, constructs, and processes of personality as these are expressed in the major theoretical writings. Reviewed are the psychodynamic, behavioral, structuralist, humanistic, existentialist, socialist, feminist, and cognitive theories of personality. Research on normal and abnormal constructs of personality will be reviewed. Contemporary issues and problems in personality theory and types will be addressed.

PSY7520 - Social Psychology (5 quarter credits). Overviews behavior that is influenced by the presence of others, or behavior that is under the control of society. Interpersonal relationships, social cognition, social inference, emotion, and personality will be considered. The social psychology of decision making, attitude formation, and social attribution will be reviewed and applied to contemporary issues. Application of social psychological theory and research will be applied to various clinical, educational, and organizational settings.

PSY7530 - Group Psychology (5 quarter credits). Considers influence processes important in group settings, including conformity, rejection of deviant group members, and minority member influence. Also reviews research on stages of group development, the formation of group norms, communication among group members, group decision making, leadership, and group productivity.

PSY7540 - Multicultural Perspectives in Human Behavior (5 quarter credits). An examination of substantive and theoretical issues concerning the application of psychological principles in a variety of culturally diverse populations. Issues to be addressed are the role of culture-specific programming, special issues and needs of cultural subgroups, and psychological approaches to working with culture-specific issues. Current theory and research will be applied to specific clinical, educational, and organizational issues.

PSY7542 - Ethics and Multicultural Issues (5 quarter credits). This course examines professional ethics and issues of cultural diversity

important to professional practice. Current standards of practice for professional psychology will be reviewed emphasizing guidelines by professional organizations and state regulations. Learners will evaluate recent research and theory surrounding the issues of cultural diversity and psychological concepts. Learners will assess situations in which ethical dilemmas or diversity issues are important with strategies for addressing them.

PSY7610 - Tests and Measurements (5 quarter credits). Introduction to the general area of mental measurement. Theory and content of measuring devices in the fields of intelligence, interests, personality, and special aptitudes will be reviewed. Includes an analysis of the psychometric procedures used to develop and validate educational and psychological instruments.

Attention will be given to the appropriate applications of each type of methodology. Specific techniques used to facilitate proper interpretation of test scores such as percentiles, standard errors of measurement, validity and reliability indices, and standard scores will be discussed. The professional standards for test development and use will also be covered. Ethical and legal considerations of testing and research with human participants as set forth by the American Psychological Association (APA) are also considered as a part of this course. ***This course must be taken during the learner's second quarter in the school psychology specialization, immediately following PSY7011 and PSY7012.***

PSY7612 - Functional Behavioral Assessment (5 quarter credits). Learners will apply functional behavior assessments in the development of behavioral support plans. Learners gain knowledge and experience in working collaboratively with others to design strategies that help students who exhibit challenging behaviors to be more successful in school. Learners will apply various strategies including the implementation of environmental supports and skills training, as well as behavioral interventions. ***Prerequisite(s): PSY7610 or school approval.***

PSY7620 - Inferential Statistics (5 quarter credits). Application of parametric statistical procedures to psychological research and the strengths and limitations of conducting quantitative studies. Sampling issues, experimental design, and concerns of internal validity will be examined. Tests of difference between and among groups and correlation will be studied. This course may involve the use of software in the analysis of data sets provided by the instructor.

PSY7625 - Advanced Inferential Statistics (5 quarter credits). Multivariate analysis including step-wise and multilinear regression are examined in this course. Learners are expected to demonstrate proficiency in the use of software packages appropriate to dissertation level research. ***Prerequisite(s): PSY7620. Cannot be fulfilled by transfer.***

PSY7630 - Qualitative Analysis (5 quarter credits). This course covers qualitative methods appropriate to content of phenomenological, observational, and ethnological research. Emphasis will be given to such methods as case studies, interviews, narrative journals, and field surveys. Data analysis techniques for qualitative data will be covered.

PSY7640 - Methods of Clinical Inquiry (5 quarter credits). This course presents a theoretical and practical review of ways in which psychologists can demonstrate accountability in a broad range of settings. The application of scientific methods to problems of human behavior will be demonstrated. Topics considered are methods of field research, program evaluation, the role of empirical validation of treatment methods, and the strengths and limitations of various methods of inquiry.

PSY7650 - Research Methods (5 quarter credits). A review of behavioral science research designs and methods appropriate for applied psychologists. Topics include philosophy of science, ethical issues in research with human subjects, hypothesis formulation, experimental and quasi-experimental designs, measurement, descriptive designs, and the analysis and interpretation of data. Application of research methods to clinical, organizational, and educational settings will be emphasized. Application of the skills gained in the course will be applied to the learner's dissertation and other research projects.

PSY7656 - Advanced Research Methods (5 quarter credits). This course addresses advanced issues of research design and methodological consideration in the selection and execution of a research proposal. Relationships between problem formulation, hypothesis testing, sampling, data collection, and data analysis are covered in detail. The final project for this course is a research paper that may be applicable to a dissertation proposal. ***Prerequisite(s): PSY7650. Cannot be fulfilled by transfer.***

PSY8090 - Counseling Theories (5 quarter credits). This course offers learners an overview of major theories of counseling, the assumptions that underlie these theories as well as the historical and cultural context in which they developed. In addition, the course will explore the specific techniques, research, limitations, and ethical issues associated with these theories. Finally, learners will have the opportunity to develop their integrative understanding of these theories.

PSY8091 - Group Counseling (5 quarter credits). In this course learners explore the theories and techniques underlying the use of the group format in counseling. Learners examine the dynamics of group facilitation, therapeutic movement within groups, and group development. Additional topics include the use of groups across the intervention spectrum (prevention to tertiary),

issues specific to particular populations, and integration of developmental theory within group counseling and co-facilitation. ***Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP.***

PSY8092 - Counseling Skills and Procedures (5 quarter credits). This course focuses on the specific skills underlying the counseling relationship. From the development of the therapeutic alliance through termination, counseling relies on the intentional use of skills to promote client growth and development. This course provides an introduction to the basic skills and core conditions associated with effective counseling practice. A residential component intended to assist learners in achieving behavioral proficiency in the skills is required in this course. The residency involves the use of role-playing and other simulation techniques to provide feedback to learners. ***Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP.***

PSY8093 - Professional Standards and Ethics of Counseling (5 quarter credits). Through the use of case studies, learners explore the application of professional and personal codes of ethics to the practice of counseling. Ethical guidelines applicable to the multiple professional roles associated with counseling are also explored. Strategies and methods for identifying ethical conflicts and the appropriate professional response are emphasized. ***Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP.***

PSY8100 - Principles of Educational Psychology (5 quarter credits). This course orients learners to the field of educational psychology with an emphasis on learning and instruction across the lifespan. The course covers core principles and theories of learning and instruction supported by empirical research in psychology and education. Topics include historical and contemporary theories of learning; cognitive, social, and emotional development; and motivation as they pertain to instruction design. ***Learners are required to take this course after completing the required foundation courses (PSY7011 or PSY7021) and before any other specialization courses.***

PSY8110 - Teaching Psychology (5 quarter credits). This course will review traditional and current methods of formulating objectives of instructions; examination of student characteristics which affect learning; discussion of basic learning processes; analysis of instructional variables which affect learning; selection of instructional methods, technologies, and materials; evaluation of learning outcomes; and evaluation of the instructional methods and systems appropriate to teaching psychology courses.

Graduate Course Descriptions, *continued*

PSY8120 - Computer-Mediated Instruction/Learning (5 quarter credits). Theory and applications of computer software to improve learning, productivity, and personal satisfaction in information processing and cognitive tasks. Human information processing models and cognitive theories will provide a theoretical basis for how to facilitate complex human learning. Applications to local access networks and distance learning will be considered. Current online instructional resources will be examined.

PSY8130 - Adult Learner in the Classroom (5 quarter credits). This course reviews the special issues related to education of adult populations in traditional and distance education programming. Topics covered include learning styles, tenets of adult education, curriculum considerations in design of adult education, implementing advanced technological methods, and the various uses of emerging technological developments.

PSY8140 - Mentoring Psychological Research (5 quarter credits). Covers the psychologist's role in teaching research design, execution, analysis of data, and interpretation of results. Attention will be given to writing skills necessary for preparation of publication-ready manuscripts. Emphasis is on the collaborative and consultative roles necessary for successful adult learning.

PSY8150 - Exceptional Children in the Classroom (5 quarter credits). This course provides an introduction to the topic of learning disabilities in the classroom. Theoretical perspectives, characteristics, etiology, assessment, and remediation of learning disabilities are examined. Learners are introduced to recent trends and research related to identification and educational treatment practices. Concomitant exceptionalities, diversity, service delivery models, and teaching strategies will also be explored.

Prerequisite(s): For learners in the specialist certificate in school psychology, completion of MS in school psychology from Capella University.

PSY8160 - Strategies for Career and Life Planning (5 quarter credits). This course presents a survey of current methods and criteria used in career development, placement, and follow-up. Attention will be given to career entry, mid-career transition, and special needs of handicapped and disadvantaged populations. Application of current theory and research to clinical, educational, and organizational settings will be considered.

PSY8170 - Principles of Instructional Design (5 quarter credits). Application of learning principles and cognitive information processes to the acquisition of classroom educational outcomes. Emphasis is given to the design of instructional strategies that meet the educational learning needs of individual students.

PSY8182 - Field Experience in Educational Psychology (5 quarter credits). The purpose of this supervised field experience is to permit

learners to gain experience in three areas of higher education: (a) teaching, (b) research, and (c) administration. This field experience will consist of at least 100 hours. The required course participation will provide the equivalent of 30 of those hours. In addition, ten hours will be in each of the three areas of experience under the supervision of a professor holding a doctoral degree in psychology. The remaining 40 hours will be distributed among the three areas so that most hours will be spent in the area of least previous experience held by the learner. **Prerequisite(s): All required courses completed at the 7000 level, plus PSY8110, PSY8130, and PSY8330. Cannot be fulfilled by transfer.**

PSY8210 - Principles of Psychopathology (5 quarter credits). An examination of the assessment and treatment of various forms of psychopathology. The etiology of psychopathology, current methods of psychological assessment, research on psychodynamics, and existing treatment methods will be reviewed. The politics of mental disorders, emerging diagnoses, and other contemporary issues will be addressed. **Prerequisite(s):** For learners in the specialist certificate in school psychology, completion of MS in school psychology from Capella University.

PSY8220 - Advanced Psychopathology (5 quarter credits). Learners examine theory and research associated with major psychological disorders; the course emphasizes the transition from concepts and terminology of DSM-IV TR to actual clinical situations. Learners examine in depth the concepts of psychopathology with a focus on areas related to the learner's practice emphasis. In particular, learners familiarize themselves with applications of theoretical concepts in a clinical setting. Additional topics include the controversy of "empirically validated" treatments, the interplay of social and biological factors in etiology and treatment, and review of Axis I and II disorders. **Prerequisite(s):** PSY8210. Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP.

PSY8230 - Psychological Testing (5 quarter credits). This course covers the administration of psychological tests and behavioral measures associated with the assessment of cognitive and intellectual, adaptive functioning, special aptitudes functioning, and achievement. At the conclusion of the course learners are expected to be proficient in the administration and scoring of instruments that assess the above behavioral domains and to appropriately report the findings of such assessments to lay and professional audiences. Ethical and professional standards in the use of psychological tests are also covered. Learners enrolled in this course are expected to either purchase or gain access to the use of standard and commonly used tests of cognitive function, adaptive functioning, and achievement. **Prerequisite(s):** PSY7610. Learners taking this

course must be enrolled in one of the professional psychology specializations within HASOP. There is a residency requirement associated with this course. Test kits are required, and a limited supply are available for rental at psyttestkits@capella.edu. Learners are required to obtain the test kits from another source if none are available to rent through Capella. Cannot be fulfilled by transfer.

PSY8232 - Psychological Assessment for School Psychologists II (5 quarter credits). Learners demonstrate mastery of the diagnostic issues important in the social-emotional functioning and personality assessment of a multiculturally diverse population of school-age children. Learners conduct clinical interviews and behavioral observations; synthesize and interpret data from teacher, parent, and self-report behavior rating scales, as well as objective and projective techniques. Learners score, interpret, and integrate the results to make recommendations and write psychological reports. **Prerequisite(s):** PSY7610, PSY8231. For learners in the specialist certificate in school psychology, this course requires completion of the MS in school psychology from Capella University. This course is restricted to learners in the school psychology specialization. There is a residency requirement associated with this course. Test kits are required, and a limited supply are available for rental at psyttestkits@capella.edu. Learners are required to obtain the test kits from another source if none are available to rent through Capella. Cannot be fulfilled by transfer.

PSY8240 - Advanced Psychological Testing (5 quarter credits). This course covers the administration of such measures of psychosocial functioning as the MMPI-2, the MMPI-A, and related measures of personality. The use of these instruments in assessing psychopathology and for treatment planning is a major focus of this course. The assimilation of psychosocial measures with cognitive and achievement measures to achieve a comprehensive appraisal of the individual in a social context is an important goal of the course. Preparation of psychological reports and the consultation process are emphasized. Learners enrolled in this course are expected to purchase or acquire access to MMPI-2 or the MMPI-A and related measures of psychosocial functioning. **Prerequisite(s):** PSY7610, PSY8230. Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP. There is a residency requirement associated with this course. Test kits are required, and a limited supply are available for rental at psyttestkits@capella.edu. Learners are required to obtain the test kits from another source if none are available to rent through Capella. Cannot be fulfilled by transfer.

PSY8251 - Neuropsychological Assessment (5 quarter credits). Learners study current theory, methods, and research in neuropsychological

assessment of mental disorders. Administration of test batteries and preparation of psychological reports are required in this course. **Prerequisite(s):** PSY7610, PSY8230, PSY8240. *Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP. There is a residency requirement associated with this course. Test kits are required, and a limited supply are available for rental at psytestkits@capella.edu. Learners are required to obtain the test kits from another source if none are available to rent through Capella. Cannot be fulfilled by transfer*

PSY8310 - Theories of Psychotherapy (5 quarter credits). This course involves discussion and elaboration of the major schools of psychotherapy, their underlying assumptions and clinical techniques, and methods of intervention. The application of these theories and techniques to the change of human behavior and the analysis of clinical cases for treatment planning will be covered. Client-therapist process issues, treatment outcome considerations, current research supporting the efficacy of treatment methods, and ethical issues will be considered.

PSY8311 - Group Psychotherapy (5 quarter credits). Learners in this course review the historical development, major theories, current research, and clinical procedures of group counseling and psychotherapy. Course content includes the role of the leader and leadership styles, mechanics of co-therapy, group development, methods of group intervention, designing special function groups, and handling critical incidents within groups. Emphasis is placed on developing clinical competence by applying theory and research to the group experience. **Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP.**

PSY8312 - Clinical Interventions (5 quarter credits). Learners review the basic issues and skills necessary to function in a clinical setting. The course begins with an exploration of one's motivations for working in the psychology profession. The course previews basic psychotherapy skills such as warmth, empathy, concreteness, confrontation, motivational interviewing, treatment planning, case management, and clinical documentation. This course has a required residency. **Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP.**

PSY8315 - Research in Psychotherapy and Empirically Supported Treatments (5 quarter credits). This course reviews the research and research methods used to understand the complex dynamics of psychopathology and psychotherapy. Attention will be given to the application of scientific thinking to clinical questions. Demonstration of treatment efficacy, clinical

epistemology, myths of psychotherapy, empirical treatments, and difficulties with measurement of psychological variables will be covered.

PSY8330 - Ethics and Standards of Professional Practice (5 quarter credits). In this course learners examine the historical origins of professional ethics, including issues affecting education, psychotherapy, law, and institutional guidelines for protecting human participants in research. The current APA Ethical Principles of Psychologists and Code of Conduct and standards of practice for professional psychology are reviewed. Attention is given to identifying effective methods for addressing ethical dilemmas and to current ethical issues in professional psychology.

PSY8331 - Principles of School Psychology (5 quarter credits). This course examines the practice of school psychology, its history and current trends. Attention is given to how school psychologists are part of the school organization and participate as members of the educational team. Legal, social, and professional considerations influencing the work of the school psychologist are also considered. The application of psychological research and theory in the context of the practice of school psychology will be reviewed.

PSY8332 - Advanced Methods in School Psychology (5 quarter credits). This course explores the major areas that practicing school psychologists will encounter. Special emphasis is placed on social functioning including violence in the schools. Anger control management, peer mediation, and the teaching of social skills are topics that will assist school psychologists in dealing with current needs and concerns. Other topics to be covered are: HIV-AIDS, ADHD, autism, Asperger's syndrome, retardation, Down's syndrome, visual and auditory disabilities, retention, talented and gifted, preschool, and school phobia. Issues of privacy, confidentiality, and ethics will also be examined. **Prerequisite(s): Completion of MS in school psychology from Capella University. This course is restricted to learners in the school psychology specialization.**

PSY8335 - Consultation and Collaboration in the School (5 quarter credits). This course examines the optimal approaches within the school setting for effective consultation and collaboration. Learners will synthesize results of assessments and formulate effective ways to communicate with parents, school administrators and teachers, and other support service providers. Learners will demonstrate the ability to facilitate understanding of assessment outcomes and implementation of interventions.

PSY8336 - Organization and Operation of the School (5 quarter credits). Learners demonstrate a mastery of general education, special education, and other educational and related services that school psychologists need in order to work in schools. Learners will undertake a systems analysis

of schools and other settings to propose how best to work with individuals and groups to facilitate policies and practices that create and maintain safe, supportive, and effective learning environments for children and others.

Prerequisite(s): Completion of MS in school psychology from Capella University.

PSY8337 - Legal and Ethical Issues in the School (5 quarter credits). Learners will apply legal and ethical guidelines to various situations encountered in the practice of school psychology. Learners will incorporate important issues such as privacy, informed consent, confidentiality, record keeping, ethical, and legal issues into psycho-educational assessments, and school related interventions. Learners will identify ethical considerations involved when faced with testing in school settings.

PSY8340 - Psychology and the Law (5 quarter credits). The primary focus of PSY8340 is to prepare learners for the advanced practical training covered in PSY 8350 and 8360, emphasizing basic theoretical, ethical, and empirical bases of forensic psychology. PSY8340 also helps learners develop beginning skill in forensic assessment methodologies. Topics include psychology's role in the judicial system; differences between clinical and forensic psychological practice; and parameters of ethical practice in forensic psychology. Basic functions of forensic practice in criminal, civil, juvenile, and family law contexts and basic principles of testimony are also addressed. **Prerequisite(s): PSY8210, 8230, 8240, 8330.**

PSY8350 - Techniques of Forensic Practice (5 quarter credits). The primary focus of PSY8350 is on the methodology and mechanics of performing different types of forensic activities. The course begins training learners in the methodology of forensic evaluations through a series of introductory exercises that culminate in a major forensic evaluation assignment. The course focuses further on practical applications and skill-building in different areas of forensic practice. Forensic evaluation methodologies addressed include competency to stand trial, insanity defense, child custody, fitness to parent, mitigating defenses, and recidivism. Evaluation of malingering and ethical practice guidelines are emphasized throughout. **Prerequisite(s): PSY8340.**

PSY8371 - Strategies of Clinical Supervision and Consultation (5 quarter credits). This course provides an overview of the theory, basic functions, and methods of clinical supervision and consultation. Some of the topics to be covered are the supervisory and consultative contracts and relationships, the various styles of supervision and consultation and the legal and ethical issues related to these services. A review of the research on supervision and consultation is included, and these findings are applied to the delivery of services. Learners are encouraged to develop

Graduate Course Descriptions, *continued*

their own theory and approach to clinical supervision and consultation. Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP. Learners are encouraged to develop their own theory and approach to clinical supervision. **Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP.**

PSY8377 - School Psychology Practicum I (3 quarter credits). The school psychology practicum is the first integrated field experience of school psychology training. It incorporates all academic and clinical skills learned to date and provides the first significant opportunity to apply the skills of the school psychology practitioner in a real work setting. The full practicum experience, along with its two courses, School Psychology Practicum I and II, is conducted over two quarters for a total of 350 hours combining direct and indirect activities at the field site and in the virtual classroom. This intense experience gives the learner the opportunity to both observe and practice, to be part of the daily life of a school setting while under the guidance of an experienced school psychologist supervisor. This is the time to put newly acquired skills into practice, to apply previously learning to the acquisition of new skills, to develop broader perspectives on professional issues — and generally to prepare for the higher expectations of internship and ultimately independent practice. The practicum courses combine academic preparation and field experiences, emphasizing practical issues that impact the everyday practice of school psychology. There is less emphasis on the empirical literature and more on its applications, less emphasis on academic assignments and more on field-based activities. Course discussions are intended to be as much a support system for addressing concerns that arise in the field as an opportunity to share ideas and information. Essentially, all previous program course work culminates in the practicum and the practicum is direct preparation for internship. **Prerequisite(s): PSY8150, PSY8232, PSY8332, and all course work for the Master of Science in school psychology or equivalent. Enrollment restricted to those whose practicum application has been approved by field training office. Application deadline is at least three months prior to intended start date.**

PSY8378 - School Psychology Practicum II (2 quarter credits). The second quarter of the school psychology practicum continues the integrated field experience of school psychology training. It incorporates all academic and clinical skills learned to date and builds on the skills and knowledge acquired in the first practicum course. In the second practicum course, learners spend less time observing their supervisor and more time practicing skills under close supervision. The full practicum experience, along with its two courses, School Psychology Practicum I and II, is conducted

over two quarters for a total of 350 hours combining direct and indirect activities at the field site and in the virtual classroom. This intense experience gives the learner the opportunity to both observe and practice, to be part of the daily life of a school setting while under the guidance of an experienced school psychologist supervisor, and to synthesize these site experiences with academic knowledge from previous course work. The school psychology program culminates in the practicum and its two courses, which are direct preparation for the internship. **Prerequisite(s): All master's courses in school psychology completed as stipulated by the current manual and PSY8150, PSY8232, PSY8332, PSY8337, PSY8377.**

PSY8385 - School Psychology Internship I (5 quarter credits). This course runs parallel to and complements the intensive, supervised field training experience which assures completion of activities necessary in becoming a competent professional school psychologist. The purpose is the integration and application of skills that address the competencies of professional practice outlined by professional standards in the field. The internship provides supervision as well as formative and summative performance-based evaluation of the intern's work. The internship requires at least 1200 hours with a minimum of 600 hours in schools, full time over one academic year. **Prerequisite(s): All school psychology MS and specialist certificate courses and all residency courses. Enrollment restricted to those whose internship application has been approved by the Field Training Office. Application deadline is at least three months prior to intended start date. Refer to the current manual for further details. Cannot be fulfilled by transfer.**

PSY8386 - School Psychology Internship II (5 quarter credits). This course is a continuation of the previous quarter of internship, PSY8385. **Prerequisite(s): PSY8385. Cannot be fulfilled by transfer.**

PSY8387 - School Psychology Internship III (5 quarter credits). This course is a continuation of the previous two quarters of internship, PSY8385 and PSY8386. **Prerequisite(s): PSY8385, PSY8386. Internship completion is contingent upon learner successfully passing final, culminating portfolio review. Final portfolio should reflect proficiency across competency areas. Cannot be fulfilled by transfer.**

PSY8391 - Master's Practicum I (5 quarter credits). This practicum course provides supervised training appropriate to the master's level in psychological testing, interviewing, assessment, intervention techniques, community consultation, and applied research in a setting selected by the learner and approved by the director of training. The online course emphasizes increased awareness of the learner's clinical strengths and limitations, psychological assessment and understanding of DSM-IV TR, introduction to treatment planning,

case documentation, ethical issues, and working with specific clinical populations. **Prerequisite(s): All practicum prerequisite courses completed, approval of the practicum application by the director of training. Refer to the current field training manual for further details. Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP. Cannot be fulfilled by transfer.**

PSY8392 - Doctoral Practicum I (5 quarter credits). Learners in the first practicum receive supervised training appropriate to the doctoral level in psychological testing, interviewing, assessment, intervention techniques, community consultation, and applied research in a setting selected by the learner and approved by the director of training. The online course emphasizes increased awareness of the learner's clinical strengths and limitations, psychological assessment and understanding of DSM-IV TR, introduction to treatment planning, case documentation, ethical issues, and working with specific clinical populations. **Prerequisite(s): All practicum prerequisite courses completed, approval of the practicum application by the director of training. Refer to the current manual for further details. Learners taking this course must be enrolled in one of the professional psychology specializations within HASOP. Cannot be fulfilled by transfer.**

PSY8393 - Master's Practicum II (5 quarter credits). Continued supervised training in professional psychological issues with particular emphasis on DSM-IV Axis I. The online seminar with the instructor and enrolled learners provides the opportunity for in-depth examination appropriate to the master's level of various psychopathological conditions in addition to the field supervision experience. **Prerequisite(s): PSY8391. Cannot be fulfilled by transfer.**

PSY8394 - Doctoral Practicum II (5 quarter credits). The second practicum course provides continued supervised training in professional psychological issues with particular emphasis on DSM-IV TR Axis I conditions. The online seminar between the instructor and enrolled learners provides the opportunity for in-depth examination appropriate to the doctoral level of various psychopathological conditions in addition to the field supervision experience. **Prerequisite(s): PSY8392. Cannot be fulfilled by transfer.**

PSY8395 - Master's Practicum III (5 quarter credits). Continued supervised training in professional psychological issues with particular emphasis on DSM-IV Axis II conditions, V codes, and other psychosocial concerns. The online seminar with the instructor and enrolled learners provides the opportunity for in-depth examination appropriate to the master's level of various psychopathological conditions in addition to the field supervision experience. This course is designed for learners whose state regulatory or licensure boards require more than two academic

quarters of practicum or those learners who have an ongoing desire to extend their field training.

Prerequisite(s): PSY8393. *Cannot be fulfilled by transfer.*

PSY8396 - Doctoral Practicum III (5 quarter credits). The third practicum course provides continued supervised training in professional psychological issues with particular emphasis on DSM-IV TR Axis II conditions, V codes, and other psychosocial concerns. The online seminar with the instructor and enrolled learners provides the opportunity for in-depth examination appropriate to the doctoral level of various psychopathological conditions in addition to the field supervision experience. This course is designed for learners whose state regulatory or licensure boards require more than two academic quarters of practicum or those learners who have an ongoing desire to extend their field training. **Prerequisite(s):** PSY8394. *Cannot be fulfilled by transfer.*

PSY8397 - Advanced Practicum (5 quarter credits). Continued supervised training in professional psychological issues with particular emphasis on case presentations. This course provides an opportunity to develop case presentations for the purpose of obtaining consultations from colleagues about treatment issues. The online seminar with the instructor and enrolled learners provides the opportunity for in-depth examination of various psychopathological conditions and treatment issues in addition to the supervision experience. **Prerequisite(s):** PSY8396. *Cannot be fulfilled by transfer.*

PSY8401 - Internship I (5 quarter credits). This internship course is an intensive, closely-supervised experience in which learners work with a broad range of clients in various institutions and settings. Emphasis is on the application of psychological principles and techniques learned in academic courses, development of diagnostic and clinical skills, and clarification of one's personal strengths and limitations as a clinician. **Prerequisite(s):** All courses completed including practicum course(s) and approval of the internship application by the director of training. Refer to the current manual for further details. Learners taking this course must be enrolled in a doctoral program in either clinical or counseling psychology in HASOP. *Cannot be fulfilled by transfer.*

PSY8402 - Internship II (5 quarter credits). This course is a continuation of the previous quarter of internship, PSY8401. **Prerequisite(s):** PSY8401. *Cannot be fulfilled by transfer.*

PSY8403 - Internship III (5 quarter credits). This course is a continuation of the previous quarter of internship, PSY8402. **Prerequisite(s):** PSY8401 and PSY8402. *Cannot be fulfilled by transfer.*

PSY8404 - Internship IV (5 quarter credits). This course is a continuation of the previous quarter of internship, PSY8403. **Prerequisite(s):** PSY8401, PSY8402, and PSY8403. *Cannot be fulfilled by transfer.*

PSY8410 - Substance Abuse Therapies (5 quarter credits). A review of traditional and nontraditional approaches to treatment. Topics to be covered are in- and out-patient treatment programming, self-help groups, utilization of community resources and alternative treatment approaches, and the use of individual, group, and family psychotherapy. Current trends in service delivery will be considered, particularly in light of ongoing changes in the health care delivery system.

PSY8430 - Issues and Trends in Addiction/Compulsion Treatments (5 quarter credits). This course reviews current developments, research, and trends within the addiction field. Emphasis will be placed on gaining a current understanding of substantive issues in the field. Possible topics to be considered are developments in psycho-pharmacological treatment of addictions, the influences of managed care on treatment, ethics, the use of Internet resources in the field, the changing role of the counselor, and emerging treatment approaches.

PSY8440 - Substance Abuse Program Evaluation (5 quarter credits). This course will cover various methods appropriate for field experimentation and program evaluation. Topics will include quasi-experimental designs, sampling procedures, and issues associated with program evaluation. Ethical issues related to field research will also be covered.

PSY8450 - Compulsive Behavior and the Disturbance of the Self (5 quarter credits). This course defines the nature of addictive and compulsive behavior problems, discusses the development of the addiction model and its tenets, and reviews the literature regarding the validity and efficacy of treatment approaches based on the addiction model. Alternatives to the addiction model will be discussed, including cognitive behavior therapy. An understanding of the Compulsive Behavior Model, a psychodynamically oriented model, will be developed and covered in detail.

PSY8460 - Dual Diagnosis in Mental and Addictive Disorders (5 quarter credits). This course addresses the complexities of comorbidity, diagnosis, and treatment of clients with various addictive disorders and mental illness (both Axis I and Axis II disorders). Current research and theory on the etiology, psychodynamics, and treatment will be reviewed, as well as specific methods of psychotherapy and the role of pharmacotherapy. Case studies will be used to illustrate course content and develop clinical skills. Emphasis will be placed on the application of scientific research to the clinical and programmatic settings.

PSY8510 - Family Systems Theories (5 quarter credits). Families will be studied as systems from a theoretical, clinical, and research perspective. Emphasis will be on family development, family transitions, assessment, and intervention. Systems oriented assessment models will be explored. Strategies for initial interviews, hypothesis

formulation, designing a strategy for intervention, and the process of termination will be covered.

PSY8520 - Couples Therapy (5 quarter credits). An overview of theory and research on marriage and the couple relationship in contemporary society. Topics covered include relationship development, maintenance, and termination; conflict-resolution skills; communication styles and skills; couple adjustment and assessment of interpersonal relationships; cultural variations; and issues related to gender. Major approaches to couples therapy will be reviewed.

PSY8530 - Family Therapy (5 quarter credits). This course is an analysis and comparative study of the prominent schools of thought within the field of family psychology, their tenets, therapeutic strategies, and techniques. Structural, strategic, transgenerational, behavioral, communication, and analytical approaches to family therapy will be discussed.

PSY8550 - Bereavement and Loss Therapy (5 quarter credits). This course covers the process and impediments to dealing with expected and traumatic losses. Topics considered are the phases of bereavement, special issues involved with suicide survivorship, coping with loss following chronic illness, the role of emotion in the grief process, and the clinical methods of bereavement treatment. Current theory, relevant research, and application to clinical, educational, and organizational settings are considered in this course.

PSY8560 - Principles of Family Pathology (5 quarter credits). This course offers a conceptualization of pathology based on a family systems model. The understanding of the etiology and maintenance of pathology will be understood as a function of family interaction and family structure rather than of individual dynamics. Topics to be considered are styles of family interaction, family boundaries, family roles, and the family life cycle.

PSY8610 - Principles of Health Psychology (5 quarter credits). This course is a review of behavioral and biomedical theory and research with the objective of understanding the contributions of psychological factors to the prevention, diagnosis, and treatment of disease and illness. Topics include psychosocial factors contributing to health and disease, health promotion, mind-body relationships, and psychological approaches to the prevention and treatment of physical illness. Cognitive and behavioral interventions for health related problems and the collaborative roles of medical specialists and psychologists will be emphasized.

PSY8620 - Environmental Health and Behavior (5 quarter credits). This course examines the emerging literature supporting the capacity for self-control in managing personal health care. Emphasis will be given to relationships between nutrition, exercise, and wellness. Psychoneuroimmunology and the use of

Graduate Course Descriptions, *continued*

autogenic techniques to treat somatoform disorders will be examined. Behavior medicine and the role of the psychologist in the health care setting will be explored.

PSY8630 - Health Care Delivery (5 quarter credits).

An examination of the role of the psychologist as a health care provider within managed health care. Consultative and collaborative roles for the psychologist will be reviewed. Working in an integrated and interdisciplinary team environment will be explored along with alternative health care delivery models.

PSY8640 - Community Psychology (5 quarter credits).

This course addresses the role of the psychologist as an agent of change in the community. Attention will be given to the social change strategies community-oriented psychologists can use in facilitating community improvements and alleviating adverse social conditions. Legal, social policy, medical, familial, and psychological viewpoints will be considered in the analysis of community problems and their prevention. Topics considered are child abuse, delinquency, crime, poverty, powerlessness, inadequate social support, and forms of discrimination.

PSY8650 - Innovative Health Care Practices (5 quarter credits).

This course examines the emerging trends in health practices. Topics to be considered are integrating spiritual resources into treatment, "alternative" therapies, current issues in mind/body relationships, and the impact of managed care in the delivery of psychological services. Emphasis will be given to interdisciplinary practice and collaborative relationships.

PSY8660 - Coping with Chronic Physical Illness (5 quarter credits).

This course examines the psychological impact of a variety of medical conditions and their bio-psycho-social etiologies and treatments. Emphasis is placed on the role of the interdisciplinary team in treatment planning and implementation. Pain syndromes such as headaches, back pain, gastrointestinal disorders, and auto-immune diseases are covered. Other chronic diseases will also be examined.

PSY8670 - Cognitive/Affective Basis of Physical Illness (5 quarter credits).

This course emphasizes the assessment and treatment of psychosomatic conditions from a cognitive/affective perspective. Assessment and treatment interventions from this perspective are applied to patients with acute and chronic conditions housed both in medical care facilities and treated as out-patients. The use of self-instruction strategies, relaxation techniques, imagery, meditation, hypnosis, and other stress management strategies are reviewed.

PSY8711 - Principles of Industrial/Organizational Psychology (5 quarter credits).

In this course, learners review theories and research on psychological issues relevant to industrial/organizational behavior. Topics include workplace motivation, job satisfaction, workplace testing and assessment, individual and group

performance, consultation, systems planning, group decision making, performance monitoring, and incentive motivation. Ethical considerations related to leadership behavior in modern organizations are also addressed.

PSY8720 - Psychology of Leadership (5 quarter credits).

Current theories relevant to leadership, scientific research, and organizational case studies provide a comprehensive review of the various models of leadership. Applications to clinical, educational, and organizational settings are also reviewed in this exploratory course. Special topics include team building, leading groups, trait and personality theory, styles of leadership, and multicultural issues relevant to leadership in organizational settings. Learners develop their own theory of leadership based upon synthesis and analysis of course material.

PSY8730 - Consultation Psychology (5 quarter credits).

Learners in this course explore the variety of roles and interventions that engage consultants and industrial/organizational psychologists in the world of work. This course covers current theories of consultation, ethics, models of consultation research, and the dynamics of the consultant-client relationship. Both consultants' and psychologists' contributions to clinical, educational, industrial and organizational settings are reviewed. Discussion of critical incidents and cases are part of this course. Learners are encouraged to develop a proposal to identify and market to appropriate potential clients for consultation.

PSY8734 - Workplace Violence and Sexual Harassment (5 quarter credits).

This course covers the most recent legal updates concerning workplace violence and sexual harassment. Additional issues will include assessment of potentially violent employees, dispelling myths surrounding violence and harassment in the workplace, familiarization with policies and procedures to deal with these issues, and understanding the general management impact of these phenomena.

PSY8735 - Managing Problem Personnel (EAP Issues) (5 quarter credits).

This course examines the tests and interventions used to address employees' needs when psychological problems or substance abuse issues are evident. Psychopharmacological and psychotherapeutic treatments, as well as issues of confidentiality, will be addressed.

PSY8740 - Psychology Practices in Personnel and Human Resources Management (5 quarter credits).

This course introduces psychology practices and current research relevant to personnel and human resource management issues in organizations. Topics include a broad overview of employee practices the human resources management specialist must address: individual differences; selection of personnel; workplace testing and assessment theory; the performance appraisal process; equal

employment opportunity legislation, regulation and compliance, workplace ethics, and litigation that may occur as a result of workplace incidents. Application of theory and research to corporate and educational settings is emphasized.

PSY8750 - Managing Psychological Services (5 quarter credits).

This course addresses challenges that are likely to face practitioners in consulting and industrial/organizational psychology over the next decade. Learners explore issues including managed care; diversified practices relevant to the professional practitioner, multicultural client populations; ethical conflicts in consultation; contemporary issues, risk management, expert witness testimony; psychological and consultation record-keeping; marketing consulting services; psychological services, and contemporary business practices in professional consultation and in industrial/organizational psychology. Learners develop a professional business and marketing plan for work in the fields of professional consultation and industrial/organizational psychology.

PSY8760 - Vocational Psychology (5 quarter credits).

A comprehensive review of major theories and research in vocational psychology and implications for the work of the counseling and consulting psychologist. Vocational psychology combines an individual's vocational attainment, preparation, and career development. This course is designed to study an individual's occupational behavior, occupational choice, and motivational development surrounding work choice patterns. It is designed for the work of the industrial/organizational (I/O) practitioner, I/O psychologist, and career counselor, and combines I/O psychology with vocational counseling. Vocational counseling is a facilitative process for individuals who are making career choices, career transitions, and seeking occupational attainment.

PSY8765 - Testing and Assessment in Workplace Psychology (5 quarter credits).

Learners review relevant theories and research methods specifically geared to workplace psychology and consultation assessment methods. Topics include employee and organizational assessment, psychometric testing, pre-employment testing, vocational and career assessment, workplace performance assessment, and quantitative-qualitative principles and research methods specifically designed for the consultant-practitioner and industrial/organizational psychologist. This course is geared to the I/O psychologist, professional consultant, human resources manager, and other professionals involved in workplace testing and assessment, methods, and interventions. **Prerequisite(s): PSY7610.**

PSY8770 - Performance Enhancement and Motivation (5 quarter credits).

Concepts and methods relevant to the study of employee motivation, attitudes, and job satisfaction are

explored in corporate and educational settings. Specific methods and applications for optimizing performance at the executive and managerial levels are also addressed.

PSY8780 - Psychology of Organizational Ergonomics in the Workplace (5 quarter credits).

Learners in this course study the connection and interface of individuals interacting in their workplace setting, office design, and physical workplace environment. Topics include industrial/organizational workplace ergonomics as a response to environmental change in industry as a result of computerization, human-computer interaction, automation, and information display. Specific approaches to work design include anthropometry, biomechanics, and physiological considerations in the work environment.

PSY8785 - Compensation and Benefits Planning Psychology (5 quarter credits).

This course emphasizes workplace compensation issues and benefits planning. Current trends in compensation issues, the process of job evaluation, establishing pay rates, and conducting salary surveys are covered. The psychology of employee benefits planning, insurance programs and services, retirement planning, Employee Assistance Programs, workplace options, and flexible workplace programs are also addressed.

PSY8790 - Workplace Safety and Health Psychology (5 quarter credits).

This course addresses contemporary issues relevant to employee safety and health environments in the workplace setting. Topics include Occupational Safety and Health Administration awareness, management's commitment to a safe work environment, conducting safety surveys, critical incidents, preventing accidents, and health issues and interventions found in workplace environments and occupational settings.

PSY8810 - Geriatric Psychology (5 quarter credits). Age-related cognitive and personality changes in the elderly are examined, along with an analysis of the causes and mechanisms of aging. Content includes interpersonal relationships between the aged individual and significant others (especially family members), and the importance of these relationships for further development and aging. Psychological interventions appropriate to the treatment of disorders of the elderly and current research supporting the treatment of cognitive dysfunction of the aged are also explored. The characteristics of successful aging will be reviewed.

PSY8820 - Research in the Aging Process (5 quarter credits). A comprehensive review of past and current research, as well as research methods and trends in the area of aging. Content includes biological factors, cognitive and personality change, interpersonal and family relationships, spiritual concerns, and relevant medical factors. Attention will be given to factors

which facilitate successful negotiation of age-related issues. Learners will examine aspects of human aging both in contemporary American society and cross-cultural and ethnic perspectives.

PSY8840 - Principles of Sport Psychology (5 quarter credits).

This course overviews the field of sport psychology. It will cover a broad range of topics that will be investigated in greater detail in additional courses. Topics include personality, attention, anxiety and arousal, arousal adjustment strategies, cognitive-behavioral intervention, causal attribution, motivation, self-confidence, psychology, and social issues of sport. The learner will leave this course with an eclectic understanding of sport psychology.

PSY8841 - Performance Enhancement in Sports (5 quarter credits).

Performance enhancement is the most common issue dealt with by sport psychologists. How to increase an individual's performance through mental strategies in the arena of sport is a critical factor in the success of an athlete. This course will examine the mechanisms by which athletes can exceed their perceived physical limitations. Strategies such as visualization, meditation, hypnosis, autogenic training, biofeedback, and progressive relaxation will be examined.

PSY8842 - Applied Sport Psychology (5 quarter credits).

This course will take the theoretical concepts learned in PSY8840 and demonstrate their practical application to the field of sport psychology. The focus of this course is on how the sport psychologist interacts with individuals within a sport context. How to provide effective professional guidance in the areas of learning, motivation, and social interaction will be examined, as will mental training for performance enhancement. Issues such as referrals, drug abuse, burnout, injury, and termination from athletics will be explored.

PSY8843 - Exercise Psychology (5 quarter credits).

Covers all psychological aspects related to exercise. Theoretical foundations of reasons people exercise, exercise adherence, personality factors in exercise, and the psychological effects of exercise will be investigated. In addition, applied issues such as motivation, cognitive and behavioral change strategies, leadership, and counseling in exercise will be addressed.

PSY8845 - Current Issues in Sport Psychology (5 quarter credits).

In-depth reading and critical analysis into current issues in sport psychology. The content of this course examines in-depth current research and theoretical directions in the field of sport psychology.

PSY8990 - Independent Readings (5 quarter credits).

In-depth reading and critical analysis into specific topic areas in psychology under the guidance of the course instructor. **May only be taken once.**

PSY9101 - Master's Integrative Project (5 quarter credits).

This capstone project provides learners in the academic tracks an opportunity to demonstrate mastery of knowledge, scholarship, and research proficiencies in the identified field of psychology. **Prerequisite(s): All courses completed. Cannot be fulfilled by transfer.**

PSY9150 - Master's Final Project (5 quarter credits).

This capstone project provides learners in the professional tracks an opportunity to demonstrate mastery of knowledge, scholarship, and practice proficiencies in the identified field of psychology. **Prerequisite(s): All courses completed. Cannot be fulfilled by transfer.**

PSY9984 - Doctoral Comprehensive Examination I (5 quarter credits).

In the first course of the comprehensive examination and dissertation sequence, learners examine the key components in the comprehensive examination. The course includes an overview of the comprehensive examination process and the university's expectations of academic honesty and integrity and introduces the four core themes of the examination and the evaluation criteria. Structured study groups are established and resources on the core themes are provided. Course requirements include completion of the overview and a preliminary conference call with the comprehensive examination committee and development of a schedule for the final oral examination. Grading for this course is S/NS.

Prerequisite(s): All required and elective course work completed with a GPA of 3.0 or better.

Learners must complete practicum courses prior to starting comprehensive examination courses.

Fulfillment of all residency requirements.

Cannot be fulfilled by transfer.

PSY9985 - Doctoral Comprehensive Examination II (5 quarter credits).

Learners and their comprehensive examination committee members each develop one comprehensive examination question to address one of the four core themes. Learners write answers to the comprehensive examination questions, which are evaluated by the committee using analytical point-scale scoring rubrics. Upon passing the written examination, learners complete the comprehensive examination final oral defense conference call and are eligible for enrolling in the first dissertation course upon passing their defense. Grading for this course is S/NS. **Prerequisite(s): PSY9984. Cannot be fulfilled by transfer.**

PSY9986 - Dissertation Research I (5 quarter credits).

Learners examine the key components of planning and conducting dissertation research, including the dissertation process and the roles and responsibilities of the dissertation committee, course instructor and course administrator. In addition, learners form and obtain approval on their dissertation committees, conduct a preliminary literature review, develop the

Graduate Course Descriptions, *continued*

dissertation prospectus, and become familiar with procedures for protecting human participants/subjects in research. Resources for research methodology and the IRB process are provided. Learners must complete the dissertation prospectus and the short online Collaborative IRB Training Initiative (CITI) modules in order to pass Dissertation Research I. Grading for this course is S/NS. **Prerequisite(s): PSY9985. Cannot be fulfilled by transfer.**

PSY9987 - Dissertation Research II (5 quarter credits). In this course, learners obtain committee approval on the dissertation prospectus, prepare informed consent and field testing materials, develop and solidify the data collection design/plan and schedule (based on the prospectus), prepare and submit the IRB application for approval, conduct field testing to establish validity and reliability of the instrument (when appropriate), complete the dissertation prospectus conference call, develop and complete dissertation Chapters 1 (Introduction), 2 (Literature Review), and 3 (Methodology), based on the prospectus. Resources for research designs and methodology are provided, including the dissertation manual and a template for Chapters 1, 2, and 3. Procedures for prospectus and IRB application submission and the prospectus conference call are available. Grading for this course is S/NS. **Prerequisite(s): PSY9986. Cannot be fulfilled by transfer.**

PSY9988 - Dissertation Research III (5 quarter credits). In this course, learners engage in data collection according to the plan and schedule, develop and organize Chapter 4 (Results) draft (structure based on the research questions and methods before data collection is complete), check in data (as they come in), process and analyze the data, and finalize Chapter 4 with results. Resources for data analysis designs and interpretation are provided, including the dissertation manual and a template for Chapter 4. Grading for this course is S/NS. **Prerequisite(s): PSY9987. Cannot be fulfilled by transfer.**

PSY9989 - Dissertation Research IV (5 quarter credits). In this course, learners develop and finalize Chapter 5 (Conclusions and Recommendations), polish the final draft of all chapters (1-5), obtain approval on the dissertation manuscript, complete the final dissertation conference call, make all necessary final content changes, obtain form and style clearance, publish the dissertation online with UMI, and obtain clearance from Academic Records on degree audit (to verify that all required and elective program courses have been taken). Resources for writing conclusions and recommendations are provided, including the dissertation manual, a template for Chapter 5, and procedures for dissertation submission and the final conference call. Grading for this course is S/NS. **Prerequisite(s): PSY9988. Cannot be fulfilled by transfer.**

Harold Abel School of Psychology Colloquia

PSY-R6061 - Psychology PhD Colloquium Track I. Through the residential colloquia, Capella learners gain a stronger sense of academic community by networking and discussing course work, projects, and research issues face-to-face with fellow learners and faculty. This experience provides a learning environment that fosters the application of critical thinking and integrates knowledge to professional and research issues. Track I offers basic or introductory workshops in the following six content areas:

- Area 1: Developing the scholar-practitioner
- Area 2: Critical analysis skills
- Area 3: Research skills
- Area 4: Professional communication skills
- Area 5: Development of learning communities
- Area 6: Psychology-specific content and offerings

PSY-R6062 - Psychology PhD Colloquium Track II. Through the residential colloquia, Capella learners gain a stronger sense of academic community by networking and discussing course work, projects, and research issues face-to-face with fellow learners and faculty. This experience provides a learning environment that fosters the application of critical thinking and integrates knowledge to professional and research issues. Track II offers intermediate workshops in the following six content areas:

- Area 1: Developing the scholar-practitioner
- Area 2: Critical analysis skills
- Area 3: Research skills
- Area 4: Professional communication skills
- Area 5: Development of learning communities
- Area 6: Psychology-specific content and offerings

PSY-R6063 - Psychology PhD Colloquium Track III. Through the residential colloquia, Capella learners gain a stronger sense of academic community by networking and discussing course work, projects, and research issues face-to-face with fellow learners and faculty. This experience provides a learning environment that fosters the application of critical thinking and integrates knowledge to professional and research issues. Track III offers advanced workshops in the following six content areas:

- Area 1: Developing the scholar-practitioner
- Area 2: Critical analysis skills
- Area 3: Research skills
- Area 4: Professional communication skills
- Area 5: Development of learning communities
- Area 6: Psychology-specific content and offerings

PSY-R6161 - Psychology MS Colloquium Track I. Through the residential colloquia, Capella learners gain a stronger sense of academic community by networking and discussing course work, projects,

and research issues face-to-face with fellow learners and faculty. This experience provides a learning environment that fosters the application of critical thinking and integrates knowledge to professional and practice issues. Track I offers basic or introductory workshops in the following content areas: effective interviewing skills and skills in psychological assessment (administration and scoring of Wechsler series).

PSY-R6162 - Psychology MS Colloquium Track II. Through the residential colloquia, Capella learners gain a stronger sense of academic community by networking and discussing course work, projects, and research issues face-to-face with fellow learners and faculty. This experience provides a learning environment that fosters the application of critical thinking and integrates knowledge to professional and research issues. Track II offers intermediate workshops in the following content areas: counseling and psychotherapy interventions; psychological testing skills (including tests of achievement and adaptive functioning); and group counseling skills.

PSY-R6163 - Psychology MS Colloquium Track III. Through the residential colloquia, Capella learners gain a stronger sense of academic community by networking and discussing course work, projects, and research issues face-to-face with fellow learners and faculty. This experience provides a learning environment that fosters the application of critical thinking and integrates knowledge to professional and research issues. Track III offers advanced workshops in the following content areas: psychological assessment skills (including test selection and interpretation) and ethical applications and solutions.

Harold Abel School of Psychology Year-in-Residence

Clinical Psychology Year-in-Residence

PSY-R6360 - Professional Issues in Clinical Psychology and Residency Preparation. In the opening weekend of the clinical year-in-residence learners are oriented to year-in-residence activities, requirements, and logistics. During the weekend, learners are introduced to concepts and activities that develop the learner's professional identity as a psychologist and as a scientist-practitioner, and that initiate the process of cohort-formation and group cohesion.

PSY-R6361 - Extended Seminar I: Relationships, Assessment, and Professional Issues. The extended seminar plays an important role in socializing learners into careers in the profession of psychology as well as increasing and extending learners' knowledge and skill competencies. The professional issues weekend and accompanying two weeks include presentations, lectures, discussion groups, and small group labs that offer experiential training in counseling/psychotherapy

and assessment skills. Learners have opportunities for individual mentoring, advising, and attending meetings involving all clinical learners as well as learners from other specializations in the school of psychology. Learners and faculty hear guest speakers, attend evening programs, and engage in social activities that contribute to networking.

Week I – Relationship: Interviewing and Constructive Working Alliances. Learners explore basic individual counseling and psychotherapy skills and factors that contribute to empirically supported relationships. Role plays and feedback sessions train learners to develop a therapeutic alliance with clients as well as collegial interactions that support professional relationships.

Week II – Assessment: Test Administration, Scoring, and Interpretation. In small groups, instructors demonstrate test administration, scoring, and interpretation. In pairs, learners practice intensively, acquiring beginning assessment skills. Learners explore test selection, psychometric properties such as reliability and validity, and target populations within the context of ethical and effective assessment procedures.

PSY-R6362 - Ethics and Standards of Professional Practice. Learners explore ethics and standards of professional practice through lectures, role play, and discussion. Learners study the APA Ethical Principles of Psychologists and Codes of Conduct and the differences between ethics and mental health law. Using case studies and relevant experiential materials, learners discuss possible ethical violations and practice methods that are successful for preventing ethical violations. Learners develop problem solving strategies to resolve professional, legal, and ethical dilemmas.

PSY-R6363 - Assessment: Diagnosis, Case Formulation, and Treatment Planning. In this weekend-in-residence, lectures and small group discussions focus on case formulation and development of a differential diagnosis as a working hypothesis that incorporates developmental, biological, and cognitive/affective factors. The residence includes discussion of case studies and the use of different theoretical approaches to case formulation and treatment. Use of prior records, interviews, and test results contribute to the evaluation process with attention given to oral and written communication of diagnostic conclusions. Learners apply these skills as they work with individuals, families, and couples and as they incorporate their use of the current DSM. Through role play, learners demonstrate the ability to form a therapeutic alliance, communicate the conceptualization of the problem, the treatment plan, and the selection of interventions to clients and other professionals.

PSY-R6364 - Intervention: Treatment Implementation. Learners explore ways to implement empirically supported treatments that are derived from case formulation and differential diagnosis. Activities include group discussions regarding theoretical approaches to treatment implementation and derived outcome measures. Through role play, learners demonstrate the ability to maintain a therapeutic alliance and to communicate a treatment plan and amendment of therapeutic goals to clients and to professionals. Learners develop clinical skills that help individuals, families, and couples progress towards mutually agreed-on therapy goals. Learners demonstrate the ability to modify diagnostic hypotheses with each therapeutic intervention in order to accommodate additional input.

PSY-R6365 - Diversity: Individual Differences. In this weekend-in-residence learners explore issues of diversity, culture, and individual differences that must be incorporated into all aspects of professional functioning in psychology. Lectures and small and large group discussions emphasize personal reflection and self-monitoring regarding diversity issues and developing personally tailored strategies to acquire sensitivity to diversity issues about which learners or professionals may not be knowledgeable.

PSY-R6366 - Assessment: Cognitive, Achievement, and Adaptive Testing. In this weekend-in-residence learners practice administering, scoring, and interpreting a battery of psychological tests assessing intelligence, achievement, and adaptive or developmental abilities. Working in pairs, learners act as examiner and test taker to gain practical experience. Scoring exercises increase their ability to properly score responses and to calculate protocol scores. Learners gain report writing techniques that integrate results in support of a diagnostic impression and implications for a treatment plan.

PSY-R6367 - Assessment: Personality Testing. In this weekend-in-residence learners acquire hands-on experience in scoring, analyzing, interpreting, and integrating select psychological test profiles/data. Learners integrate results from a complete battery to support a diagnostic impression and implement a treatment plan. Learners explore report writing techniques to produce a succinct, accurate report.

PSY-R6368 - Assessment: Neuropsychological Testing. Clinical neuropsychology is a highly specialized area of practice within the profession of clinical psychology. In this weekend-in-residence learners gain a solid foundation for recognizing diagnostic evidence that requires further neuropsychological assessment. Learners assimilate knowledge of neuroanatomy, neuropathology, and neuropsychological assessment processes as well as a working knowledge of neurological assessment

instruments and administrative procedures and their diagnostic value.

PSY-R6369 - Research and Evaluation. The scholar-practitioner model emphasizes skills necessary to support the tradition of empirically supported knowledge, theories, and systems in psychology and to conduct outcome evaluations of programs and interventions for their effectiveness. In this weekend-in-residence learners lectures and small and large group discussions emphasize critical analysis of professional literature for appropriate research designs and statistical analysis. Learners demonstrate their ability to synthesize professional literature in order to support conclusions and provide direction for future research. Through small group collaboration, learners develop a research proposal. Learners demonstrate in discussion and practice the ability to create strategies to evaluate program effectiveness and deliver empirically supported interventions to meet the unique needs of programs and relevant stakeholders.

PSY-R6370 - Crisis Intervention and Risk Assessment. In this weekend-in-residence learners practice crisis intervention and risk assessment. In lectures and small and large group discussions learners examine therapeutic, legal, and ethical issues including Duty to Warn, Involuntary Detention, and thorough documentation of records. Role plays with feedback provide practice in crisis intervention skills including the need to consult with colleagues following a difficult session.

PSY-R6371 - Extended Seminar II: Consultation, Supervision, Reports, and Professional Issues. This extended seminar continues the development of the learner's professional identity as a clinical psychologist. In addition to plenary presentations, workshops, and lectures, learners make short professional presentations to their peers and continue their training in empirically supported assessment and treatment approaches.

Week I – Consultation, Supervision, and Professional Issues. Learners demonstrate the ability to compare and contrast the roles involved in consultation and supervision. Learners practice consultation and supervision skills in small groups and examine the responsibilities, cultural, ethical, and legal issues that arise.

Week II – Professional Issues. Learners conclude the year-in-residence with discussions of professional issues and practice writing integrative reports. Faculty teams conduct the portfolio review. Learners demonstrate competencies as specified by program goals and objectives, demonstrate the formation of a professional identity, and respond to questions surrounding any of the issues of training. Successfully passing the portfolio review is required for passing the year-in-residence.

Graduate Course Descriptions, *continued*

Counseling Psychology Year-in-Residence

PSY-R6460 - Professional Issues in Counseling Psychology and Residency Preparation. This opening weekend of the counseling psychology year-in-residence initiates the process of group cohesion and cohort formation. It orients learners to year-in-residence activities, requirements, and logistics while also introducing a variety of concepts and activities to develop learners' professional identities as psychologists and as scientist-practitioners.

PSY-R6461 - Extended Seminar I: Interviewing, Testing, and Professional Issues. This two-week extended seminar immediately follows the year-in-residence's opening weekend (see PSY-R6460). The seminar provides learning resources and experiences to support residency requirements and training needs in counseling psychology. It includes a variety of formal and informal activities that orient and socialize learners into the profession of counseling psychology, the Harold Abel School of Psychology, and Capella University. Learners attend plenary presentations and lectures as well as participate in small labs that offer training in basic interviewing skills, empirically supported intervention techniques, and psychological testing skills. Learners also participate in mentoring and advising sessions, specialization and school meetings, and social and networking activities. Learners have the opportunity to attend guest lectures and evening programs. This residency is taken by all doctoral learners in the counseling psychology specialization.

PSY-R6462 - Ethics and Standards of Counseling Psychology. This weekend-in-residence covers legal, ethical, and professional standards of conduct for counseling psychologists. Learners explore possible ethical violations and discuss best practices for avoiding these. The weekend-in-residence also covers the relationship between ethics and mental health law, with special emphasis on the development of the professional identity and the importance of evidenced-based practice.

PSY-R6463 - Individual Counseling Interventions. This weekend-in-residence covers the counseling interventions necessary for conducting successful individual interviews. Through small group sessions and one-on-one practice sessions, learners demonstrate and improve their intervention skills.

PSY-R6464 - Diagnosis and Treatment Planning. This weekend-in-residence focuses on conducting diagnostic interviews and developing treatment plans in settings and situations commonly experienced by counseling psychologists. Learners participate in small and large group exercises, observed interviews, and group debates. The residence is associated with two courses: PSY-8210 Principles of Psychopathology and PSY-8220 Advanced Psychopathology.

Learners are expected to have completed at least one of those courses.

PSY-R6465 - Group Counseling Interventions.

This weekend-in-residence focuses on best practices and empirically supported techniques for group counseling. Topics include managing the developmental stages of a group, utilizing process versus content interventions, managing affect in the group, and achieving goals and solving problems using the group rather than therapist intervention. Learners spend the residency in observed practice sessions and brief orientation lectures.

PSY-R6466 - Assessment in Counseling:

Cognitive Testing. This weekend-in-residence provides hands-on experience scoring, analyzing, interpreting, and integrating psychological tests that assess intelligence, achievement, and developmental abilities. Working in pairs, counseling learners act as examiners and test takers to gain practical experience with the issues that arise during test administrations. Scoring exercises are provided to increase reliability of proper scoring of responses and the calculation of protocol scores. The weekend-in-residence emphasizes the integration of results to support diagnostic impressions and to inform treatment plans. Techniques for writing accurate and succinct psychological reports are reviewed.

PSY-R6467 - Assessment in Counseling:

Personality Testing. This weekend-in-residence provides hands-on experience scoring, analyzing, interpreting, and integrating personality tests. Techniques for writing accurate and succinct psychological reports are reviewed. Learners participate in small group discussions, case analysis activities, and individual competency assessments.

PSY-R6468 - Research and Empirically-based

Practices. This weekend-in-residence covers the roles of counseling psychologists as consumers of research and as evaluators of counseling interventions. Learners focus on the analysis and interpretation of empirical research findings. The course also covers integrating research findings with current practice and investigating and evaluating counseling techniques and interventions.

PSY-R6469 - Research Design and

Implementation. This weekend-in-residence covers the role of counseling psychologists as researchers. It focuses on the basics of research design and method, and it presents techniques for writing the methods section of a research proposal.

PSY-R6470 - Career and Vocational

Interventions. This weekend-in-residence focuses on the skills needed by counseling psychologists for career and vocational counseling. The residence consists of skills-based activities such as interviewing, role playing, and analyzing case studies, as well as informational components that

introduce and summarize the skill-based activities. The weekend covers administration and interpretation of various career interest inventories, career exploration activities, and delivering career and work related workshops. Personal awareness learning assists them in career exploration as learners near completion of their doctoral degree.

PSY-R6471 - Extended Seminar II: Diversity, Supervision, and Professional Issues. This lab presents an integrative, affirmative model that covers the need as well as ethical requirement to incorporate individual differences into all aspects of clinical practice and training including psychotherapy, consultation, assessment, diagnosis, supervision, and teaching. The lab also covers the complementary roles of receiving and providing supervision and consultation.

School Psychology Year-in-Residence

PSY-R6560 - Professional Issues in School

Psychology and Residence Preparation. This opening weekend begins the school psychology year-in-residence. It orients learners to year-in-residence activities, requirements, and logistics. This weekend-in-residence introduces a variety of concepts and activities aimed at developing the learner's professional identity as a psychologist and as a scientist-practitioner. It also initiates the process of cohort-formation and group cohesion.

PSY-R6561 - Extended Seminar I: Assessment, Ethics, and Professional Issues. By engaging in mock testing sessions, observing testing sessions, scoring test results, reviewing reports, and taking notes from faculty presentations, learners gain valuable skills for conducting academic and intellectual assessments and for scoring and interpreting test results. Learners analyze the knowledge of ethical principles as they relate to the practice of school psychology. Discussions include privacy, informed consent, confidentiality, record keeping, due process procedures, ethical and legal issues in psychoeducational assessments; counseling, working with teachers and parents, and the education of students with disabilities. Learners review the National Association of School Psychologists' Principles for Professional Ethics, the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct. Working together in small and large groups, learners explore ways to respond to cases and vignettes that illustrate ethical principles. **Prerequisite(s): PSY7011, PSY7012, PSY7610, and PSY8231. This prerequisite applies only to learners who matriculated into the specialization in July 2005 or later.**

PSY-R6562 - Academic/Behavioral Interventions. In this weekend-in-residence learners explore specific skills that school psychologists need to coordinate and consolidate efforts at the school

site that ultimately help children. Learners gain skills in developing and implementing academic and behavior interventions in an efficient and effective manner, using a school instructional team approach. Learners also analyze ways to provide support for teachers, parents, and students and ways to assist with behavior intervention strategies that help teachers generalize interventions and activities. **Prerequisite(s): PSY-R6560 and PSY-R6561.**

PSY-R6563 - School Interventions: Basic and Advanced Interviewing. In this weekend-in-residence learners diagnose learning and emotional problems. They also conduct fact-finding and rapport-building clinical assessment interviews and elicit information needed to make appropriate diagnoses and IEP (individual educational plan) goals. Learners explore practices for interviewing the child, parents, teachers and other individuals familiar with the child. Learners analyze interventions during crisis situations as well as the ethical issues related to crisis intervention. Other topics include acquiring skills for maintaining professional boundaries and helping relationships. Learners conduct clinical assessment interview practice sessions, individually with the instructor and in small groups. **Prerequisite(s): PSY-R6560, PSY-R6561, and PSY-R6562.**

PSY-R6564 - School Psychology Counseling Skill Development. In this weekend-in-residence learners develop and practice basic counseling skills within school systems. Learners advance their counseling skills through demonstration and role-play related to situations commonly occurring in schools at K-12 levels. Learners also develop skills for structuring and guiding group and individual counseling sessions and practice some of the skills needed for counseling special needs students and for working within multicultural settings. Learners review and explore the parameters of counseling conducted by school psychologists including ethical standards and general legal requirements, both state and federal as appropriate. **Prerequisite(s): PSY-R6560, PSY-R6561, PSY-R6562, and PSY-R6563.**

PSY-R6565 - Assessment Demonstrations. In this weekend-in-residence, through role-plays and feedback from an experienced professional psychologist and peers, learners develop skills in administering standardized assessment instruments; following specific, recognized procedures; and assessing and interpreting test results. Learners are introduced to and practice interpreting assessment results to parents, teachers, and other professionals. Through these experiences, learners gain the skills necessary for practicing school psychologists. **Prerequisite(s): PSY-R6560, PSY-R6561, PSY-R6562, PSY-R6563, and PSY-R6464.**

PSY-R6568 - Personality and Behavioral Assessment. In this weekend-in-residence learners administer and score individual personality and behavior tests, focusing on the Behavior Assessment System for Children (BASC), Conners' Rating Scales-Revised (CRS-R), Kinetic Drawing System for Family and School (KDSFS), House-Tree-Person (H-T-P), Roberts Apperception Test for Children (RATC), and Sentence Completion Test. Learners work individually and in small groups to score measures of personality and behavior, interpret the results, and provide a written summary of their interpretation. Learners gain skills in conducting clinical interviews and behavioral observations; in synthesizing and interpreting data from teacher, parent, and self-report behavior rating scales, as well as objective and projective techniques; and in scoring, interpreting, and integrating the results in order to make recommendations and write psychological reports. In discussions learners analyze student case studies with attention-deficit hyperactivity disorder (ADHD), oppositional defiant disorder (ODD), depression, anxiety, and conduct disorders. **Prerequisite(s): PSY-R6560, PSY-R6561, PSY-R6562, PSY-R6563, PSY-R6564, PSY-R6565.**

PSY-R6569 - Functional Behavioral Assessment. In this weekend-in-residence, through the use of guided notes, example exercises, observations, converting and graphing data and role-playing interventions, learners gain valuable skills needed to conduct functional behavioral assessments and write behavioral improvement plans. Learners analyze behavior and develop interventions to improve behavior, to understand the principles of reinforcement and punishment, to conduct structured observations in order to collect data that can be converted and graphed, and to analyze the data to develop appropriate interventions that are included in a behavioral improvement plan. **Prerequisite(s): PSY-R6568.**

PSY-R6570 - Behavioral Interventions. This weekend-in-residence helps learners become effective school psychologist consultants, focusing primarily on developing learner skills in creating and implementing behavioral interventions and evaluating their effectiveness. The course addresses building rapport with teachers and parents, expanding their knowledge-base of interventions, and building a library of professional resources. Learners explore discussion topics of interventions for externalizing and internalizing disorders, social skills training, counseling groups, parent training, and resistance to intervention. The course includes extensive use of role-playing. **Prerequisite(s): PSY-R6568 and PSY-R6569.**

PSY-R6571 - Extended Seminar II: Report Writing, Treatment Planning, Supervisory and Professional Issues. Learners explore the skills necessary for writing psychological/psycho-

educational reports. Brief discussions about the characteristics of a good report are analyzed by learners. Each section of a psychological/psycho-educational report is introduced and discussed, along with basic principles for writing good psychological/psycho-education reports. Learners will engage in report writing practice sessions, individually with the instructor and in small groups. Learners develop basic skills for presenting assessment and evaluation data in a narrative format. Treatment plan formats and case examples are discussed with learners. Learners also discuss scenarios in groups and work on cases individually. Mock role practice and learning supervision skills appropriate for a school setting are presented.

Prerequisite(s): PSY-R6568, PSY-R6569, PSY-R6570. PSY-R6571 completion is contingent upon the learner passing the formative portfolio review during the residency.

School of Business and Technology MS Information Technology Courses

TS5004 - Technical Communications (4 quarter credits). This course provides the necessary skills for communicating technical information to various stakeholders in organizations including customers, users, managers, and peers. The course focuses on the fundamentals of technical communication in the electronic workplace, emphasizing clarity and organization. Learners engage in exercises that focus on technical writing, editing, and online communication, and apply their skills across a broad range of activities, including the preparation of an effective résumé, writing a technical report, creating professional development plans and writing a proposal. Techniques presented are intended to help learners develop an appreciation for format and content. This course also prepares learners for project documentation requirements throughout their program, as well as throughout their professional careers. **TS5004 and TS5005 must be taken concurrently by master's learners in their first quarter. Cannot be fulfilled by transfer or petition.**

TS5005 - Master's Learner Success Lab (non-credit). This lab is designed to provide new master's learners with the knowledge and skills they need to be successful in their academic programs. The lab familiarizes learners with the Capella online environment and support resources provided to ensure success. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners develop a degree completion plan. **This is an advisor-led course taken in the first quarter in conjunction with TS5004. Cannot be fulfilled by transfer or petition.**

Graduate Course Descriptions, *continued*

TS5110 - Enterprise System and Application Development (4 quarter credits). This course covers dynamic HTML, JavaScript, Java Applets, cascading style sheets, and design templates. The course also includes an introduction to CGI programming, server side includes (SSI), and extensible markup language (XML). Learners apply their knowledge as they use a professional interactive development environment (IDE) to develop a Web application during this course showing mastery of one or more of the Internet application technologies. *Prior to enrolling in this course, learners should have a working knowledge of both Web site development and programming.*

TS5111 - Overview of Enterprise Applications (4 quarter credits). Since the Web has become an intrinsic component to most enterprise's business processes, an IT professional must understand both its structure and utility to the enterprise. This course provides an overview of Web based e-commerce and identifies how to build a Web-based infrastructure to support the various parts of an e-commerce enterprise (i.e., marketing, operations, etc.). Learners are introduced to the Web by designing and creating an e-commerce Web site in which both the technical and business issues of e-commerce are addressed. Learners also explore the role of the standards in supporting the Web, and the handling of commercial transactions on the Web. Learners examine emerging business models for e-commerce, as well as social controversies surrounding e-commerce. This course is oriented towards those learners who are not pursuing the system design and programming specialization.

TS5120 - Project Management for Technology Professionals (4 quarter credits). The course focuses on defining management techniques for planning, estimating, and facilitating successful enterprise Internet, intranet, and extranet application projects. Learners define a project, develop work breakdown structures, prepare project schedules, and determine how to coordinate the various resources. Special attention is devoted to the special skills needed to lead and manage cross-functional and multinational teams in a virtual team environment. This course includes methods for managing new application development projects as well as the selection, installation, and integration of third-party software applications. Techniques are introduced to help keep projects on track and enhance team motivation. In addition, planning, time management, and risk management activities are introduced that assist learners throughout their program, as well as throughout their professional careers.

TS5130 - System Development Theory and Practice (4 quarter credits). This course focuses on the software engineering fundamentals that can be applied to enterprise-wide software application development. Advanced techniques

for requirements analysis, functional specifications, system design, implementation, testing, and maintenance are covered. Other topics to be discussed are portability, reusability, prototyping, and performance management. As a result of this course, learners compare theory with actual practice and ultimately assess, evaluate, and apply software development principals or processes to a professional environment. *Prior to enrolling in this course, learners should possess a working knowledge of the software development process.*

TS5140 - System Usability Analysis and Design (4 quarter credits). This course provides an overview of the theoretical aspects of human-computer interaction and then concentrates on giving learners practical guidelines, strategies, and methods for designing successful user interfaces. User-centered design approaches are covered that can be applied to enterprise Internet applications using a personal computer desktop interface, personal digital assistant (PDA) interface, cell phone interface, or any smart appliance interface. Local language considerations for e-business and other enterprise Internet applications are introduced. This course covers techniques for analyzing user needs, synthesizing user goals, and ensuring the completed application satisfies customer requirements.

TS5150 - Enterprise Application Testing (4 quarter credits). This course takes learners through an effective, step-by-step methodology for testing enterprise Internet applications. The course focuses on mission critical aspects of e-commerce Web-based applications, but the methodology can be applied to any Internet application. Learners are introduced to the quality attributes of Web-based applications including interesting content, a unique product or service at a reasonable price, and swift and reliable fulfillment. Learners gain an appreciation for the importance of systematic testing to facilitate continuous improvement in usability, performance, security, availability, and interoperability. This course gives learners the tools and knowledge to ensure their enterprise Internet application satisfies the expectations of customers. *Prior to enrolling in this course, learners should have completed TS5130 or possess a working knowledge of software development processes or software engineering principals.*

TS5151 - Quality Assurance (4 quarter credits). This course presents the practical application of quality assurance principles in technology. This course presents tools, techniques, quality improvement, and statistical processes for determining quality assurance. Real-world examples, cases, and models are examined to evaluate how to apply quality assurance in technology. Learners explore industry standard quality assurance processes like the Software Engineering Institute (SEI) Capability Maturity

Model (CMM) or the American Society for Quality (ASQ) Six Sigma. As a result of this course, learners are able to compare quality principles with actual practices and are ultimately able to apply these principles in technology professions and in their organizations.

TS5160 - Business Foundations (4 quarter credits). This course provides IT learners with a foundation of business concepts. Learners analyze organizational structures, operational processes, and financial measures, as well as key business communication concepts and techniques. Successful completion of this course helps learners better understand how IT integrates with the enterprise as a whole through the analysis and application of fundamental business processes, theories, and techniques.

TS5270 - Cyber Threats to Enterprise Security (2 quarter credits). This course is designed for IT managers, executives, network and system administrators, and other IT professionals that need to develop a working knowledge and vocabulary for assessing their organization's risk to hackers and cyber terrorists. This course surveys the key terms and concepts necessary for enterprise security, including the tools, techniques, and strategies that are most often used to break into networks and associated databases. Learners become familiar with the basic steps that are used by these attackers. This course provides learners with a framework for assessing an organization's security risk from attackers and creating an action plan.

TS5271 - Network Security Solutions for the Enterprise (2 quarter credits). This course is designed for network designers, system administrators, and other IT professionals who need to develop strategies and countermeasures for the various cyber threats to an enterprise network. This course covers current network security solutions to protect an organization from exposure internally (attacks from within) and externally (Internet). Specific strategies to guard against the most common intrusion are discussed, including firewalls, gateways, and proxy servers. Authentication and encryption techniques are also discussed. Case studies are used to better understand the impact of good security solutions. Lab exercises are used to give learners experience with network security solutions. *Prior to enrolling in this course, learners should take TS5590 or possess a working knowledge of networking concepts.*

TS5500 - Systems Analysis and Design (4 quarter credits). This course examines the process of analyzing and designing enterprise-wide systems. Although the focus is upon the traditional system development methods, alternative methods are also described. These alternative methods include object-oriented, rapid application development and joint applications development. Within the course, learners develop

a variety of models including data, process, network, and object models. In addition, learners are exposed to application architectures and the design process. Various systems analysis and design tools are used as part of the process. Learners develop skills to better understand how to specify and design systems that solve business problems and accomplish improvements in business processes. **Prior to enrolling in this course, learners should have completed TS5130 or possess a working knowledge of software development processes or software engineering principals.**

TS5501 - Database Analysis and Design (4 quarter credits). This course introduces database analysis, database design, and N-tiered client server database systems. Topics include database structures, data dictionaries, data analysis, normalization, and common database applications. Learners develop an application in a popular database system. Advanced discussion topics include database scripting (SQL), API interfaces, database connectivity technologies (ODBC/JDBC), concurrency control, database security, and data warehousing multi-dimensional databases and data mining methods that extract useful information from the data warehousing. A problem-based approach using SQL is used in this course.

TS5502 - Programming Strategies (4 quarter credits). This course provides a foundation for the learner interested in learning Java. The course will also explore the aspects of Java that make it one of the most popular and dynamic programming environments available to the IT professional. The course is hands-on, with numerous programming exercises to further develop programming skills. The course will cover Java programming syntax, Java concepts, data types and methods, classes and class hierarchies, Applet and application creation, Java Swing, error handling and exceptions, and introduce Java Database Connectivity (JDBC). **Prerequisite(s): TS5505 or equivalent programming experience in C, C++, C#, Visual Basic, or other formal programming languages upon school approval.**

TS5503 - Advanced Enterprise System Development (4 quarter credits). This course extends the topics covered in TS5110 by examining several mechanisms for interfacing with back-end databases, including Rapid Application Development (RAD) techniques, to support dynamically created Web content from server-side databases. This course covers Active Server Pages (ASP) and introduces Java Server Pages (JSP) and more advanced technologies supporting reusable business logic on the server. Enterprise Java Beans (EJBs) capabilities and contexts for use are also introduced. Distributed object technology are also explained and compared. The course also describes how extensible markup language (XML)

is utilized for spontaneous data exchange between two Internet applications. In addition, this course covers mechanisms to improve performance of Internet applications.

Prerequisite(s): TS5110, TS5501, TS5502 or equivalent experience upon school approval.

TS5504 - Wireless Web Design and Development (4 quarter credits). This course provides an overview of the evolving wireless technologies and the Wireless Application Protocol (WAP). WAP is the de facto worldwide standard for providing Internet communications and advanced telephony services on digital mobile phones, pagers, personal digital assistants, and other wireless terminals. Learners use simulation software to design and debug wireless Web applications using wireless markup language (WML) or handheld device markup language (HDML) for Internet-enabled phones. This course provides an introduction to related technologies and includes an overview of mobile telephony architecture. **Prior to enrolling in this course learners should possess a working knowledge of Web development. Completion of TS5110 or equivalent experience is good preparation for this course. Prior knowledge of XML is useful.**

TS5505 - Object-oriented Design and Development (4 quarter credits). This course introduces object-oriented analysis and design concepts using the Universal Modeling Language (UML) and the Java programming language. Sound practices for the design, construction, testing and debugging of object-oriented software applications are emphasized. Specific attention is given to the use of use cases as a means of describing behavioral software requirements. This course also introduces patterns and object-oriented architectures. A problem-based approach to object-oriented analysis and design concepts is used in this course.

TS5506 - Graphics and Multimedia (4 quarter credits). The course introduces graphics and multimedia technologies, as learners create a Web interactive animation project. Activities include illustrating with Flash, using animation techniques and special effects. Flash files produce resizable compact full-screen navigation interfaces, technical illustrations, long-form animations, and other dazzling site effects. Flash enables Web designers to import artwork from their favorite bitmap or illustration programs, apply transparency, create morphing effects, add interactivity and sound, and animate them over time. Unlike bitmapped images that are optimized for a single resolution, vector images can adapt to multiple display sizes and resolutions. This is ideal for displaying Web sites uniformly on set-top boxes, hand-held computers, or PCs. This course also covers how to embed exported Flash movies into HTML documents for play in a browser.

Prerequisite(s): TS5110 or equivalent experience upon school approval.

TS5507 - Network Technology (4 quarter credits).

This course presents an overview of network technology. Learners consider video systems, local area networks, wide area networks, wireless systems, satellite communications, Internet and the World Wide Web, cable networks, and voice and data communications. Learners are also introduced to Frame Relay, DSL, ATM, SONET, and the OSI Model. The course focuses on understanding the impact of network technologies on the performance of Web-based applications, including security, privacy, and reliability. Learners completing this course develop competencies associated with the Cisco Certified Network Associate (CCNA) certification.

TS5508 - Enterprise System Security (4 quarter credits). This course provides an overview of network security and information systems. This course is geared for the information technology professional tasked with establishing security strategies to protect their organization from exposure to the Internet, or the IT professional who needs to design applications that enable data security, privacy, and confidentiality. The course presents strategies to guard against hackers and forms of viruses, examines firewalls and gateways, and explores authentication and encryption techniques. The course also covers a list of the most often used methods for attacking a network system and how to defend against them. Case studies are used to better understand the impact of poor security on an enterprise.

TS5513 - Advanced Programming Strategies (4 quarter credits). This course extends the topics discussed in TS5502 by covering several advanced features of Java programming. It is intended for learners who understand the fundamental Java programming concepts and who now want to explore some of the advanced Java programming topics. The primary focus of this course is on the advanced features and libraries of the Java2 platform; this knowledge is essential to programming in the application server environment. The learner will be able to create a client-server Java application utilizing remote method invocation (RMI) and a Swing-based applet interface. **Prerequisite(s): TS5502 or equivalent experience upon school approval.**

TS5514 - Advanced Graphics and Multimedia (4 quarter credits). This course builds competencies for developing Web sites containing more complex, interactive, and interesting multimedia features by integrating theory with practice. This course assumes experience in Web site design and with multimedia tools like Flash, Fireworks, and Photoshop. This course extends the learner's capability of using these techniques and tools through the development of a business-quality Web site. Learners are able to use the theory behind vector graphic and image manipulation to more effectively utilize these techniques. Vector graphic techniques are utilized to pre-process images for

Graduate Course Descriptions, *continued*

use in Flash-supported Web pages. Learners import several types of multimedia artworks into Flash to create interesting animated Web pages. Learners create interactive movies that let the user control aspects of the movie presentation.

Prerequisite(s): TS5506 or equivalent experience in Web site development including experience with Flash, Fireworks, Photoshop, and other image processing tools upon school approval.

TS5515 - Advanced Wireless and Mobile Development (4 quarter credits). Mobile Web interfaces are maturing and becoming readily more available. This course emphasizes how aspects of Web technology (XML, XHTML, and JSP) are used to support interactive wireless Web applications. The wireless application protocol (WAP) will be presented in detail including current news on latest changes to this developing industry standard. Learners explore how Web Markup Language (WML) and WMLScript are utilized to create an interactive Web Telephony Application (WTA). The use of Web Transport Layer Security (WTLS) and its importance in developing secure wireless application will be explored. The remainder of the course is devoted to server side support of wireless applications. Aspects of Servlet/JSP that are relevant to WAP will be explored, particularly the unique support for session management. Learners use XSLT to transform XML documents into WML to create WAP supported Web pages. Learners work through a number of computer labs to reinforce the above concepts. **Prerequisite(s): TS5503 and TS5504 or equivalent experience upon school approval.**

TS5516 - Client Server Architecture and Design (4 quarter credits). This course focuses on the networking concepts and skills necessary to plan, install, configure and manage a local area network (LAN). Other topics covered in this course include security, printing, and troubleshooting. Upon completion, learners have a solid understanding of network administration at the LAN level. In addition, learners are able to take one of the industry certification exams. **Prior to enrolling in this course, learners should possess a working knowledge of networking concepts.**

TS5517 - Network Enterprise Architecture and Design (4 quarter credits). This course is a continuation of TS5516 focusing on the enterprise network. Topics in this course include designing Wide Area Networks (WANs), directory services, connectivity issues and procedures, remote access, network traffic management, network security and monitoring multi-protocol wide area networks. Upon completion, learners have a solid understanding of network administration at the WAN. In addition, learners are able to take one of the industry certification exams.

TS5518 - Advanced Network Technology - Routing (4 quarter credits). This course is a continuation of TS5507, focusing on designing wide area networks at the advanced level and focusing on planning and configuring large scalable networks based on multi-protocol Internet works. Upon completion, learners have a solid understanding of implementing, designing, and configuring large scalable networks using queuing, tunneling, route distribution, route maps, BGP, EIGRP, OSPF, and route summarization. In addition, learners are able to take one of the industry certification exams. **Prior to enrolling in this course, learners should earn certification as a Cisco Certified Network Associate (CCNA).**

TS5520 - Operating System Theory and Application (4 quarter credits). This course provides the learner with a sound foundation in operation system principles. The concepts of resource management, scheduling, and concurrency management and device management are covered. The mechanisms used to support network interfaces including interfaces to the Internet and LANs are also introduced. The concept of administering an operating system are discussed to provide an understanding of user access and operating system security. Finally, the concept of operating system performance issues is discussed to provide an understanding of the importance of operating system configuration upon application performance. Examples are provided from both Unix-based and Windows-based operating systems. At the conclusion of the course, learners are able to compare how each system implements the key concepts listed above to be able to determine the applicability of the system to an operational environment.

TS5521 - Advanced Network Technology - Switching (4 quarter credits). This course allows learners to build on the skills from TS5507, focusing on advanced multi-layer switching technologies and techniques used by some of the major telecommunication companies to provide advanced switch configuration, Spanning Tree Protocol (STP) implementation, and Virtual Private Networks (VLANs). Topics in this course are complemented by those in the other two advanced network technology courses, TS5522 and TS5523. In addition, learners will be able to take one of the industry certification exams. **Prior to enrolling in this course, learners should earn certification as a Cisco Certified Network Associate (CCNA). Prerequisite(s): TS5507 or equivalent experience upon school approval.**

TS5522 - Advanced Network Technology - Remote Access (4 quarter credits). This course allows learners to build on the skills from TS5507, focusing on the advanced technologies and techniques that are being used to plan, design, implement, configure, and monitor remote access and dial-up techniques that provide remote connectivity using PPP, ISDN, Frame Relay, and

authentication. The course also allows learners to explore technologies such as DSL, cable modem, and VPN. Topics in this course are complemented by those in the other two advanced network technology courses, TS5521 and TS5523. In addition, learners are able to take one of the industry certification exams. **Prior to enrolling in this course, learners should earn certification as a Cisco Certified Network Associate (CCNA). Prerequisite(s): TS5507 or equivalent experience upon school approval.**

TS5523 - Advanced Network Technology - Troubleshooting (4 quarter credits). This course allows learners to build on the skills from TS5507, focusing on the advanced troubleshooting skills and techniques that are used on large scale and multi-protocol Internet works. Topics in this course are complemented by those in the other two advanced network technology courses, TS5521 and TS5522. Special emphasis is placed on troubleshooting Ethernets, Token Ring, routing, routed ISDN, PPP, Frame Relay, VLAN, and WAN networks and protocols. In addition, learners are able to take one of the industry certification exams. **Prior to enrolling in this course, learners should earn certification as a Cisco Certified Network Associate (CCNA). Prerequisite(s): TS5507 or equivalent experience upon school approval.**

TS5524 - Advanced Project Management (4 quarter credits). This course focuses on advanced project management topics and techniques for successful projects. An initial assessment of the learner's project management competencies and skills are conducted along with the establishment of a professional development plan. The course provides an in-depth look at scope, time, cost, and quality management based upon a real-world case study scenario. Attention is paid to the process of joint project planning sessions to increase the effectiveness of project planning. Learners discover the importance of properly recruiting, organizing, and managing the project team. Techniques are discussed to help keep projects on track through proper monitoring, control, and closeout methods. The course provides tools that the project manager may use throughout their professional careers.

TS5525 - Project Risk Management (4 quarter credits). This course addresses the important elements of risk management including risk planning, identifying risk, quantifying risk, impact analysis, development of appropriate responses, and risk control. Learners gain an appreciation of the systematic process of identifying, analyzing, and appropriately responding to project risk. The course covers the probability and consequences of maximizing positive events and minimizing the probability and consequences of negative events. Learners have a better understanding of risk and how to appropriately apply it to projects.

TS5526 - Leadership and Human Resource Management (4 quarter credits). This course focuses on organizational planning, staff acquisition, and team development, which includes assigning project roles, responsibilities, and reporting relationships, staffing, motivation, leadership, team development, and conflict resolution. Learners gain an understanding of the processes required to make effective use of people and resources on a project. The relationship between human resource management and project management are explored along with how it relates to the project life cycle. Techniques are covered regarding interfacing with project stakeholders, designing effective organizational structures, dealing with conflict on projects, communication, and managing stress. Practical self-assessment exercises are used to determine learners' communication, conflict resolution, and leadership styles in addition to power orientation, personality type, and motivation to manage.

TS5527 - Procurement Management (4 quarter credits). This course presents the major processes used in project procurement management, including: planning, solicitation, source selection, contract administration, and contract closeout. Each area of the procurement process is reviewed sequentially and salient points discussed. Procurement management is considered from the perspective of the buyer and seller relationship, including the processes required to obtain goods and services based upon project scope. Other project management areas that relate to procurement management are discussed.

TS5528 - Project Integration Management (4 quarter credits). This course introduces the learner to key components for project integration management and the processes required to ensure that elements of a project are properly coordinated. Learners are challenged to look for ways to bring excellence to their projects. The role of the project manager as an integrator is discussed along with the tradeoffs among competing objectives and alternatives. The need for a project management strategy and an understanding of stakeholder identification and analysis are discussed. The importance of a comprehensive approach to change control is reviewed and highlighted. Learners gain an understanding of overall project management including successful project implementation, systems thinking, problem solving, and the skills, roles, and expectations of project managers.

TS5529 - Component Development - Java Framework (4 quarter credits). This course introduces the key concepts supporting Web enterprise component development through an examination of the key features of Java 2 Enterprise Edition (J2EE), a framework for developing reusable and portable enterprise components. Learners study the architecture of J2EE to understand key components for creating applications. Learners create a servlet-based

application supported by an industry standard application server utilizing a JSP based user interface. Learners understand how XML is used to configure an enterprise component application and explore the main types of EJBs and when and where to use them. The concepts of security relative to enterprise components also are discussed. Learners completing this course develop competencies associated with the Sun certified Web component developer for J2EE platform certification and the enterprise architect for J2EE technology certification. **Prerequisite(s): TS5503 and TS5513 or equivalent experience upon school approval.**

TS5530 - Component Development - Microsoft Framework (4 quarter credits). This course examines the architecture of .NET and explores how applications utilize this architecture to create .NET enabled applications. The Microsoft .NET technology will become the backbone of Microsoft's network solutions and development environment. Migration from COM to .NET is discussed including its enhanced support for the object-oriented programming model. Also, the impact of .NET on current Microsoft technologies is explored. .NET Web Services are presented clarifying its role in supporting Web application development. Learners gain experience with ASP.NET to create a .NET enabled Web application. C# examples are presented in light of its support for .NET. **Prerequisite(s): TS5503 or equivalent experience upon school approval.**

TS5531 - Security Management Practices (4 quarter credits). This course, which includes aspects from the disciplines of networking, database management, and project management, enables IT professionals to identify, develop, and implement security policies for an information system and its physical environment (i.e. network interface). Essential to this is operations security. Legal and investigative concepts regarding information security are discussed as well as the necessity for network and physical security. This course covers proactive practices including Business Continuity Planning (BCP) and disaster recovery planning in order to maintain information integrity. This course also explores areas of operations security.

TS5532 - Secure System Development and Cryptology (4 quarter credits). Applications and the operating systems supporting them must be designed securely to protect access to enterprise data. Communications between these systems also must occur securely to prevent unauthorized access to the data or corruptions of the data. This course explores the key concepts of operating system and application design from the perspective of security and emphasizes the importance of securing database access. It also illustrates the importance of software development and maintenance processes that impact security. Further, this course analyzes how cryptography addresses the principles, means,

and methods of disguising information to ensure its integrity, confidentiality, and authenticity. Prior to enrolling in this course, learners should possess a working knowledge of basic algorithm construction.

TS5536 - Ethical and Legal Considerations in Information Technology (4 quarter credits). This course focuses on the ethical and legal issues surrounding computer technologies within an organization. This course uses specific case examples and projects to explore the various human dimensions of information technology and researches the relationships with customers, partners, and society. Topics include intellectual property rights, privacy, governmental regulations, and the individuals' responsibilities in the decision-making process.

TS5537 - Project Portfolio Management (4 quarter credits). This course studies project management from an organizational standpoint allowing a holistic view of IT projects across the enterprise. Learners gain skills in analyzing project proposals to best align projects with key business strategies. Various project characteristics are discussed and reviewed for their impact on the business and technology infrastructure of the enterprise including risk, cost, and strategic benefits.

TS5538 - Programming Strategies - Microsoft Environment (4 quarter credits). This course provides an introduction to the C# language and implementing C#-based applications using the .NET Framework. The course is oriented toward the learner with some programming experience in strongly-typed languages such as C, C++, or Java. Starting with the basics of the C# language such as built-in data types, operators, and control structures, the course migrates to an introduction to how C# implements the foundation of OOP such as extending classes through inheritance, interfaces, and polymorphism. The course covers how to utilize Microsoft's Visual Studio Integrated Development Environment (IDE) to create, compile, and deploy C#-based applications. Hands-on lab exercises throughout each unit provide learners with experience creating and debugging C# applications and assemblies.

Prerequisite(s): TS5505 or equivalent programming experience in C, C++, or Java upon school approval.

TS5540 - Introduction to XML and Web Services (4 quarter credits). This course provides a comprehensive overview of the eXtensible Markup Language (XML) and the fundamental technologies that underlie Web services. Understanding the mechanisms behind XML and Web services is crucial to understanding its potential and effectively implementing these technologies. Learners create XML documents, schemas, and stylesheets for transforming XML. In addition, learners discover how to create SOAP messages and integrate services through various

Graduate Course Descriptions, *continued*

Web Service technologies such as WSDL.

Prerequisite(s): TS5503 or equivalent experience in server-side development and intermediate-level programming in a programming language such as Java, C#, C++, or Perl (i.e., TS5513) upon school approval.

TS5590 - Web Development and Networks (4 quarter credits). This course enables learners with little prior IT knowledge to understand fundamental concepts of IT and to be prepared for future courses in the program. It is crucial to understand the role of the Web and Web-based applications in today's business environment. It is also essential to understand how business and data communications are supported through network devices and software. This course provides an overview of Web applications and how they are utilized to support business needs. It also presents the basic concepts of computer networks and an overview of various methods of creating and supporting internal and external computer networks. In both areas learners are able to compare various options in Web application development or networks and select the most appropriate solution. **Learners may choose or be advised to enroll in this course. Does not apply toward degree or certificate total credits.**

TS5591 - Programming and Database Systems (4 quarter credits). This course enables learners with little prior IT knowledge to understand fundamental concepts of IT and to be prepared for future courses in their program. It is crucial to understand the role of software development in today's business environment. It is also essential to understand how data is managed, accessed, and utilized in decision-making processes. An overview of the basic concepts of the software development process is presented. Learners become familiar with programming through updating existing applications in an industry standard programming language (i.e., Visual Basic). This course also provides an overview of database principles enabling the learner to construct a simple database and access its information through an application interface. Learners modify existing programs to access a database and develop useful reports. In both areas, learners are able to compare various options in application development and database technology to select the most appropriate solution for their business environment. **Learners may choose or be advised to enroll in this course. Does not apply toward degree or certificate total credits.**

TS5899 - Special Topics in Technology (4 quarter credits). This course enables learners to propose and conduct a study of special topics of interest related to information technology. Appropriate course topics address an area of study that complement the learner's past experience and learning objectives. The results of the study must exhibit a graduate-level mastery of the topic area.

Prerequisite(s): Prior to enrolling in this course, a preliminary learning plan must be approved by the school. Cannot be fulfilled by petition

TS5990 - Integrative Project (4 quarter credits).

This course enables learners to demonstrate proficiency in integrating learning from their course work at Capella University. Learners prepare a project plan that includes proposed topic area, deliverables, dates when they will be completed, and the associated learning that will be exhibited. Upon approval from their instructor, learners execute their project plans. Learners record weekly status on their progress, issues, key decisions, and learning. At the conclusion of the course, learners complete their projects and summarize their results on their Capella University Web sites. **Prerequisite(s):** Completion of all required master's course work. Cannot be fulfilled by transfer or petition.

Colloquia and Residencies

COL-R5921 - MS Colloquium Track I. The first master's residential colloquium is the initial track of the residency sequence and should be completed during the first two quarters of enrollment.

COL-R5922 - MS Colloquium Track II. The second colloquia will be taken approximately during the second year of enrollment (master's learners completing in fewer than three years may take their colloquia more closely together, the second colloquium near the midpoint of their programs).

COL-R5923 - MS Colloquium Track III. The third colloquia will be taken approximately during the third year of enrollment (master's learners completing in fewer than three years may take their colloquia more closely together).

COL-R8921 - PhD Colloquium Track I. Track I is taken before completing 56 earned and transferred credits. Learners are strongly encouraged to complete this colloquium within their first quarter of enrollment.

COL-R8922 - PhD Colloquium Track II. Track II is taken as learners are completing 57-72 credits, while they are immersed in their required course work.

COL-R8923 - PhD Colloquium Track III. Track III is taken while learners are completing 73-96 credits (for HASOP learners, 73-95 credits). Since the final 24 (or 30) credits earned in the doctoral program are tied to the completion of the comprehensive examination and dissertation, Track III prepares learners for their comprehensive examination questions, for completing their dissertations, and for life after graduation.

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Learner Support teams exist to help learners make a successful transition into their program at Capella and serve as an ongoing source of support throughout their education at Capella. Learner Support teams include academic advisors and learner support associates. Learner Support team members are assigned by degree program and are dedicated to assisting learners in that program's specializations. Advisors communicate with learners on an ongoing basis, providing academic and personal strategies and support, clarifying university procedures, tracking and discussing academic progress, and providing information about any changes that may affect learners. A list of advisors by school and degree program can be found on iGuide under Advising & Academic Support – Meet the Advisors. For questions or concerns regarding registration, courses, access, financial aid, billing, or technical problems that are not answered on iGuide, learner support associates are available to assist learners at 1-888-CAPELLA (227-3552), option 2, or by e-mailing Learner Support at learnersupport@capella.edu.

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Alabama Department of Postsecondary Education

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(334) 242-2900

Arizona Department of Education

1535 West Jefferson
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(602) 542-4391

The leadership in educational administration and school psychology specializations are conditionally approved by the Arizona Department of Education. Capella is currently pursuing full approval.

Arizona State Board for Private Postsecondary Education

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Arkansas Higher Education Coordinating Board

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Little Rock, AR 72201-3918
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Colorado Commission on Higher Education

1380 Lawrence Street, Suite 1200
Denver, CO 80204
(303) 866-2723

Florida Commission for Independent Education

2650 Apalachee Parkway
Tallahassee, FL 32301
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Georgia Nonpublic Postsecondary Education Commission

2189 Northlake Parkway
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Illinois Board of Higher Education

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Kentucky Council on Postsecondary Education

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Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
(651) 642-0533

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Ohio Board of Regents

30 E. Broad Street, 36th Floor
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(614) 466-6000

The following degree programs are authorized by the Ohio Board of Regents: Bachelor of Science in Business, Bachelor of Science in Information Technology, Master of Business Administration, Master of Science in Information Technology, and Master of Science in Organization and Management.

Ohio State Board of Career Colleges and Schools

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State Council of Higher Education for Virginia

James Monroe Bldg., 9th Floor
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Richmond, VA 23219
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Washington Higher Education Coordinating Board

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West Virginia Higher Education Policy Commission

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