



**Certificate Programs
and Courses
2011-2012**

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Non-Discrimination/Equal Employment Policy

The University of North America is an academic community built on respect for all persons. The university adheres to a strict policy of dignity, equality, and nondiscrimination regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Commonwealth of Virginia statutes, the university does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the university.

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Approval to Operate

*The University of North America is certified by the
State Council of Higher Education for Virginia to operate in Virginia.*

Transferability of Credit

The courses and programs offered by the University of North America are fully equivalent to those offered by other institutions of higher education. That said, each institution makes its own determination of the transferability of credits earned at another institution. Students are advised to contact the institution to which they intend to transfer as to the transferability of specific courses and programs.

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Certificate Programs

The university offers a variety of certificate courses and programs to meet the workplace and educational needs of professionals. Included are Individual Certificate Programs – those that are self-contained and focused on immediate knowledge and application; Academic Certificate Programs – those designed to be equivalent to a university's academic courses; the International Nurse Certification Training (INCT) program – designed to assist international nurses to pass the NCLEX examination, and English Language programs – designed to improve English language competencies for education and the world of work.

A variety of Individual Certificate Programs has been developed by UoNA staff members to focus on specific areas of concern to contemporary businesses in the global marketplace. Included among the programs are Basics of Computerized Accounting Systems, Global Communications, Intercultural Communication, Key Legal Issues in International Markets, and Fundamentals of Cyber-Security.

Academic Certificate Programs

The university offers two types of academic certificate programs, Individual Certificate Programs, those that are self-contained and focused on immediate knowledge and application, and Academic Certificate Programs. Academic Certificate Programs designated as being at the graduate level and are designed to be equivalent to a university's academic courses. These programs have been designed by UoNA faculty members to parallel standard university courses including UoNA's own academic courses in terms of academic content, rigor, and assessment. Courses completed may be transferred for credit toward one of the university's degree programs.

Seven Academic Certificate Programs are currently available as follows:

- Certificate in Addiction Counseling
- Certificate in Psychology
- Graduate Certificate in Global Management
- Advanced Graduate Certificate in Global Management
- Advanced Graduate Certificate in Information Technology
- Graduate Certificate in Managerial Technology
- Graduate Certificate in Strategic Planning

Certificate in Addiction Counseling

This Certificate program is designed to provide students with the knowledge and skills to assist individuals who are struggling with addictions and who wish to break the cycle. A knowledge of human behavior, the addictive personality, and the role of religion and the Spirit in addressing the issues is presented.

This certificate consists of the following three courses:

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| CNSL 103 | Basic Counseling Skills (3 credit hour equivalent) |
| COMM 302 | Interpersonal Communication (3 credit hour equivalent) |
| PSYC 301 | Counseling for Addictive Behavior (3 credit hour equivalent) |

Certificate in Psychology

This Certificate program is designed to provide students with a better understanding of human behavior and mental processes, a deeper understanding of both their and others' motivations, and a greater sense of how people interrelate. In addition, students will develop improved skills in interpersonal communication.

This certificate consists of the following three courses:

| | |
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| PSYC 201 | Introduction to Psychology (3 credit hour equivalent) |
| CNSL 102 | Personal Growth (3 credit hour equivalent) |
| COMM 302 | Interpersonal Communication Skills (3 credit hour equivalent) |

Graduate Certificate in Global Management

This Graduate Certificate Program is designed to provide a basic background for understanding business, government, and the not-for-profit sector in an international context. Those completing the certificate will be fluent in the language and operations of contemporary institutions and will develop a foundation for working in the global environment.

This certificate consists of the following three courses:

| | |
|----------|---|
| CERT 510 | Management in Global Perspective (3 credit hour equivalent) |
| CERT 550 | Technology in Global Perspective (3 credit hour equivalent) |
| CERT 520 | Principles of Management (3 credit hour equivalent) |

Advanced Graduate Certificate in Global Management

This Advanced Graduate Certificate builds on the foundation of the Graduate Certificate in Global Management by adding two in-depth courses that provide a solid level of expertise in global business operation.

This certificate consists of the following five courses:

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| CERT 510 | Management in Global Perspective (3 credit hour equivalent) |
| CERT 550 | Technology in Global Perspective (3 credit hour equivalent) |
| CERT 520 | Principles of Management (3 credit hour equivalent) |
| CERT 541 | International Business (3 credit hour equivalent) |
| CERT 542 | Principles of Global Management (3 credit hour equivalent) |

Advanced Graduate Certificate in Information Technology

This Advanced Graduate Certificate in Information Technology is designed to provide the highest level introduction to the design and implementation of information technology projects. Students are expected to have completed graduate work in information technology or computer science prior to beginning the program.

The certificate consists of the following three courses:

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| CERT 721 | Information Technology Research and Practice (3 credit hour equivalent) |
| CERT 732 | Survey of Research Literature in Information Technology Management Infrastructure (3 credit hour equivalent) |
| CERT 743 | Survey of Research Literature in Information Technology Planning and Delivery (3 credit hour equivalent) |

Graduate Certificate in Managerial Technology

The Graduate Certificate in Managerial Technology provides the executive with a basic foundation for understanding the role and function of technology in business today. Building from a broad theoretical base, the program provides a focused look at major application areas for technology in business.

The certificate consists of the following three courses:

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| CERT 550 | Technology in Global Perspective (3 credit hour equivalent) |
| CERT 580 | Technology in the Business Enterprise (3 credit hour equivalent) |
| CERT 581 | Electronic Business Systems (3 credit hour equivalent) |

Graduate Certificate in Strategic Planning

This Graduate Certificate provides executives with an understanding of the fundamentals of strategic planning with an emphasis on the application of the latest tools for planning and strategic management.

The certificate consists of three courses:

| | |
|----------|---|
| CERT 510 | Management in Global Perspective (3 credit hour equivalent) |
| CERT 572 | Strategic Planning and Management (3 credit hour equivalent) |
| CERT 573 | Fundamentals of Project Management (3 credit hour equivalent) |

Bridge Programs

Because many nations offer three year bachelor's degree programs while American universities require the completion of a four year degree for entrance into a graduate program, UoNA has developed its Bridge Program. This program offers a series of ten courses designed to complete the student's preparation for full admission into a graduate program of the university. Two programs are offered: the Bridge Program in Management and the Bridge Program in Technology. Each program requires 30 credit hours in a prescribed curriculum for successful completion. Students entering a Bridge Program will be accepted conditionally as Master's Degree students.

The UoNA Bridge Program in Management is designed for three-year Bachelor's Degree holders to prepare them for entry into the university's MBA Program.

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| MGMT 305 | Organizational Communications (3) |
| MCAP 351 | Management Support Systems (3) |
| MICS 341 | Systems Analysis and Design (3) |
| MICS 455 | Computer Networking and Telecommunications (3) |
| MICS 461 | Data Base Management (3) |
| MGMT 321 | Principles of Management and Supervision (3) |
| MGMT 411 | Performance Measurement and Evaluation (3) |
| MGMT 427 | Operations and Project Management (3) |
| MGMT 435 | Strategic Management and Planning (3) |
| STAT 323 | Research and Statistical Analysis (3) |

TOTAL 30 Credits

The UoNA Bridge Program in Technology is designed for three-year Bachelor's Degree Holders to prepare them for entry into the university's Master of Science in Information Technology (MSIT) Program.

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| MGMT 305 | Organizational Communications (3) |
| MGMT 315 | Managerial Accounting and Financial Analysis (3) |
| MGMT 319 | Principles of Marketing and Advertising (3) |
| MGMT 321 | Principles of Management and Supervision (3) |
| MGMT 411 | Performance Measurement and Evaluation (3) |
| MGMT 417 | Human Resource Management (3) |

| | |
|----------|---|
| MGMT 427 | Operations and Project Management (3) |
| MGMT 435 | Strategic Management and Planning (3) |
| MCAP 303 | Organization and Technology of Information Management (3) |
| STAT 323 | Research and Statistical Analysis |

TOTAL 30 Credits

Professional Studies

International Nurse Certification Training Program (INCT)

Overview - The purpose of this professional studies certificate program is to prepare individuals who have been certified as registered nurses in a country other than the United States for success on the NCLEX examination and in the American health care industry. At the conclusion of the one academic year program, graduates are assisted in obtaining a placement through the available Optional Practical Training (OPT) program. In the OPT program, students are able to work in a U.S. health care facility for one year, gaining practical experience while working as a fully-paid Registered Nurse.

Admission Requirements

1. RN or equivalent license in home country
2. GCFNS Certification
3. Successful TOEFL (550), TOEIC (750), or other English score
4. Completion of application forms
5. Proof of financial ability
6. Approval to enter the United States (I-20, visa)

Program Components

1. Academic training – one academic year (18 credit hour equivalent)
2. Academic graduation exercise – award of certificate of completion
3. Application for Optional Practical Training (OPT)
4. OPT Placement as a Registered Nurse in a U. S. health care facility
5. Optional Practical Training (OPT) – one year of fully-paid practical experience
6. INCT Program completion Certification on completion of OPT

Course Requirements and Sequence

Semester 1

| | |
|----------|--|
| INCT 200 | Professional Development for Nurses (3 credit hour equivalent) |
| INCT 201 | American Culture (3 credit hour equivalent) |
| INCT 202 | Medical English (3 credit hour equivalent) |

Semester 2

| | |
|----------|--|
| INCT 210 | Certification Preparation (9 credit hour equivalent) |
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International Pharmacy Assistant Certification Training Program (IPACT)

Overview – The purpose of this professional studies certificate program is to prepare individuals who have been certified as pharmacy assistants in a country other than the United States for success on the Pharmacy Technician Certification Board (PCTB) examination and in the American health care industry. At the conclusion of the one academic year program, graduates are assisted in obtaining a placement through the available Optional Practical Training (OPT) program. In the OPT program, students are able to work in a U.S. pharmacy or health care facility for one year, gaining practical experience while working as a fully-paid Pharmacy Technician.

Admission Requirements

1. Experience as a pharmacy assistant or technician or equivalent in home country
2. High school diploma
3. Successful TOEFL (550), TOEIC (750), or other equivalent English score
4. Completion of the university's application form
5. Submission a non-refundable application fee of \$100.00 (electronic payment, check, or money order payable to "The University of North America") in U.S. currency
6. Submission of a copy of a form of identification (either a current passport or birth certificate) and, for Permanent Residents, a copy of the Green Card.
7. Proof of financial ability
8. Approval to enter the United States (I-20, visa)

Program Components

1. Academic training – one academic year (18 credit hour equivalent) – four focused courses designed to prepare students for success as a professional in the American health care system.
2. Academic graduation exercise – award of certificate of completion
3. Completion of the PCTB examination
4. Application for Optional Practical Training (OPT)
5. OPT Placement as a Pharmacy Technician in a U. S. health care facility
6. Optional Practical Training (OPT) – one year of fully-paid practical experience
7. IPACT Program completion Certification on completion of OPT

Course Requirements and Sequence

Semester 1

| | |
|----------|--|
| PHRM 200 | Professional Development for Pharmacy Technicians (3 credit hour equivalent) |
| PHRM 201 | Technical Skills for Pharmacy technicians (3 credit hour equivalent) |
| PHRM 202 | Medical English and Mathematics (3 credit hour equivalent) |

Semester 2

| | |
|----------|--|
| PHRM 210 | Certification Preparation (9 credit hour equivalent) |
|----------|--|

English Language Instruction

Mission

The mission of the English Language programs of UoNA is to provide non-native speakers high-quality English as a Second Language instruction. Through UoNA's programs, students are given the opportunity not only to excel in four different language skill areas, but also to improve their cultural awareness in a multi-cultural educational environment.

English language instruction is an integral part of the University of North America and provides English language training for the university's academic programs as well as programs for professional, diplomatic, and general second language acquisition and cultural development.

English Placement Test

All prospective ESL students will be given a placement assessment in order to determine the level of language competencies currently held and to provide proper placement in one of the ESL programs.

Intensive English Program

The Intensive English course of study is for international F-1 visa holders. The classes are offered five days a week with a total of 22 instructional hours.

The Intensive English Language course of study is a non-degree course designed for international students who want to study English skills in the United States. Studying at BELI provides the student with a bridge to future studies, professional advancement, and integration into the American way of life.

The Intensive English Language course of study offers six levels. Each level is offered for 12 weeks during the fall, winter and spring terms. The summer term meets for 10 weeks. The full-time intensive course of study meets the visa requirements for international F-1 students. Students are provided a minimum of 22 hours of instruction per week. This program is based on an integrated skills curriculum; each level offers four different skill groups: reading, writing, speaking and listening. These levels are geared toward practical and social skills that each student needs in their academic and social environments. With these skills directed toward the student's needs, students will be able to increase their language fluency and accuracy. Students who are interested in taking additional courses will have different elective options.

In order to advance to the next level, students must achieve a minimum of 70% overall grade. Students who have met this requirement will be able to continue to the next level and be eligible to retake the placement test in order to advance to an even higher level.

Semi-Intensive ESL Program

The Semi-Intensive ESL program is designed for individuals who are interested in developing their English Language skills on a part-time basis. The Semi-Intensive program offers six levels and is based on an integrated skills curriculum. These levels are geared toward practical and social skills that each student needs in their academic and social environments. With these skills directed toward student needs, students will be able to increase their language fluency and accuracy. Each level offers different skill groups for reading, writing, speaking, and listening.

The Semi-Intensive program meets three times per week for a total of 11 hours per week. The program is six weeks in length and is open to students from varied backgrounds.

TOEFL – iBT Preparation Program

The Test of English as a Foreign Language – Internet Based Test (TOEFL-iBT test) is one of the most significant, internationally recognized tests. TOEFL-iBT is the test of English for academic purposes and is used to evaluate the English proficiency of people who speak English as a second language.

The university's TOEFL-iBT preparation course of study is structured to meet the requirements of the internet-based test. The purpose of the course is to help non-native English speakers in using and understanding the English language as it is spoken, written, and heard in a college and university setting. The TOEFL-iBT course prepares students for the challenging TOEFL-iBT. Through this course, the university helps students pinpoint problem areas and practice for the test. Overall, the training provides an interactive learning environment and helps students reduce test anxiety.

This course of study is available as a full-time program to international students who are on an F1 visa status and also as a semi-intensive study to local students on other visas.

Business English Program

The university offers two different Business English courses of study. One is for busy professionals who want to improve their professionalism and business English skills in certain areas. The second is a semi-intensive Business English program to prepare students for the academic and professional world.

This course of study is ideal for busy professionals who want to become more effective and efficient in the international business world of communications and for learners who are interested in developing their Business English skills. The Business English courses of study have an in-depth focus on the language of business. The course combines the unique aspects of business language with structured intensive language skills. Course schedules are designed to fit in any professional's busy workday and learner's busy study schedule. Professionals and learners who participate in these classes will be able to:

- Conduct effective business communications
- Contribute effectively and efficiently in business meetings
- Understand and conduct business meetings and presentations
- Present effective communicative ability when communicating, presenting, and negotiating.

Elective ESL Courses

The university offers a variety of elective courses for students who are interested in broadening their cultural awareness. The elective courses are for students who want to take advantage of personalized, flexible, and more interactive approaches. Elective courses meet twice each week for a total of four hours per week. Students who are interested in taking elective courses have five elective options including:

- Pronunciation
- American Culture
- Vocabulary Development
- Listening Development
- Communication Strategies

Graduate Level Academic and Professional English Program

The Graduate Level Academic and Professional English program is designed for students TOEFL scores do not meet the minimum required for admission into an academic program. All non-native speakers of English are required to have a minimum TOEFL/IELTS score in order to enter the academic programs of the University of North America. Students who do not meet the required minimum TOEFL test score begin their program in the English Language courses of the university in order to succeed in the academic classroom. Students whose scores fall between 71 – 79 will be placed in the Graduate Level Academic and Professional English course of study. Students whose scores are below 71 will be placed in the intensive English as a second language program.

Provisionally admitted students who are enrolled in this program will take the intensive TOEFL-iBT test preparation program and will be required to retake the TOEFL-iBT test no later than the end of the eighth week of the term. Successful students (those who receive a 79 or higher on the TOEFL-iBT) will be enrolled in their degree program beginning with the next term. Students may repeat the TOEFL-iBT Course if they do not achieve a satisfactory score. Provisionally accepted students who successfully complete the requirement will clear the condition on their admission and register for their graduate level courses.

Certificate Programs

CERT 510 Management in Global Perspective (3 credit hour equivalent)

This course provides an overview of the global environment facing organizations today. A major focus is on the pervasiveness of globalization and its impacts on all aspects of a business. Included are topics such as global trade policy; international political actions including diplomacy and conflict; institutional, ethical, and legal variations among societies; and capital, human, and technology transfers across national boundaries.

CERT 520 Principles of Management (3 credit hour equivalent)

This course provides an overview of modern management theories. The development of organizations and the problems of leadership posed by organizational structures are evaluated. Included are the dynamics of organizational behavior and their relationship to effective administration. Models of communication, motivation, and leadership are assessed.

CERT 541 International Business (3 credit hour equivalent)

This course provides an overview of international commerce, trade, and business and the worldwide cultural and economic influences that affect it. Differing business structures and legal systems are assessed. Included is a review of the major world trade agreements such as The World Trade Organization (WTO), The European Union (EU), and The North American Free Trade Agreement (NAFTA). Varying national approaches to the management of risk and to importing and exporting goods and services, competition, investments, licensing, franchising, and the availability of global venture capital are studied.

CERT 542 Principles of Global Management (3 credit hour equivalent)

This course provides a comparative study of the business and social environments facing managers of a multinational corporation (MNC). Included is an assessment of the impacts factors such as religion, language, family structure, and hierarchy on employees and the enterprise. A review of the varying political and legal institutions, the allocation of authority, the resolution of disputes, and the concepts of ownership and property rights and responsibilities of individuals and corporations is included.

CERT 550 Technology in Global Perspective (3 credit hour equivalent)

This course focuses on the nature of technology as a uniting and separating resource available to the organization. Included are an evaluation of the differing abilities of nations to utilize and integrate technology, an assessment of piracy and security issues, an evaluation of vulnerabilities facing the manager reliant on technology, and an evaluation of the role of outsourcing as a tool for efficiency. The varying political, cultural, and legal barriers managers face with regard to the use of technology in the international environment are addressed.

CERT 572 Strategic Planning and Management (3 credit hour equivalent)

This course provides an introduction to strategic management. The basic tools of planning and operational management are introduced. The use of planning tools is introduced. The development of plans to address the long-term needs of the organization are included. The nature of strategic leadership is emphasized.

CERT 573 Fundamentals of Project Management (3 credit hour equivalent)

This course provides a basic introduction to the use of project management technology. Included are issues in project organization, planning, budgeting, scheduling, management, and control. The issue of conflict resolution in project management is a focus. Project management software tools are introduced.

CERT 580 Technology in the Business Enterprise (3 credit hour equivalent)

This course provides a basic understanding of the use of information systems and technology in business operations and management decision making. Included is an assessment of how managers utilize information systems to facilitate planning and operations. Also included is an assessment of the future of technology in enterprise operations.

CERT 581 Electronic Business Systems (3 credit hour equivalent)

This course provides the student with a basic exposure to electronic commerce applications in accounting, finance, information systems, computer science, and engineering. The course studies electronic commerce from a global perspective in order to provide an understanding of applications of electronic commerce.

CERT 721 Information Technology Research and Practice (3 credit hour equivalent)

This course is a technical introduction to the theory and practice of information security. It serves as the first security course for the certificate and is required as a prerequisite for all subsequent courses.

CERT 732 Survey of Research Literature in IT Management Infrastructure (3 credit hour equivalent)

This course examines the application of industry standard frameworks to the management of information technology infrastructure, development, and operations. Frameworks including the Information Technology Infrastructure Library (ITIL), Control Objectives for Information and related Technology (COBIT), and others are covered. Students learn to use these frameworks to tailor a set of concepts and policies to necessary manage IT in a specific enterprise

CERT 743 Survey of Research Literature in IT Planning and Delivery (3 credit hour equivalent)

This course examines the various stages from planning, scheduling and controlling IS/IT projects to managing critical interfaces with users and vendors, to balancing development needs with system maintenance. In this course, students learn how to optimize IT development and delivery processes so that information technology project may be brought online more effectively, more quickly, and on budget.

CNSL 102 Personal Growth (3 credit hour equivalent)

This course is designed to provide students with an understanding of factors such as childhood traumas, negative thinking, and low self-esteem that inhibit personal growth. Through a combination of lecture, discussion, psychological testing, and group interaction, students will develop the skills needed to both grow more effectively and to assist others to find and follow their own growth path.

CNSL 103 Basic Counseling Skills (3 credit hour equivalent)

This course is designed to provide students with a fundamental understanding of the counseling environment and process. Students will explore the various roles the counselor can play, develop techniques for listening and facilitation, and the role of the counselees religious perspective in the healing process.

COMM 302 Interpersonal Communication Skills (3 credit hour equivalent)

This course is designed as an overview of human communication focusing on the contexts in which communication occurs. Students will better understand the processes of communication both as sender and receiver. Students will also develop an understanding of communication theory as well as the methods used in communication. A key focus will be the effect of communication on conflict and on its resolution.

PSYC 201 Introduction to Psychology (3 credit hour equivalent)

This course is a general introduction to the field of psychology. Included are the scientific study of human behavior and mental processes. The course addresses a broad range of topics including biological foundations, development, learning, cognition, personality, abnormal psychology, psychotherapies, and social behavior.

PSYC 301 Counseling for Addictive Behavior (3 credit hour equivalent)

This course provides students with the basic skills necessary to assist an individual in addressing his or her addictive behaviors. Students will gain an understanding of the several types of addictive behaviors, the personal psychological causes, and the effect of the Spirit in bringing a fundamental change to the individual's thinking processes.

Bridge Program Courses

MCAP 303 Organization and Technology of Information Management (3 credit hour equivalent)

The purpose of this course is to provide students with a basic understanding of the use of technology in organizations. Included are an understanding of management information systems, data gathering and assurance, and the integration of information across the organization.

MCAP 351 Management Support Systems (3 credit hour equivalent)

This course is designed to introduce students to the basic types and uses of application software in business. The identification of needs and the selection and implementation of programs is included. Emphasis is placed on the intra-organizational coordination of information resources.

MGMT 305 Organizational Communications (3 credit hour equivalent)

This course is designed to provide the student with a basic understanding of communication processes within organizations. Included are an understanding of the concept of audience, the types of written communication and appropriate structuring for each type, the preparation and delivery of oral communication, and the effective use of social media in business.

MGMT 315 Managerial Accounting and Financial Analysis (3 credit hour equivalent)

This course is designed to introduce the student to the fundamental concepts of accounting and financial management. Included are budgeting, forecasting, and techniques for financial statement and annual report analysis.

MGMT 319 Principles of Marketing and Advertising (3 credit hour equivalent)

This course is designed to provide an overview of the field of marketing. Included are topics such as environmental analysis, marketing strategies, new product development, pricing, and advertising techniques.

MGMT 321 Principles of Management and Supervision (3 credit hour equivalent)

This course provides students with a fundamental understanding of the basics of management. Included are planning, organizing, leading, and controlling in both small and large organizations. The concept of the manager as leader receives special emphasis.

MGMT 411 Performance Measurement and Evaluation (3 credit hour equivalent)

This course is designed to introduce students to the basic issues of performance evaluation of both technical and non-technical staff. The development and implementation of appropriate metrics along with the latest approaches to personnel motivation and assessment are included.

MGMT 417 Human Resource Management (3 credit hour equivalent)

This course is designed to focus on the role and activities of the human resources operation to the success of an organization. Included are issues of recruitment, selection, hiring, motivating, monitoring, assessment, and the development of appropriate corrective strategies.

MGMT 427 Operations and Project Management (3 credit hour equivalent)

This course is designed to equip the student with a set of effective tools for project implementation, monitoring, and management. The development of identifiable and measurable objectives, process planning and scheduling, resource acquisition and management, and outcomes assessment are included.

MGMT 435 Strategic Management and Planning (3 credit hour equivalent)

This course is designed to help students develop tools for long-range thinking and planning. A particular focus is the application of the broad collection of management tools to real-world problems. Students will address a particular problem chosen with the approval of the instructor.

MICS 341 Systems Analysis and Design (3 credit hour equivalent)

This course is designed to introduce students to the analysis and design of integrated hardware and software solutions to the needs of the business enterprise. Techniques for needs analysis, the human-computer interface, and life-cycle methodology are included.

MICS 455 Computer Networking and Telecommunications (3 credit hour equivalent)

The purpose of this course is to introduce students to the theories and practices of the development of information networks within the organization. Issues of data communication, local area networks, and data security

MICS 461 Data Base Management (3 credit hour equivalent)

This course is designed to provide the student with an understanding of the basic data structures and issues including data definition, data base access, command languages, and the use of systems in the office environment.

STAT 323 Research and Statistical Analysis (3 credit hour equivalent)

This course provides students with an understanding of the basic tools of quantitative measurement and analysis in business. The framing of research questions, determination of analysis plans, and the application of appropriate tools receive emphasis. The concepts of reliability and validity are included. Students focus on the use of primary and secondary sources for information as well as the role of on-line resources.

International Nurse Certification Training Program

INCT 200 Professional Development for Nurses (3 credit hour equivalent)

During this module students will be provided with guidance to help them achieve success in the American work environment. Included are an awareness of employee expectations in U.S. businesses, interpersonal skills on the job, and cultural awareness and sensitivity.

INCT 201 American Culture (3 credit hour equivalent)

During this module students survey American culture through selected readings and lectures about American people, history, geography, music, and technology.

INCT 202 Medical English (3 credit hour equivalent)

During this module enhance their skills in the English language with an emphasis on developing the necessary medical vocabulary for use in written as well as verbal reporting. Model dialogues between patients and medical professionals are analyzed and practiced.

INCT 210 Certification Preparation (9 credit hour equivalent)

This module includes a review of nursing subject matter and content in the areas of particular concern for international nurses to include management of care, psychological issues, wellness, and pharmacology. The module uses a blended learning approach which includes structured leaning in the class room and an on-line review process in preparation for success on the NCLEX examination.

International Pharmacy Assistant Certification Training Program

PHRM 200 Professional Development for Pharmacy Technicians (3 credit hour equivalent)

During this module students will be provided with guidance to help them achieve success in the American health care environment. Included are an understanding of pharmacy operations, inventory control, the psychology of professional and patient interactions, ethics, and pharmaceutical regulations.

PHRM 201 Technical Skills for Pharmacy Technicians (3 credit hour equivalent)

During this module students hone their skills in pharmaceutical terminology, anatomy and physiology, pharmacology for the human body, and the administration of medications and the other technical aspects of working as a pharmacy technician.

PHRM 202 Medical English and Mathematics (3 credit hour equivalent)

During this module enhance their skills in the English language and the mathematics required to dispense medicines and communicate effectively with both the pharmacist and the public. Model dialogues between patients and medical professionals are analyzed and practiced.

PHRM 210 Certification Preparation (9 credit hour equivalent)

This module includes a review of nursing subject matter and content in the areas of particular concern for international pharmacy assistant to include management of care, psychological issues, wellness, and pharmacology. The module uses a blended learning approach which includes structured leaning in the class room and an on-line review process in preparation for success on the PCTB examination.

English Language Courses

Intensive English Course Descriptions

ESLA 010 Beginning Intensive ESL 0 credit hours

This course focuses on everyday listening, speaking and comprehension skills to prepare students for an interactive learning approach. Through various interactive methodologies, students will gain beginning level vocabulary and communication skills. Contextualized vocabulary and pronunciation practice will reinforce content and enhance expression. Step-by-step grammar development will also enable students to build on their beginning level grammar knowledge.

ESLA 020 Elementary Intensive ESL 0 credit hours

This course focuses on everyday listening, speaking and comprehension skills to prepare students for an interactive learning approach. Through listening and reading activities, students will develop elementary level vocabulary and communication skills and will practice reading skills. Additionally, students will participate in communicative activities and will learn how to ask and answer questions within dialogues. Step-by-step grammar development will also enable students to build on their beginning level grammar knowledge through integrated reading and listening activities.

ESLA 030 Pre-Intermediate Intensive ESL 0 credit hours

This course focuses on everyday listening, speaking, reading and grammar skills to prepare students for an interactive learning approach. Through these skills, students will develop pre-intermediate level language fluency. This highly interactive level encourages students to sustain face-to-face discussion. Students will explore new concepts in guided and open-ended discussions. Step-by-step grammar development will enable students to build on their elementary level grammar knowledge through integrated reading and listening activities.

ESLA 040 Intermediate Intensive ESL 0 credit hours

In this course, students will engage in meaningful intermediate communication skills. Students will build on their listening, reading, comprehension, and grammar skills. Integrated grammar instruction enables students to grasp intermediate level grammatical concepts and to put the concepts into practice. This level further builds on the highly interactive communicative approach and encourages students in the use of intensive vocabulary in social interactions.

ESLA 050 Upper Intermediate Intensive ESL 0 credit hours

In this course, students will develop the ability to express themselves fluently and accurately both in written and spoken activities. This course focuses mainly on conversation skills and enables students to improve their comprehension and critical thinking skills. The course further builds on the highly interactive communicative approach and continues to encourage students to sustain a highly interactive face-to-face communication. Grammar is taught in a highly intensive manner within authentic contexts and is integrated with speaking, listening, reading, and writing skills. The speaking activities guide the learners from controlled practice to communicative interaction.

ESLA 060 Advanced Intensive ESL 0 credit hours

This course covers all language skills with a comprehensive approach. At this level, students are given the opportunity to think critically and to further practice their vocabulary, grammar, writing, and comprehension skills. At the advanced level, students will demonstrate a high level of accuracy and fluency both in communicative and writing skills. Students will be provided a controlled and communicative practice which integrates critical thinking skills.

Intensive English Elective Courses

ELEC 011, 012, 013 American Culture

0 credit hours

These courses introduce students to the panorama of American culture featuring informative and entertaining readings about American people, places, and events. This course promotes cross-cultural discussion and builds controlled vocabulary knowledge. Topics include U.S. geography, music, the film industry, inventions, famous people, and new technology.

Available at the Pre-Intermediate, Intermediate, and Upper Intermediate levels.

ELEC 021, 022, 023 Vocabulary Development

0 credit hours

These courses provide essential vocabulary in an integrated way. Vocabulary development is enabled through word families, multiple meanings, collocations, and expressions that expand students' knowledge of the words. Students will participate in engaging discussions and writing topics that elicit natural use of the words.

Available at the Intermediate, Upper Intermediate, and Advanced levels.

ELEC 031, 032, 033 Listening Development

0 credit hours

These listening courses incorporate authentic radio interviews from National Public Radio to provide a context for listening comprehension and discussion. Students not only develop listening strategies and critical thinking skills but also learn to integrate grammar and vocabulary activities into their everyday speech and writing.

Available at the Intermediate, Upper Intermediate, and Advanced levels.

ELEC 041, 042, 043 Communication Strategies

0 credit hours

These courses focus on vocabulary, patterns, and collocations that English language learners need to communicate actively. Students will develop their communication strategies in pair and small-group activities.

Available at the Intermediate, Upper Intermediate, and Advanced levels.

ELEC 051, 052, 053 Pronunciation Skills

0 credit hours

These courses give students all the necessary tips, tools, and techniques they need to speak English clearly and accurately. All aspects of pronunciation are addressed – sounds, stress, rhythm, and intonation. A variety of activities enables the learners to acquire accurate pronunciation in an effective way. Focused practice and activities include surveys, games, and high-interest listening and speaking tasks which guide students from controlled to communicative interaction.

Available at the Pre-Intermediate, Intermediate, and Upper Intermediate levels.

TOEFL Preparation Course

TOEF 010 TOEFL Test Preparation

0 credit hours

The several sections course, taken as a unit, help prepare students to take the Test of English as a Foreign Language – Internet Based Test.

Section 1 – Reading and Writing for the TOEFL

This section helps students learn to read for comprehension, meaning, and detail while developing skills in skimming, scanning, and understanding vocabulary in context. With reading activities, students will develop their understanding of English and be able to comprehend major ideas, important information, vocabulary, and relationships among ideas in a passage. Through this section, students will develop reading strategies in order to gain greater comprehension and reading speed. In the writing portion of this section, students will learn how to outline, organize ideas, and write well-developed responses. Students will develop their ability to plan and write responses to questions in an essay format and will identify relevant information to organize and support their ideas.

Section 2 – Listening and Speaking

The purpose of the speaking section is to help students learn how to speak clearly and coherently and to improve their communication skills. Students will develop their speaking skills in a variety of topics. Students will also learn how to integrate two ideas with limited preparation time by reading a passage and listening and responding to prompts regarding what they have read and heard. In the listening task, students will learn how to

listen actively and will develop note-taking skills while listening to audio tracks. Students will learn how to listen for details and determine the speakers' purpose and develop their ability to comprehend general ideas and support their responses in conversation.

Section 3 – Grammar and Vocabulary

The grammar and vocabulary development section teaches and reviews grammar structures and vocabulary comprehension so students can develop accurate and fluent communication skills. Grammar and vocabulary development skills are integrated with reading and writing activities. Students will develop their grammar and vocabulary knowledge through authentic reading and listening materials.

Section 4 – Computer Lab

The computer lab section is designed so students can develop their basic computer skills in order to succeed in the TOEFL-iBT test. In this section, students will practice for the TOEFL-iBT actively in the computer lab for 2 - 4 hours a week providing them with the opportunity to become familiar with the TOEFL- iBT's test structure.

Section 5 – Guided Learning

This section engages students in activities that allow them to focus on different language skills and strategies. It also enables students to develop study skills together with note-taking and multi-tasking skills. Instructors guide learners to manage their time efficiently during the test and help students learn how to integrate controversial discussion topics to support their own ideas in both the speaking and writing tasks.

Business English

BENG 010 Pre-Intermediate Business English

0 credit hours

This course enables students to develop their confidence in multicultural settings. It also helps students become more effective and efficient in phone conversations, presentations, and negotiations. A wide variety of simulated business situations will provide motivating contexts for pre-intermediate level students. Extensive presentation and practice of telephoning language and e-mail writing tasks will enable students to build the essential skills needed in today's global business environment.

BENG 020 Intermediate Business English

0 credit hours

This course provides a higher level of learning of social business settings. Students will learn the skills needed to communicate in the professional and personal sides of modern business life. Stimulating and motivating contexts are provided. Extensive presentation and practice of communication skills including presenting, telephoning, socializing, negotiating, and interviewing will develop the student's global business communication skills.

BENG 030 Upper-Intermediate Business English

0 credit hours

This course enables students to participate in a business English conversation with a higher level of fluency. Students will develop communication strategies for the advanced level. In this course, students will develop their understanding of business culture. The focus of the course is on national, international, and organizational cultures to help students operate in today's complex business environments.

BENG 040 Advanced Business English

0 credit hours

This course enables students to work with actual case studies that put students in the shoes of talented executives who run successful companies. Students will learn how to communicate in a business setting, gain insight into business practices and priorities, develop cultural awareness, and develop and understanding of the excitement and challenge of working in today's global business world.

Business English Electives

BELE 010 General Business English

0 credit hours

This course has an emphasis on speaking, listening and problem-solving at work. The course includes realistic business situations such as problem-solving, negotiation, listening to telephone messages, checking

information, becoming more productive, handling complaints, arranging meetings, and more. Students participate in intensive listening activities, pronunciation practice, grammar and vocabulary review, everyday short writing activities, pair and group work, phone, FAX, and e-mail discussions.

BELE 020 Business English Communication 0 credit hours

This course is a dynamic Business ESL course. The course enables learners to develop their communication skills in the business world. The emphasis is on international business communications combined with traditional business content, such as economics, marketing, management, and written and oral communication as well as nontraditional content such as etiquette, corporate culture, and environmental concerns. Students will develop the skills to communicate accurately and clearly in the traditional business world.

BELE 030 Business Meetings and Presentations 0 credit hours

This course is a dynamic business ESL course. As such, it has an emphasis on effective business meeting negotiations and presentations. The course utilizes an integrated approach to effective presentation and business meeting skills. Some of the topics included are persuading, clarifying, and negotiating.

BELE 040 Business Vocabulary 0 credit hours

The emphasis of this course is on the development of a comprehensive business English vocabulary. Students analyze business-related articles and participate in comprehensive vocabulary exercises to develop an in-depth understanding of the typical patterns of business English.

BELE 050 Business Letter Writing 0 credit hours

In this class, students learn how to structure and organize their writing effectively and accurately in order to draft traditional written letters, memos, and resumes. Further emphasis is on electronic communications and the review and analysis of sample business correspondence.

Graduate Level Academic and Professional English Program

GLPE 500 Academic and Professional English 8 credit hours

This course provides students with the foundational English language skills required to succeed in graduate level course work. During this course, students are given the opportunity to think critically and to further practice their English language skills with a focus on academic writing, presentation, listening, and communication skills. Complicated communicative and writing activities prepare students for graduate level course work. Students are expected to present a high level of accuracy and fluency. This course must be taken in conjunction with the Cultural Orientation course during the first cycle of the program. This course may be repeated as necessary to raise the TOEFL score to the level required for admission to an academic program. (Note: These credit hours do not count toward the programmatic graduation requirement.)

GLPE 501 Advanced Academic and Professional English 8 credit hours

This course provides students with advanced English language training and skills to prepare them for success in graduate level course work. During this course, students complete assignments that follow the forms expected in academic programs and in the world of business. Students complete academic writing, presentation, listening, and communication work at an advanced level. Students are expected to accomplish an advanced level of accuracy and fluency. This course may be repeated as necessary to raise the TOEFL score to the level required for admission to an academic program. (Note: These credit hours do not count toward the programmatic graduation requirement.)

GLPE 502 Cultural Orientation 4 credit hours

This course is designed to provide the student with a comprehensive understanding of the academic, business, and religious cultures of the United States. Students will develop an understanding of the historical development of the country, the roles various cultural groups have played in the evolution of the nation, and uniqueness of the political process. Students will also develop the ability to read cultural clues and to move easily among the cultural groups that make up the nation. (Note: These credit hours do not count toward the programmatic graduation requirement.)

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