



UNITED STATES INTERNATIONAL UNIVERSITY

"Education to take you places"

www.usiu.ac.ke



2011-2013 Academic Catalog

United States International University reserves the right to change courses and regulations contained herein.



A message from the Vice Chancellor

I am very pleased to welcome you to United States International University, one of the oldest private universities in East Africa. I hope you will find this catalogue informative and user-friendly.

USIU offers a high quality education that prepares students for life because our curriculum requires a broad base of knowledge, in addition to a high level of accomplishment in their chosen field. All students acquire the basic skills in communication, technology, qualitative and quantitative analysis and research needed for success in today's job market. In addition, they will gain perspectives on history and culture in a learning environment that promotes global understanding and multiculturalism.

The USIU faculty and administration work hard to support students every step of the way. Our faculty members are renowned in their disciplines and recognized for their teaching skills and commitment to the students. They share a passion for the pursuit of knowledge and consistently challenge students to expand their minds and hearts.

This often means staying late after class to continue a discussion, expanding office hours to provide help on a paper and being available nights and weekends to answer questions. Our administration and staff provide the necessary support and resources to ensure that everyone reaches their full potential.

Students are encouraged to develop their intellectual potential and character by actively participating in their own education; therefore, students are expected to question, to explore, to wonder why. When students leave USIU, they will not just accept information as it is, but will develop their own views and better understand how others have arrived at certain conclusions.

They will be analytical thinkers

Students are also encouraged to develop their minds and bodies outside the classroom. Sporting activities include rugby, basketball, hockey and soccer, as well as games like pool and table tennis. Student clubs are very active on campus, and every student is required to participate in an internship and provide some form of service to the community. Here at USIU we believe education is about strengthening and improving the whole person.

Whether you are a student, parent, professor or administrator, it is exciting to be a part of this community, where everyone is working hard to achieve new heights. For those of you new to USIU, I wish to congratulate you. You have joined an exceptional institution with sufficient resources and committed individuals to help you in your quest for greater knowledge and a meaningful role in society. For those of you who are parents, I wish to assure you that we take our responsibilities toward your children very seriously, and do our best to provide them with a safe and secure environment for learning. For well-wishers, prospective students, faculty and staff, I hope you find a course of study that you are interested in pursuing in this catalogue, and look forward to welcoming you to campus.



Prof. Freida A.
Brown, Ph.D.,
Vice Chancellor

Board of Trustees

USIU is a non-profit organization governed by a Board of Trustees that ensures the quality of education provided. The Board of Trustees provides stability and continuity to USIU through an organized system of planning and evaluation.



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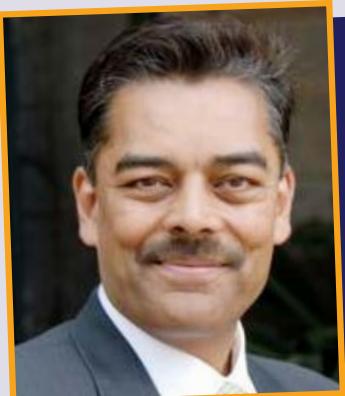
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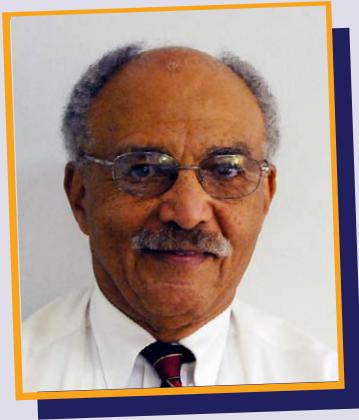
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an alumnus of USIU. He has over ten years
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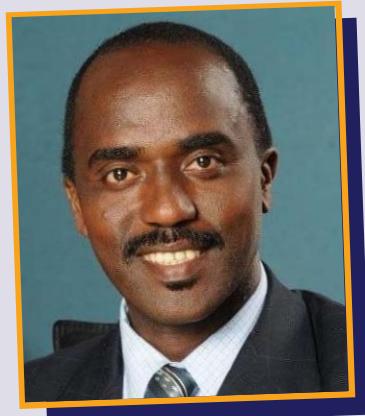
*Served as External Relations
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2010.*

*He previously served as Director,
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She served on the Board of Western
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Perry Dealay

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*She served on the Board of Western
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University Librarian

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Associate Professor of Management and Entrepreneurship,
Associate Dean, Chandaria School of Business

Vision, Mission & Core Values

Vision

The vision of USIU is to become a premier institution of academic excellence with a global perspective.

Mission

The mission of USIU is to promote the discovery and application of knowledge, the acquisition of skills and the development of intellect and character in a manner which prepares students to contribute effectively and ethically as citizens of a changing and increasingly technological world.

The mission is achieved through selected high quality undergraduate and graduate academic programmes which result in the following outcomes:

High order thinking: The ability to collect, analyze and evaluate information and formulate conclusions. Students develop and demonstrate the ability to think critically, analytically and creatively.



Literacy: Competence in oral, written, quantitative, and technological skills. Students develop and demonstrate competency in oral and written communication as well as demonstrate scientific, quantitative and technological literacy.

Global understanding and multicultural perspective: Awareness, knowledge and appreciation of both the diversity and commonality of cultures. Students acquire these perspectives through formal study of languages, history, literature and the arts and through working, studying and living cooperatively in a racially, ethnically, and culturally diverse environment. Further, students acquire an understanding of economic, historical, political, geographic and environmental relationships on a global basis.

Preparedness for career: Mastery of a field of knowledge and its multi-cultural and multinational application. Such

mastery is accomplished through both formal study and various experiential forms of learning such as internships and field experiences.

Leadership and ethics: As part of their growth and development, students formulate and articulate the ethical standards and develop the leadership skills which will guide their professional and personal lives.

Community service and development: A sense of being part of a community and a desire to be of service to it. Students are given opportunities to participate in community service, citizenship, or social action projects or activities.

This mission is carried out in an environment which encourages intellectual and scholarly development; fosters openness to a wide range of ideas, cultures, and people; and enhances personal growth.

Core values

1. **Life-long learning:** Developing a learning culture that continues throughout a person's life-time.
2. **Integrity:** Ensuring the pursuit of excellence by upholding professional and ethical standards and being accountable.
3. **Innovativeness:** Introducing new methods and strategies that ensure quality, efficiency, effectiveness and productivity.
4. **Social responsibility:** Providing leadership in responding to issues of national and global concern through collaborative efforts.
5. **Academic freedom:** Upholding the spirit of free and critical thought and enquiry, through open exchange of ideas and knowledge.

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USIU in Nairobi

United States International University (USIU) is a private, independent, non-profit university located on 120 acres of land in Kasarani, Nairobi. The University's mission includes a strong commitment to providing students with global understanding and a multicultural perspective, through its formal curricula and the experiences of studying, working, and living cooperatively in a racially, ethnically and culturally diverse environment.

USIU enrolls over 5,000 students who come from more than 50 countries. Over twelve percent of total enrolments are international students.

A majority of USIU's full-time faculty hold doctoral degrees and are in the classroom teaching, both at the undergraduate and graduate levels. The University offers bachelors' and master's degree programs through its School of Humanities and Social Sciences, School of Business Administration and its School of Science and Technology.



USIU is accredited in Kenya by the Commission for Higher Education (CHE). USIU is also accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), an accrediting body recognized by the U.S. Department of Education.

For additional information please contact:

Commission for Higher Education (CHE)
Red Hill Rd, off Limuru Rd, Gigiri
P. O. Box 54999-00200
Nairobi, Kenya
<http://www.che.or.ke>

Accrediting Commission for Senior Colleges and Universities
Western Association of Schools and Colleges (WASC)
985 Atlantic Avenue, Suite 100
Alameda, California 94501 USA
<http://www.wascseior.org>

The USIU campus lies 15kms outside Nairobi city centre. Nairobi is the commercial, intellectual, cultural, and recreational hub of East Africa. Just south of the equator, tropical Nairobi basks in the sun almost all year long and is known as the "City in the Sun." Students attending USIU have a wide range of opportunities to learn outside the classroom. The superb Kenya Museum in the Westlands suburb is a good place to start. Through special "Know Kenya" courses and exhibits, a student coming from abroad can have a unique introduction to the richness of Kenya and its cultures. From the wild game

parks of Maasai Mara to the exquisite marine parks in the Indian Ocean, from the snow-capped peaks of Mt. Kenya to the important prehistoric archaeological sites of Kobi Fora on Lake Turkana, Kenya offers the curious and adventurous student a myriad of experiences.

The campus was designed to blend with the local environment and culture. Bougainvillea and Jacaranda trees frame the red tile roofed classrooms and computer laboratories. Classrooms are equipped with e-learning technology; an auditorium which can hold up to 500; a three-storey library; a cafeteria; a double-winged administration building, health centre and hostel facilities are some of the main features of the campus. Between classes, students gather at the indoor recreation centre for weight training, aerobics, games, television, and socializing. Transportation is provided to connect the campus and downtown Nairobi. Public transportation is also available.

Library and Information Centre

The University Library and Information Centre is an ultra-modern facility which offers in one central location all the resources necessary to support teaching, learning and research, making it the intellectual hub of the university. It has a seating capacity of 1200 and presents a vision for the 21st century through the integration of books and information technology as well as inviting spaces that encourage collaborative learning.

The Library and Information Centre facilitates research, collaborative learning, individual learning, informal gatherings and multimedia instruction through a variety of services and technologies. It provides a wide array of print, non-print, and electronic resources. For research, library users access more than 170,000 volumes on site as well as electronic catalogues, databases, subject guides, encyclopaedia and dictionaries. These collections are nationally recognized for their strengths in focusing on the programs offered by the University. The fully automated facility provides a range of services which include lending and receiving, reference and information, inter-library loans, photocopying, multimedia access and information literacy instruction. The Library and Information Centre encourages use of its collections, and assistance is provided at the various public service desks.

Wired access points, available throughout the library building, provide high-speed network connections. Online research tools facilitate easy access to digital resources using online research tools. The Library and Information Centre uses Radio Frequency Identification (RFID) technology to increase efficiency of services.

Group study rooms create a variety of learning and collaborative environments. To support individual learning, custom-designed study carrels are wired with power and data connections; some have multimedia stations for electronic access to audio, video, CD and DVD collections.

An open lounge at the exhibition area near the entrance including two beautiful courtyards, provide casual settings for individuals or groups to study. A multimedia instruction lab provides information literacy skills instruction. The library further promotes collaborative learning through the provision of small and large study rooms. These are intended for research and other scholarly activities.

The Resources

Instructional Sessions provide training on how to use the Library and Information Centre online databases and the Library Public Access Catalogues OPACs. They also provide guidelines on how to retrieve materials from the shelves. A training schedule is disseminated every semester through e-mail, USIU web page and weekly university newsletter known as Campus This Week.

The On-line Public Access Catalogue (OPAC) helps users identify items in the library's collection including books, audiovisual materials and journal titles. Library users can also access OPAC on the USIU website.

On-line databases such as EBSCOHOST, Emerald and PsycArticles provide access to full text articles and abstracts in over 6,000 journals, magazines and newspapers for research needs.

Audiovisual Resources include CD-ROMS and DVDs.

Course Text Collection meet core reading needs in specific areas of study. These resources are loaned to students and faculty for an entire term.

Short Loan Collection provides most books, periodicals, newspapers, heavy demand articles, USIU students' projects and faculty papers.

American Studies Collection promotes a thorough understanding of the United States of America. The collection covers the areas of technology, architecture, art, business, cultural studies, drama, economics, education, geography, gender studies, history, international relations, politics, journalism, labour studies, law, linguistics, literature, music, philosophy, poetry, psychology, religion, science and sociology. The collection is open to the academic and research community in the East and Central Africa region.

Africana Collection provides readership and research content; and promotes both national and African authorship.

United Nations Collection houses resources on operations of the United Nations and its affiliated organizations and publications on multilateral organizations/institutions. It supports research in the areas of diversity, multiculturalism and globalization.

Inter-library Loan Service normally used to obtain materials not available in the library from other local libraries. Requests are made through the Librarian.

Photocopying Service provided through self operated photocopiers.

Computer Laboratories

The USIU Information Technology Department manages 12 computer labs with 229 computers to provide USIU students with access to various resources that include software programs, printing, photocopying, the Internet, e-mail, online publications-library, administrative information system (online Grade Check, online Registration) e-learning, online Student Schedule. In addition to the Computer labs, the department manages a wireless network that enables the students gain access to all the university network resources thereby increasing the capacity of the labs.

Between Monday and Thursday the Labs are open from 9am till midnight. On Fridays they are open between 9am and 9pm; Saturdays they open at 9am and close at 6pm while on Sundays they are open between 10am and 5pm. The labs are equipped with the necessary software programs to assist the students in their course work and practice sessions. These include word processing, database management, spreadsheet analysis, programming, statistical analysis, research graphics and presentations. Terminal service is also available for students to access vital network resources from any location with Internet access around the globe. All teaching classes are fitted with LCD projectors which are managed by the multimedia section which is in charge of all teaching aid equipment and

services. This section also avails laptops, digital cameras and other audio-visual equipment on loan to the University community.

Health Services

The University Health Centre, located next to the residence halls, provides primary health care services which include initial emergency care and first aid, as well as health counselling to students and employees throughout the semester. These subsidized outpatient services are offered at no extra charge beyond the paid medical fee. This plan does not cater for hospitalization and students are advised to acquire illness hospitalization insurance.

The Health Centre is open daily with 10:00pm-8:00am being on call hours. It is staffed by professionally trained and locally licensed medical staff. Weekend hours are 9:00am – 5:00pm on Saturdays; and 2:00pm – 8:00pm on Sundays. The Health Centre is closed on public holidays.

All international and boarding students are required on admission to the University to purchase or provide proof of ownership of comprehensive supplemental insurance that includes in-patient care. Such coverage may be purchased from a USIU recommended health insurance company or from any other local medical insurance company.

Hospitals in Kenya generally do not accept credit based medical schemes purchased internationally.

Additional information on medical insurance plans is available from the Health Centre and queries may be directed to the Health Services Coordinator on Tel: (254-20) 3606542.

The Division of Student Affairs

The division of Student Affairs is committed to providing a supportive learning environment that will ensure the all round development of students.

The division is responsible for all co-curricular programs, on- campus housing, counselling and life skill programs, student admission and enrolment. There are also very active Study Abroad and Students Exchange Programs. The Student Affairs Council (SAC), the student body government body, is also housed in this division. The division is also responsible for the student judicial system and Handbooks.

The division comprises of various departments and is headed by the DVC, Student Affairs. Competent staff oversee the functions of the various departments.

The senior staff in the division include:

- **DVC, Student Affairs & Enrollment Management –**
Mrs. Ritah J. Asunda
Administration Block, 1st Floor
Telephone (254-20) 3606436
E-mail: rasunda@usiu.ac.ke
 - **Dean of Students –**
Mr. Robert Onsarigo
Student Affairs Block
Telephone (254-20) 3606281
E-mail: ronesarigo@usiu.ac.ke
 - **Registrar – Mrs. Lydiah Masinde**
Administration Block, 1st Floor
Telephone (254-20) 3606332
E-mail: imasinde@usiu.ac.ke
 - **Head of Admissions –**
Mr. George Lumbasi
Administration Block,
Ground Floor
Telephone (254-20) 3606563
E-mail: glumbasi@usiu.ac.ke
 - **Head of Student Activities –**
Mr. Ronald Kimani
Student Affairs Block
Telephone (254-20) 3606144
E-mail: rnikimani@usiu.ac.ke
 - **Head of Counseling Services –**
Mrs. Lucy Kung'u
- Counseling Block**
Telephone (254-20) 3606297
E-mail: lkungu@usiu.ac.ke
 - **Head of Housing –**
Mr. Michael Kisilu
Student Hostels (New Block)
Telephone: (254-20) 3606265
E-mail: mkisilu@usiu.ac.ke
 - **Head of Career & Placement Services**
Ms. Lillian Bogonko
Counseling Block
Telephone (254-20) 3606162
E-mail: lbogonko@usiu.ac.ke
 - **Activities Coordinator, Sports**
Mr. Bonfas Salano
Recreation Center
Telephone: (254-20) 3606524
E-mail: bsalano@usiu.ac.ke
 - **Activities Coordinator, Clubs**
Mr. Chris Ayuoyi
Students Advising Block
Telephone: (254-20) 3606173
E-mail: cayuoyi@usiu.ac.ke
 - **International Students Officer**
Ms. Kellen Njagi
Students Advising Block
Telephone (254-20) 3606212
E-mail: knjagi@usiu.ac.ke

The Student Affairs Council (SAC)

The Student Affairs Council (SAC) is comprised of democratically elected student leaders. It is the voice of the students that channels their concerns to the administration as well as provides leadership among students. SAC plays a big role in the support and development of student life. Other responsibilities include the registration and management of clubs community service.

SAC is responsible for student clubs as well as other organizations and forums that help facilitate students' learning and community service outside of academic programs. Some of the student clubs under SAC include Peer Counsellors, Red Cross, Journalism, Information Technology (IT), Business Club, the International Association of Students in Economics and Business Management (AIESEC), SIFE, the Environmental Club (ENSO), the Club for People Living with Challenges and many others. Students may join an existing club or create their own by contacting the Student Affairs Council. SAC is housed in the Student Affairs Block and can be reached on Ext.243.

The Sports Committee is composed of students and helps the Students Activities Office with the management and facilitation of Sports programs. A number of University teams are in the Premier Leagues. University sports teams include men and women basketball teams, field hockey, soccer and rugby.

Students also engage in track and field events, swimming, tae-kwondo, lawn and table tennis. During the Spring Semester, students participate in Mini-Olympics.

The University also boasts a Gym with top quality equipment. Aerobics classes are also carried out regularly. For more information on our sports programs, please call Ext. 542, 281 or 269.

Co Curricula Events

Annual Events

USIU hosts a number of events throughout the year. There are annual events such as the Black History Month, Students' Leadership Retreat, Vice Chancellor's Barbecue/Freida Brown Day, Valentine's Day Dinner Dance and the Coast Trip following the annual Commencement Ceremony.

Various clubs sponsor excursions outside of Nairobi throughout the year. Students have opportunities to travel outside Nairobi to other towns through clubs, sports teams as well as to game reserves. The International Students club also organizes cultural events and other exciting events.

International students often take advantage of the opportunity to visit other parts of Africa. The excellent Jomo Kenyatta International Airport facilities in Nairobi open the way to many safaris and adventures. Students may take a dhow trip along the Indian Ocean to the Arab trading centres of the past or fly to

Rwanda to view remaining giant gorillas in their own world.

For more information on club activities, call the Activities Office and SAC on Ext.243 and 187.

Housing and Residence Life

The university has limited accommodation on campus mainly to cater for international students. Housing Office assists students in their transition to campus life and strives to provide a sense of community within a culturally diverse environment. The Housing Officer, with the help of resident student committees develops various activities, including adventure safaris that engage resident students during their free time. Housing for students is available in two campus hostels. All rooms are double occupancy. Common rooms on each floor provide residents with television, reading rooms and board games. Laundry services are also available at a reasonable fee.

Meals are provided by the university cafeteria. A resident has the option of choosing from the meal plans available or depositing money for meals in the Accounts Office, which is debited every time he/she has a meal in the cafeteria. As a resident, you can also opt to pay as you eat.

Orientation and Service Learning

Student growth and character development is achieved through their involvement in the campus community life, orientation programs and service-learning opportunities that are available throughout the year. Such opportunities include provision for volunteer services during major campus events, preparation of student publications, leadership workshops and engagement in various community programs. The goal of volunteerism is to create a desire to be part of the community and be of service to it.



University Publications

Student editors and volunteer staff work together to publish current and newsworthy information for the University community. The Public Relations office produces the week's calendar of activities called Campus This Week which is available in hard and soft copies on the USIU web site. The USIU Gazette, a student newspaper, is published through the School of Humanities and Social Sciences, while the annual Yearbook is produced by students with the assistance of the Student Affairs Office. Students are encouraged to contribute to the publications through their articles and photographs.

Counselling Services

Counselling is an integral part of student services.

The counselling centre is made up of two sub-sections: psychological counselling and career counselling. The primary mission of the counselling staff is to assist members of the university

community experience personal growth and to promote mental health. Services are provided by professionally trained staff who ensure that the sessions are strictly confidential.

VCT services are also available at the counselling centre. The sessions are conducted by trained USIU counsellors. Both individual and group VCT counselling are available.

The counselling centre is situated within the Psychology Block opposite the Students Affairs Council (SAC) offices. The USIU community is most welcome to pay a visit.

Career Services

The Career office provides students with information necessary for making informed career-related decisions. Students are assisted in career exploration, the development of their resumes, and career assessment. Career planning workshops are provided. Job listings and career resource materials are available from the Career Counsellor.



Academic Programs

The following academic programs are currently offered at USIU:

School of Humanities and Social Sciences

Undergraduate

- International Relations (B.A.)
- Psychology (B.A.)
- Criminal Justice (B.A.)

These bachelor's programs offer minors in:

- | | |
|---|--|
| <ul style="list-style-type: none">• Accounting• African Studies• Arabic• Broadcast Media• Chemical Dependency• Chinese• Comparative Philosophy• English• Environmental Studies• Family Studies• Finance• French• Gender Studies | <ul style="list-style-type: none">• Health Psychology• Industrial Psychology• Information Systems• Integrated Studies• International Relations• Japanese• Literature• Psychology• Public Relations• Sociology• Spanish• Swahili |
|---|--|

Graduate

- Clinical Psychology (M.A.)
- Counseling Psychology (M.A.)
- International Relations (M.A.)

Doctorate

- Doctorate in Clinical Psychology (Psy.D)

Certificates

- Chemical Dependency
- Health Psychology

School of Science and Technology

Undergraduate

- Journalism (B.A.)
- Information Systems and Technology (B.S.)
- Applied Computer Technology (B.S.)

These undergraduate programs offer concentrations in:

- Networking
- Applications
- Public Relations
- Print Media

- Broadcast Media
- Environmental Studies

Chandaria School of Business

Undergraduate

- Accounting (B.S.)
- Business Administration (B.S.)
- Hotel and Restaurant Management (B.S.)
- International Business Administration (B.S.)
- Tourism Management (B.S.)

These undergraduate programs offer concentrations in:

- Accounting
- Entrepreneurship
- Finance
- Hotel Management
- Hospitality Planning and Development
- Information Systems
- Management
- Marketing
- Travel Management
- Tourism Development

Graduate

Master of Business Administration (MBA)

This program offers concentrations in:

- Entrepreneurship
- Finance
- Human Resource Management
- Information & Technology Management
- International Business Administration
- Marketing
- Strategic Management

Executive

- Executive Master of Science in Organizational Development (EMOD)
- Global Executive MBA (GeMBA)

Doctorate

- Doctor of Business Administration (DBA)

Certificates

- Global Sustainability and Social Enterprise Post-Graduate



Policies and Procedures

Policy on Non-Discrimination

It is the policy of United States International University to take all reasonable measures to provide equal educational and employment opportunities without unlawful discrimination based on race, religion, gender, colour, ethnicity, national origin, marital status, sexual orientation, age, medical condition, disability, status as a disabled war veteran.

The DVC, Student Affairs, is designated to coordinate the University's responsibilities under the laws of Kenya and to ensure compliance with the University's policy against discrimination of students.

Student-Initiated Grievance

It is University policy that all persons should enjoy freedom from unlawful discrimination of any kind, including harassment or retaliation for reporting a complaint. This policy applies to prohibit discrimination between members of the University community, including between students and between employees and students.

USIU encourages prompt reporting of complaints so that a rapid response can

be made and appropriate action can be taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination. The DVC Student Affairs is available to help students resolve problems informally. The University encourages discussion between the parties directly involved in a grievance, especially in the early stages of a dispute before the respective parties have assumed official or public positions which may polarize the dispute and render a solution more difficult. In any event, students have the right to file a formal written grievance – either initially or if informal resolution is not possible.

Filing a Formal Grievance

Any student who feels that he or she has been subjected to discrimination by the University through any of its employees, entities, policies, procedures, or programs may report the matter in writing to:

**DVC Student Affairs
Administration Block
Telephone: 3606436
E-mails: rasunda@usu.ac.ke**

The entire procedure is available from the above officer and is published in the Student Handbook.

Sexual Harassment Policy

Sexual harassment, a form of discrimination on the basis of gender, is prohibited and is set forth in the University "Policy on Non-Discrimination." The term "sexual harassment" means unwelcome sexual advances, requests for sexual favours, and other verbal, visual, or physical conduct of a sexual nature. This behaviour is unacceptable in the academic environment and in other University-related settings such as University-sponsored activities or University-related social events. The entire policy is published in the Student Handbook.

Disclosure or Release of Student Information

Student Records

The US law allows current and former students access to their education records. To protect the privacy of students, the law sets certain conditions on the disclosure of personal information kept by the University.

Name, date of birth, field of study, attendance dates, and degrees received, and other items designated as Directory Information are public information and may be disclosed without the student's prior consent. Students may request that public information not be released by providing a written statement to the Registrar's Office.

Non – Directory information may be released without consent of the student to:

- USIU School officials with legitimate educational interest.

- Other institutions in which the student seeks to enrol.
- Persons or institutions providing financial aid to the student.
- Accrediting agencies.

Copies of the complete student records policy may be obtained from the Registrar's Office.

Services for Individuals with Disabilities

The University will provide reasonable access to facilities and services and to programs for which the student is otherwise qualified without unlawful discrimination based upon disability, whether that be real, perceived, or in the past. The University will accommodate individuals who currently have a disabling condition, subject to availability of the necessary infrastructure.

Students with disabilities should obtain information on what is available from the Student Affairs Office before admission. They must provide documentation from a qualified professional to establish their disability, along with suggested reasonable and necessary accommodations. They should request accommodations at the start of each semester.

Students are encouraged to contact one of the following compliance officers who will coordinate USIU's efforts to provide needed services:



**The Health Services Coordinator
Health Centre
Tel: 3606229**

**The Head of Counselling Services
Counselling Centre
Tel: 3606311/297**

While the University will strive to accommodate students with disabilities as fully as possible, reasonable accommodations do not include

measures which fundamentally alter the academic program or which place an undue financial burden on the University.

Admissions, Registration and Financial Aid

Admission Application Procedures

Applications for admission may be obtained from our web site (www.usiu.ac.ke) or by contacting:

**Admissions Office
United States International University
P.O. Box 14634-00800
Nairobi, Kenya
Telephone: 254-20-3606000/3606300
Fax: 254-20-3606100
E-mail: admit@usiu.ac.ke**

All applicants are expected to satisfy procedures and criteria for admission to USIU and to submit acceptable certified documents that verify that they have satisfactorily completed all admission requirements. Students who meet all

requirements will be considered for acceptance to the University. Conditionally admitted students must present the required documents within their first term of study. Failure to do so will prohibit further registration.

Deadlines for Applications

The Admissions Office processes applications for admission on a continuous basis year-round. However, application deadlines are as follows:

Admission into the Graduate Counselling Psychology and International Relations programs is only done during the Fall (September) semester; Complete Applications must be received by June 30th.

Semester	Undergraduate	Graduate (MBA)	Housing
Fall (September)	June 30th	June 30th	July 31st
Spring (January)	September 30th	September 30th	October 30th
Summer (May)	March 15th	March 15th	April 1st



Application Processing Fee

All applicants must complete the Application for Admission and submit it to the Admissions Office. A non-refundable processing fee must accompany the application.

Students from abroad are advised to purchase an international money order drawn on a U.S. bank for US\$50 to pay the non-refundable processing fee. Students may also wire the non-refundable processing fee to:

Commercial Bank of Africa

Account Name: United States

International University

Branch: Wabera Street

Account Number: 0151874002

SWIFT CODE: CBAFKENX

Intermediary

Bank: HSBC, New York

SWIFT CODE: MRMDUS33

Routing Number: 02100108

Undergraduate Admission Requirements

Applicants from Secondary Schools or High Schools-Kenyan applicants Admission to undergraduate degree programs are based on academic achievement at the secondary level. These include Kenya Certificate of Secondary Education (KCSE) scores of C+ and above, five (5) credits in any five (5) subjects at the Kenya Certificate of Education (KCE) or East Africa Certificate of Education (EACE).

U.S. Applicants

High school graduation is required for admission to USIU. High school or secondary school students must submit an official transcript of records showing date of graduation. USIU recognizes two other equivalent ways of meeting the graduation requirement: General Educational Development (GED) certificate (applicant must have a minimum score of 45 on each of the five sections and an overall score of 250 or higher) or State High School Proficiency Examination (applicant must pass this examination).

First time freshmen (not a transfer student – see definition under sub heading ‘Transfer Admission’ later in this chapter) U.S. citizens/permanent residents must submit their SAT or ACT results. The results are evaluated in conjunction with the high school grade point average. There is no time limitation for SAT/ACT scores.

International Applicants

International applicants are considered

for admission on the same basis as local applicants but must also demonstrate English proficiency. All students for whom English is not a first language are required to show English proficiency before beginning an academic program.

English Language Proficiency

All international students must provide evidence of English language proficiency.

- Undergraduate applicants must have a score of 550 or higher (213 computer based) on the Test of English as a Foreign Language (TOEFL). TOEFL scores must be current within the last two years.
- Applicants may also submit results of the Cambridge Test of English Proficiency. A grade of C or better is required.
- Students from countries where English is the official language will be exempt from the USIU English proficiency requirement unless their academic performance at USIU reveals the need for additional English language study.

Academic performance at USIU may reveal the necessity for further English language study by a student. The University reserves the right to make the final determination of a student’s English proficiency level in all cases.

Financial Guarantee for International Applicants

Non-Kenyan applicants are required to apply for a Kenyan Pupil’s Pass. The

application form for a Pupil's Pass may be obtained from the Admissions Office or from our web site at www.usiu.ac.ke. The application for a Pupil's Pass requires evidence of financial support certifying that sufficient funds are available for study at the University for at least one academic year; and, barring unforeseen circumstances, adequate funding will be available from the same or equally dependable sources for subsequent years for the full course of study. The evidence of financial support must be current within one year of the student's start date at the University. The Kenya Pupil's Pass application fee is 2,000 Ksh. or US\$40.00 for Non-East Africans. Although students from Tanzania and Uganda are required to apply for the Kenyan Pupil's Pass, the application fee has been waived by the Kenyan government.

The University reserves the right to require advance payment of funds for students from selected countries where a past history of processing student funds has been unsatisfactory. Kenyan immigration law prohibits the waiver of the evidence of financial support.

Transfer Admission

Transfer evaluation will be based on higher education work completed where grades of C or better were earned. Applicants with less than 12 semester units completed will have their secondary school record also evaluated. Students who have completed 12 semester units or 16-quarter units will not be required to submit SAT or ACT scores.

An overall minimum of a 2.5 (on a 4.0 scale) grade point average is recommended for applicants who have earned 16 or more quarter transferable units or 12 or more semester transferable units from another accredited or recognized institution. Records below 2.5 (on a 4.0 scale) will be reviewed by the Academic Deans.

Official evaluation of undergraduate transfer credit is under the authority of the dean or designee of a school in consultation with the Admissions Office. All degree-seeking undergraduate applicants must submit official high school records (showing date of graduation) and college records.

The Admissions Office evaluates transfer students' previous academic work completed at the undergraduate level for possible credits to be applied to their degree programs at USIU. Allowable transfer credits are identified and documented by both the Admissions Office and the appropriate Dean's Office. An official transcript must be received before final transfer work can be accepted. Course descriptions may also need to be provided if requested.

Degree requirements are determined by combining the transfer credits allowed and the required academic work to be successfully completed at USIU. Students can request a copy of the transfer evaluation from the Registrar's Office.

Transfer Credit Limits

A maximum of 90 semester units of credit earned may be accepted for

transfer from accredited undergraduate institutions. The final 30 semester units toward a degree must be completed at USIU to comply with residency requirements. USIU reserves the right to waive this requirement for USIU students participating in the International Student Exchange programs.

Once a student has matriculated at USIU, all further transfer credits must have prior approval of the Dean or designee.

Basis for Institutional Transfer Credit
Transfer credits may be accepted from US institutions of higher education that are accredited by one or more of the following agencies:

- Middle States Association of Schools and Colleges
- New England Association of Schools and Colleges
- North Central Association of Schools and Colleges
- North Western Association of Schools and Colleges
- Southern Association of Schools and Colleges
- Western Association of Schools and Colleges

International students from government-recognized institutions must submit original or certified transcripts, translated into English, showing courses completed, grades

obtained, and length of program. A syllabus or course description in English covering each course being considered for transfer credit should be submitted with the transcript to the Admissions Office. Transcripts and syllabi documentation are evaluated for the minimum C grade equivalency requirement and subject matter content to determine the number of transfer credits allowable.

During the transfer credit evaluation process, academic work from other colleges and universities is compared to USIU courses within the appropriate degree program, and transfer credits are awarded on the basis of similar syllabi. College and university courses completed elsewhere may be considered for transfer credits as electives even though the courses are not offered at USIU.

Transcripts

All undergraduate applicants to USIU must submit their high school results (official transcripts or official test results).

Transcripts should include records of all work taken and a date of graduation. In addition, applicants should have any college(s) previously attended send official transcripts directly to the USIU Admissions Office. Student grade reports are not accepted in lieu of a transcript. Mailed or hand delivered sealed records that are addressed to the USIU Admissions Office should bear the official seal or certification and appropriate signature from the issuing institution.

Transcripts (records of studies) issued in languages other than English must be accompanied by a certified English translation together with a copy of the record(s) from which the translation was made.

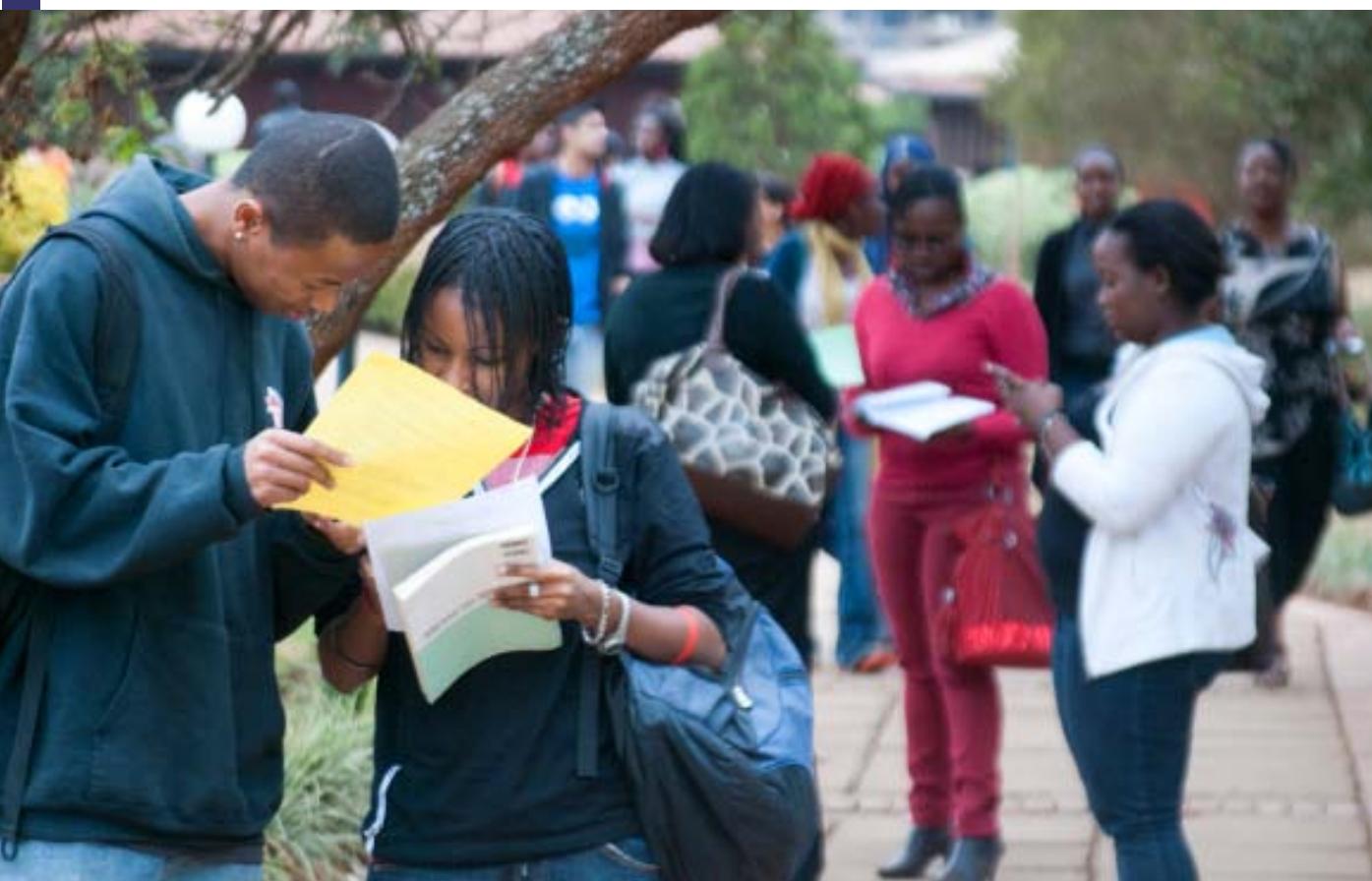
Academic records from non-American system institutions are evaluated according to the guidelines published by NAFSA (National Association of Foreign Student Advisors), AACRAO (American Association of Collegiate Registrars and Admissions Officers) and other recognized organizations where research data is helpful toward objectively reviewing application documents from international applicants. Documents submitted to the University in support of a student's

application become the property of the University, and the documents cannot be returned or forwarded.

Applicants to USIU must submit official transcripts of credit from all previously attended institutions. All grades earned at other accredited institutions will be used to compute the grade point average for admission purposes. The computed transfer credit grade point average from the other institution does not appear on the USIU permanent record.

Transfer Credit in General Education

Undergraduate students transferring to USIU from approved institutions may meet some or all of the General Education requirements by presenting



credits earned in accredited institutes with grades of C or better.

Grades Required for Transfer Credit
Transfer credit is accepted from accredited institutions only if the grade received is C or better. Credit may be accepted where a D grade was received under one of two conditions:

- a next higher course in a sequence has been completed at another institution with a C grade or better (e.g., courses in mathematics, language); or
- a higher course in a sequence is completed at USIU with a C grade or better.

Correspondence and Extension Courses

USIU does not offer correspondence courses and does not accept credit for such courses. Undergraduate university-level extension courses completed at a regionally accredited institution of higher education can be accepted as transfer credits at USIU. The extension course must be similar in content to a regular course offered at the transferring institution and at USIU. The student must have received a grade of C or better in the course. No more than 24 semester units of extension credits may be applied toward the undergraduate degree requirements at USIU.

U.S. Military Course Credit

The University is guided by the recommendations of the ACE (American Council on Education) Guide to the

Evaluation of Educational Experiences in the Armed Services regarding credit for U.S. Military Service toward the bachelor's degree. Transfer credit will be assessed on a course-by-course basis. To obtain credit for U.S. military service, the student must have matriculated, be enrolled at the University, and submit Form DD-214 or DD-295.

Credit by Examination

A maximum of 30 units of examination credit from all sources will be accepted by the University.

International Baccalaureate Diploma
USIU recognizes the academic challenge and motivation inherent in the International Baccalaureate Program. Such a program, satisfactorily completed, will virtually guarantee an applicant admission to USIU. In addition, the University will grant advanced placement of six semester units for each higher-level result of four, five, six, or seven up to a maximum of 30 Units Three semester units will be granted for each subsidiary level passes. Where applicable, these units will be applied to the lower division academic requirements.

Cambridge AICE (British A-Level) Exams
In recognition of the academic rigor of A-Level Exams, USIU will grant six (6) semester units for each course passed at this level. Transfer evaluation will be based on work completed where grades of "C" or better were earned in the Principal subjects (not Subsidiary subjects). Applicants are required to submit, to the Admissions Office, an official transcript/certificate showing the

date of graduation. Up to a maximum of 18 semester units may be transferred from A-Levels to the undergraduate programs at USIU.

College Level Examination Program (CLEP)

Satisfactory scores on the General and Subject Examinations of the College Level Examination Program (CLEP) may entitle a student to receive up to 30 units of academic credit. The Enrolment Management Office can provide detailed information on the tests available, fee schedules, and testing dates. Scores should be sent to the Admissions Office for evaluation.

Variant Courses

Vocational or technical courses, remedial high school courses, and other courses below collegiate level are not accepted at USIU as transfer credits even if the courses were completed at an accredited institution of higher education.

Applicants for Re-Admission

Students who are not in continuous enrolment must apply for re-admission through the Admissions Office, unless they have obtained an approved Leave of Absence. (See section on Leave of Absence).

Students must submit an application and Ksh. 3000 or USD50 application fee. Students who are re-admitted will be treated as new students and their transcripts will be evaluated by the dean or designee based on current curriculum and admission requirements.

Returning USIU Graduates

Students who complete a degree, credential, or certificate program at USIU and wish to be considered for another program must submit an appropriate application to the Admissions Office and a non-refundable application-processing fee. All such applicants are expected to meet all admission requirements for the new degree program.

Admission Status

Appeal Process

An undergraduate applicant who has been refused admission may appeal the decision by writing to the Admission Office requesting a review of the application. However, the appeal will not be considered unless new academic information or supporting documents are submitted.

An application will automatically be refused without further recourse if any altered or forged documents are submitted.

Conditional Admission

Conditionally admitted students must present the required documents within the first semester of study. Failure to do so will prohibit further registration. Conditionally admitted students are not eligible for financial aid.

Special Status/Non-Degree Applicants

Students who do not intend to earn a degree at USIU may apply to be Special Status Non-Degree students.

A student who is classified as Special Status Non-Degree need not necessarily

meet the admission requirements for a degree program, but may be requested to submit supporting documentation.

From this admission status a student may apply for full admission to the University through the regular admission process. If the student becomes a degree-seeking student, a maximum of 12 semester units (undergraduate) earned while in the Special Status Non-Degree category may be applied toward a degree program. Special Status Non-Degree students are not eligible for financial aid. In cases where there is limited class space, degree-seeking

students will have enrolment priority.

In all cases, meeting minimum admissions requirements does not guarantee acceptance into the undergraduate programs at USIU.

Advanced Placement Tests (AP)

Any student who has taken the College Entrance Examination Board Advanced Placement Tests in a secondary school or high school and who has earned satisfactory scores (three or higher) can be credited with up to 30 units of coursework and/or be placed in advanced courses by the appropriate



department. Information on USIU course equivalents to various Advanced Placement Tests is included in a chart on page 216.

Placement Tests

Placement tests in English, computer competency and mathematics are required for all entering undergraduate students.

The tests are offered to admitted undergraduates both during orientation and during their first term of study.

Admissions Tests

As appropriate, applicants must submit an official record of scores from the American College Test (ACT) or Scholastic Assessment Test (SAT), Graduate Management Admission Test (GMAT), or Graduate Record Exam (GRE). GRE/GMAT scores submitted must be current within the last five years. There is no time limitation for the SAT or ACT. The Test of English as a Foreign Language (TOEFL) must be current within the last two years.

Graduate Admissions Requirements
Graduate admissions requirements vary depending on the degree sought. In addition to the degree requirements for admission, the following are University-wide graduate admission requirements:

- Proof of graduation from secondary/high school or signed attestation on the USIU application form or its equivalent (including month and year);

- Official transcripts of all college work undertaken (degrees and dates awarded must be posted);
- Official Graduate Record Examination (GRE) for Master of Arts applicants or the Graduate Management Admission Test (GMAT) test results for Master of Business Administration or the Master of Science in Management and Organizational Development applicants. GRE/GMT scores must be current within the last five years;
- Submission of a personal narrative; and,
- Two letters of recommendation.

Meeting Minimum Admissions

Requirements do not guarantee acceptance into USIU graduate programs.

Transfer Credits

Any graduate transfer credit must be approved by the School of study. A limited number of graduate transfer credits may be accepted from accredited institutions if the grade earned is B or higher. Graduate academic work acceptable for transfer credits must be appropriate to the degree program to be pursued at USIU and approved by the School Dean or designee.

Admission Status

Appeal Process

A graduate applicant who has been refused admission may appeal the decision, in writing, to the academic

dean or designee. The appeal, however, will not be considered unless new academic information or supporting documents are submitted. The decision at this level is final.

Forged or Altered Documents

An application will automatically be refused without further recourse if any altered or forged documents are submitted.

Special Status/Non-Degree Master's Applicants

Students who do not intend to earn a degree at USIU may apply to be Special Status Non-Degree students. A student who is classified as Special Status Non-Degree need not necessarily meet the admission requirements for a degree program, but may be requested to submit supporting documentation. From this admission status a student may apply for full admission to the University through the regular admission process. If the student becomes a degree-seeking student, a maximum of one semester of work earned while in the Special Status Non-Degree category may be applied toward a degree program.

Special Status Non-Degree students are not eligible for financial aid. In cases where there is limited class space, degree-seeking students will have enrolment priority.

Auditing Courses

Applicants who wish to take academic courses, but not receive credit, may audit courses. Students auditing courses are not required to take exams and

complete assignments. They will not receive grades or credit. Students who wish to audit classes must:

- complete the "Audit or Special Status Non-Degree" Application for Admission
- receive an acceptance notification from the Admissions Office before attending classes
- complete regular registration procedures
- pay audit fees and any additional fees. Students who fail to maintain satisfactory attendance will receive a no credit grade.

Applicants for Re-Admission

Students who are not in continuous enrolment must apply for re-admission through the Admissions Office, unless they have obtained an approved Leave of Absence. See section on leave of absence.

Students must submit an application and Ksh. 3000 or USD50 application fee.

Students who are re-admitted will be treated as new students and their transcripts will be evaluated by the dean or designee based on current curriculum and admission requirements.

Returning USIU Graduates

Students who complete a degree or certificate program at USIU and wish to be considered for another program

must submit an appropriate application to the Admissions Office and a non-refundable application-processing fee. All such applicants are expected to meet all admission requirements for the new degree program.

Change of Degree Program

Graduate students who wish to change degree programs must re-apply to the new area of study and pay a Ksh. 3000 or USD50 processing fee. If accepted they must complete requirements for the new degree program.

Registrar's Policies and Procedures

Registration

Students may not register for any courses unless officially admitted to the University by the USIU Admissions Office.

Students will not receive credit for any course in which they are not officially registered. Except in unusual circumstances, registration after the first week of classes will not be permitted. Students may not attend any class for which they are not officially enrolled.

Registration must be completed by the student or his/her legal agent. Registration procedures must be completed in order for students to be considered officially enrolled.

Dates

Registration dates are announced in the Academic Calendar published each year. Transfer and returning students

are urged to schedule an appointment with an academic advisor to pre-register. New students are expected to attend orientation for registration procedures. The dates for orientation are published in the official Academic Calendar. In order to attend class, a student must be officially registered for courses.

Enrolment Status

Full-time students are those students whose semester academic load (coursework or other required activity) is composed of at least 9 or more units at the undergraduate level or six or more units at the graduate level. (See also section on student course loads).

Part-time students are those students whose semester academic load is less than 9 units at the undergraduate level or fewer than six units at the graduate level.

Dropping and Adding Courses

Dates for adding and dropping courses are published in the official Academic Calendar.

If a student stops attending a course without going through the official drop procedure, a grade of F will be entered on the student's permanent record. There is an administrative withdrawal fee of Ksh. 250 for each course dropped or added.

Students who wish to drop all courses in which they originally enrolled for a semester must follow the withdrawal procedures described below.

Withdrawal from All Classes

Students withdrawing from all courses after the last day to withdraw, must schedule an appointment and obtain a Drop and Add Form from their Academic Program Administrators (APAs), complete the form and the APAs will return the Drop and Add Form to the Registrar's Office. A grade of WU for each course will be entered on the student's permanent record.

Withdrawal from the University

Students withdrawing from the University must complete the Final Clearance Form obtained from the Registrar's Office.

Cancellation of Registration

The University reserves the right to cancel the registration of any student who does not comply with USIU rules, regulations or policies.

Cancellation of a Course

The University makes every reasonable effort to offer courses as announced. However, the University reserves the right to modify the class schedule or to cancel courses if necessary.

Waivers and Substitutions

If a course requirement is waived, another course must be substituted. A course waiver does not reduce the unit

requirements for the degree program. Applications for course substitutions and waivers must be processed using the appropriate substitution/waiver form that is initiated by the student with the academic advisor and approved by the dean or academic program administrator of the School involved.

Financial Policies and Procedures

Tuition and Fees

All charges for tuition, room and board, and other fees are due in full prior to the first day of classes each semester. Any exceptions to this rule must be approved by Finance Office. Registration is not final until all fees have been paid.

The University reserves the right to withhold a grade report, academic transcript, and diploma from any student who has outstanding financial obligations, either to the University or to student organizations. Registration may be withdrawn for non payment of fees.

Information on specific tuition and fee charges for various USIU programs is included in the Tuition and Fee Schedule published in the Academic Calendar. No cash payments are accepted for tuition, room, board or fees.

Fees may be transferred (wired) locally to the following bank accounts:

1) Commercial Bank of Africa Ltd.,

*Upper Hill Branch, Ragati & Mara Roads,
P. O. Box 30437-00100, Nairobi, Kenya.*

*Telephone: +254(0)20-2884000 +254(0)20-2734555
Fax: +254(0)20-2734616*

Current Account Number: 0102678001

US Dollar Account Number: 0151874002

Account Name: USIU or U. S. International University

Swift Code: Cbafrkenx

Intermediary Bank: HSBC, New York

Swift Code: Mrmdus33

Routing Number: 021001088

- Note: Remember to always include your full name and USIU ID Number
- USIU: Payment by Wire Transfer, Bank Deposit & Electronic Card

2) The Co-operative Bank of Kenya Ltd.,

*Main Branch, Co-op House, Haile Selassie Avenue,
P.O. Box 67881-00200, Nairobi, Kenya.*

Telephone: +254-(0)20-3276000

Fax: +254-(0)20-3276526

Current Account Number: 0112002134100

Account Name: USIU or U.S. International University

3) Standard Chartered Bank Kenya Ltd.,

*Kenyatta Avenue Branch,
P. O. Box 40310-00100, Nairobi, Kenya.*

Telephone: +254-(0)20-3294000

Fax: +254-(0)20-341076

Current Account Number: 0104023439700

Account Name: USIU or U. S. International University

4) Other Payments by Electronic Cards:

*Jcb Card, Master Card, Visa Card and Visa Electron
(Debit Card).*

- Note: Remember to always include your full name and USIU ID Number

Credit Cards

USIU accepts payment by all major credit cards. Students and their guardians can pay in dollars or shillings using their credit cards.

The student's USIU identification number must be clearly indicated on the deposit slip for payment of fees to be credited to the student's account.

Returned Check Fee

A 10% charge (upto a maximum of Kshs.5000) will be assessed for checks returned to USIU by the bank for uncollected funds.

Interest Charges

There is a 1.5% interest charge on the average daily balance of a student account balance that is remaining each month.

Institutional Charge Waiver/ Refund Policy

Dropping a Course

If a course is officially recorded by the registrar as being dropped, the charge waiver schedule is as follows:

- 100% charge waiver if officially recorded before the first day of the semester.
- 90% charge waiver if officially recorded within seven calendar days of the first day of the semester.
- 75% charge waiver if officially recorded within 14 calendar days of the first day of the semester.

Withdrawing from All Courses/ Withdrawing from the University

Students officially withdrawing from all courses or withdrawing from the University will receive refund according to the following schedule:

- 100% charge waiver if officially recorded on or before the first day of the semester.
- 90% charge waiver if officially recorded within seven calendar days of the first day of the semester.
- 75% charge waiver if officially recorded within 14 calendar days of the first day of the semester.

There is an administrative withdrawal fee of Ksh. 250 for each course dropped or added.

Procedure for Withdrawing/ Requesting a Charge Waiver

A student must complete the following steps in order to receive a fee credit:

1. Contact an Academic Program Administrator in the school to officially withdraw from course(s) and prepare an add/drop form. This form will require the signatures of the Academic Program Administrator, Advisor, Financial Aid Officer (if a student is a financial aid recipient) and Chief Accountant.
2. The Add/ Drop Form must be submitted to the Registrar for processing.

- Once a copy of the form is forwarded to the Finance Office, a refund will be calculated according to the applicable refund policy.

Students should liaise with their parents and sponsors to ensure other funds for other purposes e.g. pocket money, meals, accommodation; etc is not deposited in University Bank Accounts. Student's personal bank accounts should be used at all times for pocket money, rentals and other financial obligations.

Exceptions

Exceptions to this policy are limited to extreme circumstances of students below 18 years as well as those on trusts and other succession arrangements. In both cases affected students will have to register upfront. Forms for registration for these two circumstances are available at the Finance office. Duly filled forms with appropriate evidence to be surrendered to the Chief Accountant's office before end of the first week of the semester.

Refundable Charges to be Waived

Tuition

Library Fee

Medical Fee

Student Activities Fee

Course Lab Fee

Non-Refundable Charges/ Charges Not Waived

Add/Drop Fee

Student Medical Insurance (non-refundable after second week of classes)

Late Registration Fee

Required course materials for various classes

Room and Board

Room Reservation Fee

A USD90 (Kshs.4,550 for East African Residents) room reservation fee is required of students already accepted for campus accommodation. The amount should be paid before the start of the semester. This fee will automatically be converted to room deposit once they finally report. This fee is not refundable.

Financial Aid

The USIU Financial Aid Office is designed to help a limited number of students meet their educational tuition costs when their own resources are not sufficient. Financial Aid is available in the form of scholarships, grants and work-study.

- Scholarships – award based on student's academic achievement, background and other criteria.
- Work-study – employment that enables a student to earn money towards a portion of tuition costs during or between periods of enrolment.
- Grants – aid that generally does not have to be repaid back.

To be considered for financial aid, students must complete the "Financial Assistance Application Form" and have a critical need for financial aid. Supporting documents are required.

All of the Financial Aid programs require that a student is registered full time (9 – 12 units for undergraduate and 6 – 9 units for graduate). Some of the Financial Aid programs require minimum incoming and/or cumulative GPAs.

Students must adhere to the Financial Aid deadlines to be eligible for consideration. USIU offers a number of grants and scholarships.

Higher Education Loans Board (HELB)

Kenyan students are also encouraged to apply for a loan from the Higher Education Loans Board (HELB). HELB is located at the Anniversary Towers

Building, 18th floor, University Way, Nairobi, Kenya.

Students can write to them at:

P. O. Box 69489-00400, Nairobi;
(ii) call them on 251877/246590 or
(iii) E-mail them at helb@helb.co.ke.
You may also browse their web site:
<http://www.helb.co.ke>

Second and subsequent-time HELB loan applicants may download forms from the HELB website. First-time applicants may obtain forms from the USIU Financial Aid Office.

Additionally, the USIU Financial Aid Office has information on bursaries from the Ministry of Education.



**More information can be obtained from the Financial Aid Office on:
Ext. 210 or by E-mail: finaid@usiu.ac.ke**

Note: The completion of an application form for financial assistance, does not guarantee that a student will receive financial aid. Financial Aid is very limited

and its receipt is contingent upon the availability of funds and the number of students that apply for the same in a given semester. Every applicant for financial aid must fill in the application and go through an interview process conducted by a financial aid committee to assess eligibility.

Scholarship search engines

Here are scholarship search engines we recommend to students.

www.fastweb.com
www.finaid.org
www.collegeboard.org
www.collegenet.com
www.collegequest.com
www.college-scholarships.com
www.iefa.org
www.internationalschorlarships.com
www.internationalstudentloan.com
www.iefc.com
www.rotary.org
www.edupass.org
www.internationalstudent.com
www.institueforbrandleadership.org





Academic Information

Western Association of Schools and Colleges,
985 Atlantic Avenue, Suite 100,
Alameda, CA
94510-0990, (510)
748-9001,
www.wascweb.org.

USIU is also accredited in Kenya by the Commission for Higher Education and approved by the Ministry of Education.

Commission for Higher Education
Development House,
8th Floor,
P. O. Box 54999 Nairobi
Tel. 224938

University Catalogue

Students are responsible for becoming familiar with the information presented in this catalogue and for knowing and observing all policies, procedures and deadlines related to their participation in the University community. Regulations will not be waived nor exceptions granted based on a student's ignorance of USIU policies or procedures.

Not all courses listed in this catalogue are available each semester.

Catalogue Controlling Graduation

Students must satisfy degree and course requirements as outlined in the catalogue in effect at the time of first enrolling at the University as degree candidates, provided they do not interrupt their studies.

Once students interrupt their programs (i.e., without an approved leave of absence for two or more semesters), it will be necessary to satisfy the degree requirements as outlined in the USIU catalogue in effect at the time they re-enter as degree candidates.

Catalogues take effect on the first day of class of the Fall semester of the academic year for which they are published.

Academic Calendar

The academic year is divided into three semesters: each 14 weeks in duration (Fall, Spring and Summer). The academic year begins with the Fall semester. Academic credit is given in Semester Units

Course Numbering

Lower division courses are numbered 1000-2999. Students are expected to complete all their 1000 and 2000 level courses in their freshmen and sophomore years. Upper division courses are available to those students with junior standing and are numbered 3000-4999. Certain courses may also have individual prerequisites.

Graduate courses are numbered 6000 and above.

Independent Study

To receive credit for independent study, the student must develop a written learning contract with a professor, which outlines specific objectives, learning activities, and criteria for evaluation. All independent study courses must have prior written approval of the appropriate dean or designee. Independent Study is to be used only in cases where there is clear justification for offering the option.

Leave of Absence

If students anticipate being absent from the University, a Leave of Absence form must be obtained from the Registrar's Office. Graduate students enrolled in their thesis or project must obtain approval from their Academic Dean or designate. Financial Aid recipients must also obtain approval from the Financial Aid Office and International Students must also secure the approval from the Pupil's Pass Coordinator. Thereafter, the completed Leave of Absence Form must be returned to the Registrar's Office. A

leave of absence may be approved for a total of one academic year.

Students who receive an approved leave of absence may return to the University prior to the expiration of the leave under the following condition: the degree requirements appearing in the catalogue of the date of original matriculation remain in effect. A leave of absence does not change the time limits for degree completion.

Students who are absent from the University and who have not received an approved leave of absence, must reapply for admission, and, if readmitted, must enter a program offered at the time of readmission (i.e., may not enter the program in which they were previously enrolled if it is no longer offered).

Transcripts

Permanent Record

Only information of an academic nature is entered into the Student Academic Record (transcript). Specifically, no statement regarding disciplinary action is entered. Disciplinary action and the disciplinary records fall within the purview of the Student Affairs Office.

The transcript bears the following entries regarding the completion of degree requirements and the awarding of degrees: degree awarded; area of concentration or major (as applicable); and date of completion, i.e., the last day of the last semester registered or the date on which all requirements for the

degree were completed (whichever is the later date).

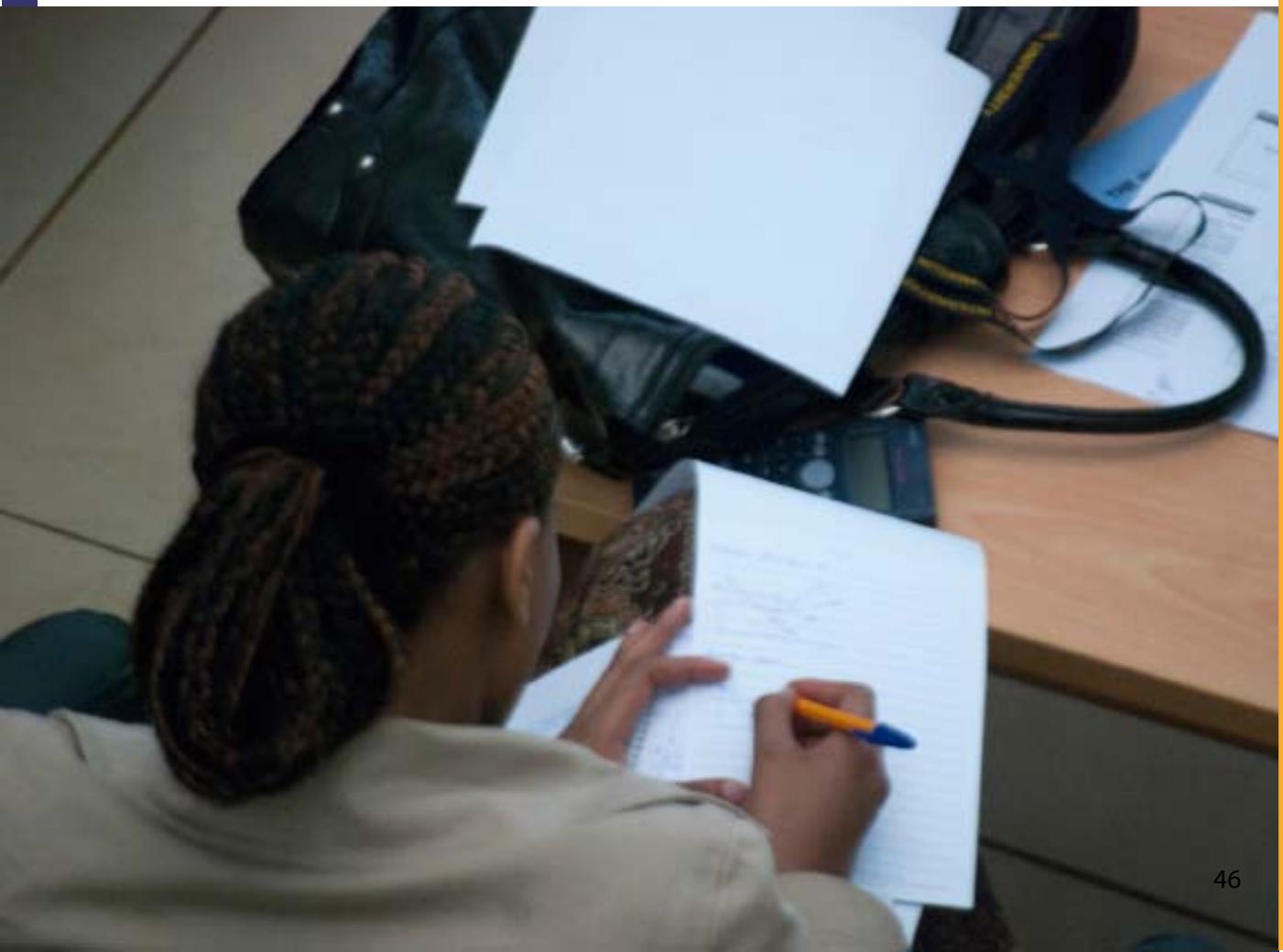
Official Records

Official transcripts are issued by the Registrar's Office. Transcripts are issued only at the written request of the student. Exceptions to this rule are covered under the heading "Disclosure or Release of Student Information." Requests for transcripts may be submitted either in person, by fax, or by

mail. A Ksh. 500 fee is charged for each official transcript and a Ksh 250 fee is charged for each unofficial transcript.

Official transcripts bear the institutional seal and the signature of the University Registrar.

Transcripts may be withheld if the student has an unresolved obligation to the University.



Marking System and Symbols Used on Transcripts

- A** Superior. The student has demonstrated a quality of work and accomplishment far beyond the formal requirements and shows originality of thought and mastery of material. A+ grades are not recognized as a valid grade in grade point average calculations.
- B** Above Average. The student's achievement exceeds the usual accomplishment, showing a clear indication of initiative and grasp of the subject.
- C** Average. The student has met the formal requirements and has demonstrated good comprehension of the subject and reasonable ability to handle ideas.
- D** Below Average. The student's accomplishment (while still passing) leaves much to be desired. Minimum requirements have been met but without distinction.
- F** Failure. The student has not met the minimum requirements.
- CR** Credit. Used upon completion of thesis, dissertation, internship, and other specified courses.
- NC** No Credit. The student has not achieved the minimum expectations of scholarship or credit in terms of the course objectives. The NC is not to be used where a grade of F is justified. It is not used in computing grade point averages.
- I** Incomplete. Given only in extenuating circumstances. Work must be completed by the end of the succeeding semester. (See page 45).
- IS** In Session. No continuous enrolment required.
- IP** In Progress. To be used for certain theses, projects, practica and internships.
- AU** Audit. Does not yield credit. Enrolment for audit is limited to original registration for the semester or to properly approved changes within the first week. Registration and payment of fees are required for audit courses.
- W** Withdrawal. Grade given to those who drop classes after the scheduled drop period.
- WU** University withdrawal indicates withdrawal from all classes.
- NR** No Report. Indication (to be used only by the Registrar) that as of the deadline for submitting grades, none had been received. See "Grade Reporting" section.

Quality Points and Grade-Point Average (GPA) For each unit in which the student is enrolled, he or she will receive quality points as follows:

90% -100%	Grade A	4.0 quality points
87%-89%	Grade A-	3.7 quality points
84%-86%	Grade B+	3.3 quality points
80%-83%	Grade B	3.0 quality points
77%-79%	Grade B-	2.7 quality points
74%-76%	Grade C+	2.3 quality points
70%-73%	Grade C	2.0 quality points
67%-69%	Grade C-	1.7 quality points
64%-66%	Grade D+	1.3 quality points
62%-63%	Grade D	1.0 quality points
60%-61%	Grade D-	0.7 quality points
0%-59%	Grade F	0.0 quality points

A student's grade point average is obtained by dividing the total number of points earned by the total number of units undertaken, excluding courses in which the grades CR, I, IS, IP, NC, NR, W, and, AU. Transfer units are not counted in calculating the GPA on the USIU transcript. All credits counted toward a degree are used in calculating the cumulative GPA.

Grade Reporting

Instructors report a grade for credit when all requirements for the course have been completed. The Registrar's Office must receive grades from instructors no later than 14 calendar days from the end of the term.

If grades are not received on time by the registrar, an NR (No Report) will be entered on the student's grade report. Students who receive NR for their grade should contact their instructor.

After a grade has been reported to the registrar, the grade will not be changed unless a written grade change and an acceptable reason for the change are submitted to the registrar by the professor with prior approval of the dean or designee.

Incomplete Grade

Students may receive an incomplete grade for a course when illness, family tragedy, or similar difficulty makes it impossible for them to complete course requirements on time. Students must arrange for an incomplete grade with their instructor and department chair. Students do not re-register to finish incomplete coursework; however, they are required to finish incomplete coursework no later than the end of the following semester (summer included). Normally the course must be completed with the instructor who assigned the incomplete grade. Incomplete grades, which are not received by the end of the

following semester, will be converted automatically to an F grade for graded courses and to an NC for credit/no credit courses.

Grade Appeals Process

Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are used in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filed within six weeks of the date the grade was posted.

Students are encouraged to talk to their instructors before beginning the grade appeals process to attempt to resolve the matter informally. Information about the grade appeals process is available in the deans' offices.

Repeated Courses

Students may repeat courses in order to improve their academic record. All grades earned at USIU will remain on the student's transcript and the higher grade earned will be used to compute the grade point average. The record for any repeated course will show the original grade accompanied by a notation, signifying that the repeated course is shown elsewhere on the transcript. In all instances, the same structured class must be completed. Repeated courses may not be taken by Independent Study or be taken on a Credit/ No Credit basis. Courses must be repeated at USIU. If a transferred course is repeated at USIU, only the USIU grade appears on the transcript. It is the student's

responsibility to notify the Registrar's Office that the repeated course has been completed.

At the undergraduate level, a maximum of four courses may be repeated. No course may be taken more than twice (the original registration and one subsequent registration) without approval from the academic dean. At the Master's level, a maximum of two courses may be repeated. No course may be taken more than twice (the original registration and subsequent registration) without approval from the academic dean.

Attendance

The University expects regular class attendance by all students. Each student is responsible for all academic work missed during absences.

Academic Residency Requirements

Undergraduate students must be in attendance at the University for the last three semesters preceding graduation. The last 30 units applicable toward the degree must be earned while attending the University and may not be fulfilled by examination. However, in some circumstances exchange students may be exempted from this requirement. Master's degree students must complete all but six units of their degree requirements at the University. Students should consult their academic advisor for details.

Exceptions to Academic Regulations

A request for an exception to a published University academic policy or a request for any special academic privilege must be made in writing initiated through an academic advisor. All documentary evidence in support of each application for academic exception or academic privilege should be submitted with the written request. Each case will be decided on its own merits. All exceptions, waivers, and special privileges are subject to review by the dean for a final decision.

Academic Code of Conduct and Ethics

The University is committed to principles of scholastic honesty. Its members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community.

This Code of Conduct and Ethics is established to lend greater definition and meaning to the principles of scholastic honesty and to outline standards which will guide the actions of the academic community. Any student who violates the Code of Conduct and Ethics will be subject to sanctions up to and including dismissal from the University. A student accused of a violation is guaranteed an impartial hearing and the right to an appeal.

Procedures and guidelines for the hearings and the appeals are described in this section.

Students

As it is with other members of the academic community, each student's conduct is expected to be in accordance with the standards of the University. Students bear the responsibility not only for their own academic integrity, but also for bringing instances of suspected violations of the Academic Code of Conduct to the attention of the proper authorities. Any evidence that the student has failed to report instances of suspected misconduct will lead to sanctions.

Faculty and Administration

Faculty and administration are obligated to the University and to the students they teach and serve to uphold ethical standards. They must deal fully and fairly with instances of academic misconduct. Any evidence that a faculty member has intentionally acted in a manner not consistent with this policy (including failures to report instances of suspected misconduct) will be subject to a referral to the faculty member's Dean for appropriate action.

Acts of Misconduct

The Code of Conduct prohibits certain acts of misconduct by students enrolled at the University. Other University policies and procedures may also apply. Depending on the circumstances, the

following acts of misconduct described below may be considered as either a violation or an infraction.

Violations

The following acts are examples of violations.

Examination Behaviour: any intentional giving or use of external assistance during an examination without the express permission of the faculty member giving the examination.

Fabrication: any falsification or invention of data, citation or other authority in an academic exercise.

Plagiarism: any passing off of another's ideas, words, or work as one's own.

Unauthorized Collaboration: collaboration in any academic exercise unless the faculty member has stated that such collaboration is permitted.

Theft of Resource Materials: any unauthorized taking of resource materials such as course materials, library materials, computer software, media equipment.

Previously Submitted Work: presenting work prepared for and submitted to another course.

Unauthorized Access: any unauthorized access to any person's files or computer account or unauthorized access into the system, generally.

Unauthorized Research: failure to obtain approval of the Institutional Review Board for research involving human subjects.

Alteration or Misuse of University Documents: any alteration or misuse of University documents or records, including acts of forgery and/or furnishing false information whether in hard copy or soft copy.

Disruption of Academic Activity: disruptive behaviour, wilful disobedience, profanity or vulgarity, or the abuse of University personnel which continues after a warning has been given.*

Acts or Threats of Physical Harm: any act or threat of physical abuse, assault, and/or battery upon any member of the University community, including faculty, students and staff.*

Acts or Threats of Damage to Property: acts or threats of abuse, misuse, damage, or destruction of property belonging to or located on University controlled property or facilities.*

Violations Defined by Faculty Member: any other intentional violation of rules or policies established by a course faculty member/academic supervisor.

Assisting Other Students in Acts of Misconduct.

Infractions

The following acts are examples of infractions. Students found to have committed these acts are subject to sanctions described, as applicable, to infractions in the Sanctions section.

1. Any unintentional act that, if it were intentional, would be a serious violation.
2. Any violation of the rules or policies established for a course or academic exercise which has not been effectively communicated to the student, or which in the judgment of the faculty member/academic supervisor has not been determined to constitute a serious violation.

Note: repeated infractions may be considered for treatment as serious violations.*

**Under certain exceptional circumstances involving serious violations listed above which pose a threat to the health and safety of the University community, disciplinary procedures administered by the DVC for Student Affairs may replace the procedures outlined below when referred by the Dean. In the case of a violent act, the faculty member immediately contacts University Security.*

Procedures

The following procedures apply to suspected instances and allegations of academic misconduct. Pending resolution of the matter and any permitted appeal regarding the matter, the student's status as a student remains

unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.

Violation Determination Phase

1. Investigation: When a faculty member/academic supervisor directly observes or otherwise determines (based on other evidence) that an act of misconduct may have been committed by a student, it is the responsibility of that faculty member/academic supervisor to undertake as thorough and reasonable an investigation as possible under the circumstances and in any case within 10 working days of the discovery of the misconduct.

2. Communication with the Student of Potential Violation: If this investigation suggests to the faculty member/academic supervisor that there may have been misconduct, the faculty member/academic supervisor must promptly (and no later than 3 working days after conclusion of the investigations) contact the student suspected of the misconduct in order to provide an opportunity for the student to discuss the matter directly with the faculty member/academic supervisor. The faculty member/academic supervisor may call upon the Dean to be involved in a discussion with the student. Following this contact between the faculty member/academic supervisor and the student, the faculty member/academic supervisor must determine,

within 3 working days of the contact with the student, whether no action of misconduct has occurred, an infraction has occurred, or a serious violation has occurred.

- 3. Report to the Dean:** In all cases in which an act of misconduct has been determined by the faculty member/academic supervisor to have occurred, the faculty member/academic supervisor shall report this determination to the Dean or designee in a timely manner (within 3 working days of the contact with the student) so that the Dean may determine appropriate action under the terms of this policy.

The faculty member/academic supervisor must include in the report to the Dean or designee the following:

- A description of suspected misconduct (including the date, time, and circumstances).
- A summary of the investigation conducted.
- The finding and evidentiary support.
- A summary of the faculty member's/academic supervisor's communication with the student.
- A recommendation as to whether the act of misconduct should be considered as an infraction or a serious violation.
- And a recommendation as to the sanction to be imposed.

- Pending a final determination, the faculty member gives a grade of Incomplete if the semester ends before the matter is resolved.

4. Determination by Dean or

Designee: After making a review and recommendation, the Dean shall notify the student in writing (personal delivery or delivery requiring a signature) within 5 working days from receipt of the report whether the circumstances warrant the imposition of a sanction or that a sanction is determined to be unnecessary or inappropriate.

If a sanction is determined by the Dean or designee to be necessary and appropriate under the circumstances, the notice to the student must include:

- specific allegations of misconduct,
- the sanction proposed to be imposed,
- a copy of the report by the faculty member/academic supervisor, and
- recommendation of the Dean or designee.

The student must be informed that he or she has 10 working days from receipt of the notice

- (i) to respond in writing to the allegations and report, or
- (ii) to request in writing a meeting with the Dean or designee.

After considering the material and information presented by the student

or, after the lapse of 10 working days without a student response, the Dean shall make a final determination as to whether an act of misconduct has occurred, and if so, whether that act of misconduct is considered an infraction or a serious violation and the sanction. The student will be reminded of the right to appeal.

The Dean or designee's decision is final unless it is appealed as provided below, except in the case of an expulsion. In the case of an expulsion, the case is automatically referred to the Deputy Vice Chancellor for Academic Affairs (DVCAA) for mediation, appeal, or both.

Appeals Phase

All requests for appeals must be made in writing to the DVCAA within 10 working days of receipt of the final determination of the Dean.

1. **Mediation:** A student wishing to appeal the determination of the Dean may request a mediation session with the DVCAA and the Dean, faculty member or academic supervisor. The student may bring a friend or family member to the mediation session. If the session does not result in a resolution acceptable to all parties, the DVC Academic Affairs shall, upon request from the student, appoint an appeal board to hear the appeal within ten (10) working days.
2. **Appeal Board:** The appeal board shall be appointed by DVC Academic Affairs and shall be composed of two faculty members, an administrator,

and two students. The DVC Academic Affairs will choose one member of the board to act as chair. The chair of the appeal board shall be responsible for assuring compliance with the terms of this policy during the course of the appeals process. The appeal board will establish the time and place of the hearing and will be responsible for notifying the student about all aspects of the appeal process.

No person who has a conflict of interest may participate as a member of the appeal board. Any individual who discovers a conflict of interest must withdraw immediately. Upon withdrawal, the DVC Academic Affairs shall appoint a substitute board member.

The appeal board is advisory to the DVC Academic Affairs and recommends actions on an appeal.

3. **Appeal Process:** The appeal board will review the entire record of the case preliminarily, including the report prepared by the faculty member/academic supervisor, Dean, and any response prepared by the student. If necessary, the appeal board may request that the faculty member/academic supervisor and the student provide clarification with respect to the record of the case. Following its preliminary review, the appeal board shall determine how the procedures specified below will be utilized during their review of the case. The student shall be afforded the right to ask questions of the faculty member/

academic supervisor and other witnesses in the presence of the appeal board.

The appeal board shall:

- A. Schedule the date and time for the hearing and provide written notice to the student (in person or via delivery requiring a signature) of the hearing procedures and the time and date of the hearing.
- B. Hold a hearing and determine whether the alleged misconduct occurred. The hearing and deliberations will be closed to the public.
- C. Be entitled to ask questions of the student, the faculty member/ academic supervisor, and any other witness during the hearing.
- D. In the event a finding of misconduct is reached, affirm the sanction recommended by the Dean or recommend a different sanction to be imposed under the circumstances.
- E. Submit a written report of its finding to the DVCAA, the Dean, the faculty member or academic supervisor, and the student within five business days following the conclusion of its deliberations.

Sanctions

The suggested sanctions to be imposed with respect to a determination that an act of misconduct in violation of this policy has occurred include:

Infractions

1. Placement of a "conduct warning" letter in the student's academic file. A copy of this letter will also be placed in the office of the DVC student affairs.
2. Placement of a "probation" letter in the student's academic file. Probationary status means that any subsequent violations of the Code of Conduct (whether infractions or serious violations) will result in an automatic application of the sanctions imposed in cases of serious violations (described below). A copy of this letter will also be placed in the office of the DVC student affairs.
3. Work assignments, service to the University, or other related discretionary assignments.
4. Restitution - compensation for loss, damage, or injury. This may take the form of appropriate service or monetary/material replacement or both.

Serious Violation

1. An "F" in the course or academic project or the thesis.
2. Suspension from class for the remainder of the semester.
3. Suspension from the University by the Dean for a semester or more with no transcript notation. Conditions for readmission may be specified.

4. Expulsion from the University by the DVC Academic Affairs with no transcript notation.
5. Expulsion from the University by the DVC Academic Affairs with transcript notation indicating "Academic Misconduct Dismissal."
6. Restitution - compensation for loss, damage, or injury. This may take the form of appropriate service or monetary/material replacement or both.

Educational Records

The record of the final determination in all cases will be maintained in the educational record of the student in the office of the DVCAA for a period of five years. A request for removal of transcript notation of "Academic Misconduct Dismissal" may be submitted by the student to the office of the DVCAA after three years. The decision of the DVCAA with respect to such removal shall be final.



Undergraduate Academic Policies



Class Levels

Class levels for undergraduates are as follows.

First-year: students who are entering a bachelor's degree program after completion of secondary school (or its equivalent) or students who are entering the University with fewer than 30 semester units of college credit.

Sophomores: students with at least 30 semester units of college credit but fewer than 60 semester units of college credit.

Juniors: students with 60 semester units of college credit but fewer than 90 semester units of college credit.

Seniors: students with 90 or more

semester units of college credit. A minimum of 120 units are required to graduate.

Student Course Load

The minimum course load for an undergraduate to be considered full-time is 9 Units However, at the undergraduate level, the normal full-time course load during a regular academic semester is 12 Units Students who attempt less than the normal load risk a delay in the completion of their degree requirements.

Acceleration and/or a course load in excess of the normal load must be approved by the appropriate academic dean or designee. Except for unusual circumstances, a 3.2 (undergraduate) cumulative grade point average will be required before a student will be permitted to enrol for units of credit which exceed the normal load. Fifteen units are the maximum that can be attempted by an undergraduate student in any one semester.

Credit/No Credit Grading

Classes listed in the University Catalogue normally indicate which courses are offered only for credit rather than grade.

Under special circumstances, students may register to take other classes for a Credit/No Credit grade. A permission form (available from academic advisors in the School) must be signed by the dean. This form must be filed with the

Registrar's Office no later than the end of the first week of instruction.

Generally, classes required in general education or the major will not be approved for Credit/No Credit. This option was designed to encourage students to pursue educational experiences outside of their major by reducing the pressure of grades. The level of proficiency required of a Credit grade must reflect that a student has attained a grade of C or higher for an undergraduate course. Credit/No Credit grades will not be included in computing grade point averages and will not be changed to a regular grade after the course has been completed.

Credit/No Credit cannot be used to repeat a course.

Academic Standing

A student's academic standing is considered unsatisfactory if the cumulative grade point average falls below the GPA required by the degree program or below 2.0 at the undergraduate level. The academic standing of transfer students is determined by the grade point average of work completed at USIU.

Academic Warning/ Probation/ Dismissal

Students are automatically placed on Academic Warning at the end of any semester in which their cumulative grade point averages change from satisfactory to unsatisfactory (i.e., below 2.0 at the undergraduate level). Students will be placed on academic probation at the end of the second

successive semester in which their cumulative grade point averages remain unsatisfactory. Students will be dismissed from the University at the end of the third successive semester in which their cumulative grade point averages remain unsatisfactory. Students who are academically dismissed may appeal their cases to the dean or designee if there are extenuating circumstances. A final appeal may be submitted in writing to the dean who may establish a college committee to review such appeals. The decision at this level is final.

Appeals for reinstatement are governed strictly by the following conditions:

- The reinstated student will be placed on academic warning, and the student must obtain the cumulative grade point average established by the University within the next two semesters of enrolment. If the student does not attain the required GPA in the time allowed, academic dismissal from the University will be automatic.
- The student automatically will be returned to a regular status when his or her cumulative grade point average reaches 2.0 at the undergraduate level.

Dean's List

The names of full time (9 units minimum) undergraduate students whose semester GPA's are 3.5 or over will be included on the Dean's List.

Honours

Graduating seniors who achieve the requisite cumulative grade point

average during their undergraduate career will be entitled to graduate with honours, and the honours certification will be designated on their diplomas. The following honours categories are recognized by the University:

- Cum Laude 3.50-3.69;
- Magna Cum Laude 3.70-3.89; and
- Summa Cum Laude 3.90-4.00 GPA.

The cumulative grade point average is computed considering all coursework attempted at USIU except those completed through credit-by-examination (e.g., CLEP). To be eligible for Cum Laude or Magna Cum Laude recognition a student must have completed at least 60 units at USIU. To be eligible for the distinction of Summa Cum Laude, a student must have completed at least 74 units at USIU.

Academic Residency Requirements

Undergraduate students must be in attendance at the University for the last three semesters preceding graduation. The last 30 units applicable toward the degree must be earned while attending the University and may not be fulfilled by examination.

Graduation

Application for Graduation

All undergraduate students must make a formal application for graduation by the deadline date listed in the Academic Calendar. Degrees are conferred once a year. Applications for graduation may

be obtained from the Registrar's Office. A Ksh.4,500 non-refundable graduation fee must be paid to Finance Office by all degree candidates at the time of application.

Degree Completion

Only the University Registrar is authorized to issue confirmation documentation attesting to matters pertaining to a student's academic work at the University. All degrees will be posted to the permanent record at the end of the semester in which the degree requirements are completed. Requirements are considered complete when relevant documents are received in the Registrar's Office and, in the case of projects and thesis, the date filed in the library.

Bachelor's Degree Requirements

University policies regarding degree completion are as follows.

1. Students must complete all courses and credit unit requirements with satisfactory grades and the grades must be certified by an instructor upon submission to the registrar. The bachelor's degree requires a minimum 2.0 overall GPA and a minimum 2.0 GPA in the major area of study.
2. Students must file a completed Application for Graduation with the registrar no later than the deadline specified in the Academic Calendar to participate in the commencement.

Undergraduate students must have completed all degree requirements. If degree requirements are not completed on time, a graduation application for the next awarding of degrees must be filed and a new graduation fee paid to the Finance Office.



3. In order to receive diplomas, students must clear their accounts with the Finance Office.

Majors and Specializations

Students must formally declare their major area of study before beginning their junior year of coursework at USIU. Forms for this purpose are available from the Registrar's Office.

Double Major

Students may pursue two majors by completing the total requirement for one degree plus the prerequisite and major requirements of a second (if open electives are part of the "first" major, they may be used for courses in the "second" major, if applicable). Only one major may be designated on the diploma, and the official transcript will be the only documentation confirming the double major.

If students who are pursuing double majors pursue one major which leads to a Bachelor of Arts degree and a second major which leads to a Bachelor of Science degree and they fulfil both degree requirements, they may elect to receive either the Bachelor of Arts degree or the Bachelor of Science degree.

Double Minor

Students may pursue two minors by completing the requirements for each minor. If the same course(s) are required for both minors, students must

substitute the course(s). No course may be double counted. All substitutions must be approved by the dean or designee.

Time Limits

All requirements for the bachelor's degree must be completed within six calendar years from the date on which the student begins undergraduate work at USIU. If six years elapse from the time of initial enrolment, the student must meet the requirements of a catalogue dated no earlier than six years prior to the anticipated date of graduation.

Policy for Obtaining a Second Degree

Second Bachelor's Degree

Students who already hold a bachelor's degree from USIU who wish to earn a second bachelor's degree must complete:

- ENG 1106 and ENG 2206 (Composition I and II), if equivalent was not completed as part of the first bachelor's degree;
- All major and prerequisite requirements of the degree sought; and
- A minimum of 30 units in residence at USIU after admission to the second-degree program.
- Each School will determine its own requirements, if any exist, beyond the minimum of 60 units in residence.

Graduate Academic Policies

Masters' Students

Students who have completed a baccalaureate degree (or its equivalent) and who have been admitted by the University to work toward a master's degree.

Student Course Load

The minimum course load for a graduate student to be considered full-time is 6 Units However, at the graduate level, the normal load during a regular academic semester is 9 Units The thesis and project for graduate students is considered a full-time course load for one year. For Psychology master's students the practicum will be considered full-time for two semesters.

Acceleration and/or a course load in excess of the normal load must be approved by the appropriate academic dean or designee. Except for unusual circumstances, a 3.5 (graduate) cumulative grade point average will be required before a student will be permitted to enrol for units of credit which exceed the normal load. A maximum of 12 units are allowed for a graduate student in any one semester.

Credit/No Credit Grading

Classes listed in the University Catalogue normally indicate which courses are offered only for credit rather than grade.



may register to take other classes for a Credit/No Credit grade. A permission form (available from academic advisors in the Schools) must be signed by either the Dean of the School of Humanities and Social Sciences or the Dean of the School of Business Administration. This form must be filed with the Registrar's Office no later than the end of the first week of instruction.

Generally, classes required by the program will not be approved for Credit/No Credit. The level of proficiency required of a Credit grade must reflect that a student has attained a grade of B or higher for a graduate course. Credit/No Credit grades will not be included in computing grade point averages and will not be changed to a regular grade after the course has been completed.

Credit /No Credit grading cannot be used to repeat a course.

Academic Standing

A student's academic standing is considered unsatisfactory if the cumulative grade point average falls below the GPA required by the degree program or below 3.0 in graduate programs. The academic standing of transfer students is determined by the grade point average of work completed at USIU. The required GPA for credential and certificate programs is 3.0.

Academic Warning/ Dismissal

Students are automatically placed on Academic Warning at the end of any semester in which their grade point averages change from satisfactory to

unsatisfactory (i.e. below 3.0 for all graduate programs). Students will be placed on academic probation at the end of the second successive semester in which their cumulative grade point averages remain unsatisfactory. Students will be dismissed from the University at the end of the third successive semester in which their cumulative grade point averages remain unsatisfactory. Students who are academically dismissed may appeal their cases to the dean if there are extenuating circumstances. A final appeal may be submitted in writing to the DVC Academic Affairs who may establish a committee to review such appeals.

The decision at this level is final.

Appeals for reinstatement are governed strictly by the following conditions:

- The reinstated student will be placed on academic warning, and the student must obtain the cumulative grade point average established by the University within the next two semesters of enrolment. If the student does not attain the required GPA in the time allowed, academic dismissal from the University will be automatic.
- The student automatically will be returned to a regular status when his or her cumulative grade point average reaches 3.0 in any graduate program.

Academic Residency Requirements

Master's degree students must complete all but six units of their degree

requirements at the University. Students should consult their Academic Program Administrators for details.

Graduation

Application for Graduation

All graduate students must make a formal application for graduation by the deadline date listed in the Academic Calendar. Degrees are conferred once a year.

Applications for graduation may be obtained from the Registrar's Office. A non-refundable graduation fee must be paid to Finance Office by all degree candidates at the time of application.

Degree Completion

Only the University Registrar is authorized to issue confirmation documentation attesting to matters pertaining to a student's academic work at the University. All degrees will be posted to the permanent record at the end of the term in which the degree requirements are completed. Requirements are considered complete when relevant documents are received in the Registrar's Office and, in the case of projects and theses, the date filed in the library.

Master's Degree Requirements

University policies regarding degree completion are as follows:

1. Students must complete all courses and credit unit requirements with satisfactory grades, and the grades must be certified by an instructor upon submission to the registrar. All

degrees at the graduate level require a minimum GPA of 3.0.

2. Graduate students must submit a project or thesis as required which is accepted and approved by the student's supervisor, dean and DVCAA.
3. Students must file their thesis by the dates established each year for Commencement. Proof and approval of a timely filing must have been submitted to the Registrar. Failure to meet this deadline will require the diploma to be awarded the following year. The date of degree completion will be the date on which a project or thesis is filed in the library if all other degree requirements have been met.
4. Students must file a completed Application for Graduation with the registrar no later than the deadline specified in the academic calendar. If degree requirements are not completed on time, a graduation application for the next year must be filed and a new graduation fee paid to the Finance Office.
5. In order to receive diplomas, students must complete the Final Clearance Form.

Second Master's Degree

If a student already holds a master's degree from USIU, the basic guidelines for earning a second master's degree are as follows.

- A minimum of 10 additional graduate level courses (30 units) must be completed at USIU.

- Each School will determine its own requirements, if any exist, beyond the minimum of 10 additional courses (30 units).

For all degrees, course recommendations will be made on an individual basis in consultation with the dean or designee.

Thesis/Project Policy

(Continuous Enrolment)

Once enrolment in the dissertation, thesis or project course sequence has begun, a student must register each semester until the project or thesis is completed (including summer) unless a leave of absence has been approved.

Time Limits for Degree Completion
The maximum amount of time for completing a master's degree is four years. An approved leave of absence does not change the time limits.

If the degree is not obtained within the time allotted, then a student may appeal for an extension to a committee composed of the dean and the project or thesis supervisor. Extension will be granted only under the most compelling circumstances.

If an extension is not granted and students wish to continue in the program, they must reapply and, if accepted, will be treated as new students and their transcripts will be evaluated by their Academic Dean or designee based on current curriculum requirements.

Policy on Awarding of Posthumous Degrees

Policy: USIU will award degrees posthumously in the following circumstances and conditions:

Conditions:

The student must have been in good academic, disciplinary and financial standing with the university.

Circumstances:

- A. When a student death occurs after ALL requirements for the awarding of the degree have been completed.
- B. When a student death occurs in the final semester of the senior year (109 – 120 units completed) upon the recommendation of the DVCAA and / or the Academic Deans.
- C. When, in the final year of attendance, a student death occurs when less than 24 units of coursework remain to be completed, i.e. when a student has completed between 96 -108 Units

Procedure:

- Upon the knowledge that a student has passed on, the DVCAA and / or the Academic Deans will be notified if death occurs in the final semester of the senior year(109-120 units completed) seeking permission for the award of the degree.
- Or when less than 24 units of coursework remain to be completed i.e. when a student has completed between 96-108 units seeking

permission for the award a certificate recognizing significant progress toward the attainment of a degree.

- Upon approval the family of the deceased will be notified of the impending award. This is to ensure that they are in agreement.

- The degree shall be awarded at the next scheduled graduation ceremony.
- The degree / certificate shall have the notation "Awarded Posthumously".





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School
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Chandaria School of Business

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Chandaria School of Business is committed to excellence in formulation and delivery of high quality programs at both undergraduate and graduate levels in a dynamic and challenging business environment.

Mission Statement

In line with the university mission, the mission of Chandaria School of Business is to provide a range of knowledge, skills, attitudes and problem-solving abilities to enable students to respond to the need for successful management

and leadership of profit and not for profit organizations in a dynamic environment.

Learning Outcomes

1. Global Oriented – Demonstrate awareness, knowledge and appreciation of global business operations and practices.
2. Multidisciplinary – Demonstrate knowledge about the different functions of business and show an appreciation and integration of functional business areas.
3. Change Oriented – Make use of adaptive and innovative skills.
4. Experiential – Develop practical working experience through participation and contribution to community and societal causes.
5. Initiative and Problem Solving Abilities – Collect and analyze data to provide business solutions.
6. Team Player – Demonstrate understanding of diversity and work harmoniously with individuals and groups in organizations.
7. Effective Communication – Develop competencies in oral and written communication skills and use of technology.
8. Preparedness for Career – Develop mastery of knowledge, skills and values relevant to careers in their

- selected disciplines.
9. Transformational Leadership - Demonstrate effective, efficient and ethical leadership.

Programs provide the following outcomes for traditional and non-traditional, domestic and international students.

Undergraduate programs provide a liberal and intercultural education; understanding of business, management, information systems and technology, hospitality, or tourism disciplines; proficiency in selected disciplines; understanding of the overall dynamics of organizations; skill in critical thinking; and competence in interpersonal, oral, written, quantitative, and computer skills. The undergraduate programs prepare students for advanced study and entry level professional positions.

Graduate programs provide advanced skills in selected business and management disciplines, including practical experience in the application of those skills in the context of the overall dynamics of organizations; change manager and change agent skills; skill in working as a member of a multicultural team; and ability to collect, analyze and critically evaluate data as well as other information to arrive at reasoned conclusions. They also provide an ability to evaluate the environments of organizations and develop responsive strategies for organizations; and advanced competence in interpersonal, oral, written, quantitative, and

technology management skills. The master's programs prepare students for positions in management or consulting, or entry into doctoral programs.

Management development programs provide advanced knowledge and skills for working managers. Programs may be generic, for managers from a variety of organizations, or tailored to the needs of a single organization. The management development programs enable managers to acquire new proficiencies to respond to changing organizational environments.

Chandaria School of Business is committed to excellence in the formulation and delivery of programs in a climate that includes:

- Challenging academic requirements for students;
- An interdisciplinary faculty with a holistic perspective who provide excellence in teaching, curriculum development, scholarship, and service to the University and to the global community;
- A support staff that is dedicated to the creation of a conducive learning environment for students and faculty; and
- A mutually supportive faculty -student community.

Undergraduate Degrees

- Accounting (B.S.)
- Business Administration (B.S.)
- Hotel and Restaurant Management (B.S.)
- International Business Administration (B.S.)

- Tourism Management (B.S.)

Undergraduate Concentrations (A)

- Accounting
- Entrepreneurship
- Finance
- Hotel Management
- Hospitality Planning and Development
- Information Systems
- Management
- Marketing
- Travel Management
- Tourism Development

Graduate Degrees

- Master of Business Administration (MBA)

Executive Graduate Degrees

- Executive Master of Science in Organizational Development (EMOD)
- Global Executive MBA (GeMBA)

Graduate Concentrations (B)

- Entrepreneurship
- Finance
- Human Resource Management
- Information and Technology Management
- Marketing
- International Business Administration
- Strategic Management

Doctoral Degrees

- Doctor of Business Administration

Bachelor's Programs

The total units required for a bachelor's degree is 120 Units All courses are three units unless otherwise indicated.

General Education Requirements

48 units

THE FIRST YEAR EXPERIENCE

3 UNITS

The First Year Experience is taught as a combined lecture and small seminar course. It is designed primarily for new students who have no previous college or university experience. Transfer students with less than 36 credits may be required to take the First Year Experience course. The First Year Experience course may not be used for an elective and is open only to first year students.

The First Year Experience consists of the following:

FYE 1010 Planning and Strategies for Success

CORE CURRICULUM: SYMBOLIC SYSTEMS AND INTELLECTUAL SKILLS

27 UNITS

Written, Analytical, Critical Thinking Skills

6 Units

ENG 1106 Composition I (WI)

ENG 2206 Composition II (WI)

Quantitative and Technological Skills

9 Units

IST 1010 Introduction to Information Systems

MTH 1109 College Algebra

MTH 2210 Introduction to Applied Statistics

GLOBAL AND MULTICULTURAL PERSPECTIVES 9 UNITS

COM 1500 Intercultural Communication (WI) 3 Units

Language Studies (6 units)

Students must have credit for a foreign language or must take up to a two-course foreign language sequence of one language. USIU offers courses in Arabic, French, Japanese, Spanish, Swahili and Chinese. Students at USIU may meet the foreign language requirement in one of the following ways:

- Successful completion of a two-course consecutive sequence of one language at USIU;
- Transfer credit from another college or university for an academic year of study in one foreign language other than English or the student's primary language(s);
- Transfer credit by way of the Inter-segmental General Education Transfer Curriculum (IGETC); or
- Successful completion of a CLEP test in a language other than the student's primary language(s). Currently, CLEP tests are offered in French, German, and Spanish. No other testing options are currently offered.

Community Service or Community Project 3 Units

CMS 3700 Community Service

GLOBAL PERSPECTIVES THROUGH THE HUMANITIES 6 UNITS

Note: One course must be designated Writing Intensive. Writing Intensive (WI) courses have the following minimum standards:

1. At least 3250 written words;
2. At least four different pieces of writing, one of which must be written in class;
3. A variety of writing assignments, such as expository essays and research;
4. Writing that demonstrates higher order thinking through collecting, analyzing, and evaluating data;
5. Writing evaluation based 50 percent on content and 50 percent on form.

See course descriptions to identify (WI) courses.

HUM 1000 World Civilization

Choose one course in the humanities, which must be upper division. Choose from the following areas: fine arts, literature, and philosophy.

GLOBAL PERSPECTIVES THROUGH THE SOCIAL SCIENCES 6 UNITS

ECO 1010 Principles of

Microeconomics

ECO 1020 Principles of Macroeconomics

GLOBAL PERSPECTIVES THROUGH THE NATURAL SCIENCES 6 UNITS

Note: One course must be designated Writing Intensive (WI). See course descriptions to identify WI courses.

Choose one from the following:

- ENV 2000 Introduction to Environmental Studies
ENV 2001 Sustainable Resource Management
ENV 3200 Water Use and Management
ENV 3288 Field Studies
ENV 3300 Energy Use and Management
ENV 3500 Regional Environment
ENV 3800 Environmental History
ENV 4000 Environmental Economics
ENV 4200 Environmental Law
NSC 2212 Life, Environment and Society
NSC 3304 Biology and the Environment

Choose one from the following:

- NSC 2205 Human Physiology
NSC 2215 Introduction to Physical Mechanics
NSC 2216 Introduction to Earth Sciences

information technology in preparation, analysis, evaluation, interpretation and communication of accounting and financial data effectively in profit and not-for-profit organizations within a dynamic environment.

Program Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; and service to the community, whose foundation is laid by the General Education Program (see section on general Education), the following are the Accounting program-specific Learning Outcomes:

1. Define accounting; explain the origin, structure, branches of accounting and career opportunities.
2. Describe, classify, prepare, analyze, interpret financial statements and communicate results.
3. Design, develop and implement manual and computerized accounting and financial systems and controls.
4. Differentiate, evaluate and communicate cost types of information to various users.
5. Prepare and evaluate financing, investing and operating decisions of a firm.
6. Demonstrate transformational leadership skills and professional ethical behaviour at the work place.

The Senior Experience

The Senior Experience is required for each undergraduate degree program. See page 225 for complete description.

Bachelor of Science in Accounting

Mission Statement

The mission of BSc Accounting program is to impart a range of knowledge, skills, problem-solving abilities and develop attitudes to enable students apply

Degree Requirements 120 units

See General Education on page 94.

MAJOR (57 UNITS)

LOWER DIVISION COURSES (12 UNITS)

ACT 1010	Principles of Accounting I
ACT 2010	Principles of Accounting II
BUS 1010	Introduction to Business
BUS 2020	Business Communications

UPPER DIVISION COURSES (45 UNITS)

ACT 3010	Accounting Information Systems
ACT 4010	Managerial Accounting
ACT 4020	Financial Accounting I
ACT 4030	Financial Accounting 2
ACT 4040	Cost Accounting
ACT 4050	International Accounting
ACT 4060	Taxation I
ACT 4070	Auditing I
BUS 3010	Business Law
BUS 3030	Business Statistics
BUS 4030	Quantitative Methods
FIN 3010	Principles of Finance
MGT 3010	Overview of Management Practice
ACT 4910 or	Accounting Internship
ACT 4950	Accounting Project
SEN 4800	Integrated Seminar

Concentration (A) 15 Units

See Concentration Courses on page 107.

Accounting Majors must select Finance as their concentrations (A) on page 107.

Bachelor of Science in Business Administration

Mission Statement

The mission of the Bachelor of Science in Business Administration (BA) program is to provide a range of knowledge, skills and abilities in business management, accounting, marketing, finance and entrepreneurship with an emphasis on practical applications, case studies, simulations and research.

Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the BA program-specific Learning Outcomes:

1. Analyze and use business data in making managerial decisions.
2. Demonstrate written and verbal communication skills.
3. Identify business opportunities and develop viable business plans.
4. Contribute positively to society.
5. Apply marketing principles in designing marketing strategies for businesses.



6. Prepare and interpret financial statements.
7. Demonstrate leadership skills and ethical behaviour.

Degree Requirements 120 units
General Education 48 units
See General Education on page 94.

Major 57 units

LOWER DIVISION COURSES

18 UNITS

ACT 1010	Principles of Accounting I
ACT 2010	Principles of Accounting II
BUS 1010	Introduction to Business Organizations
BUS 2010	Business Mathematics
BUS 2020	Business Communications
IST 2040	Information Systems and Applications

UPPER DIVISION COURSES 39 UNITS

ACT 4010	Managerial Accounting
BUS 3010	Business Law
BUS 3020	Production and Operations Management
BUS 3030	Business Statistics
BUS 4010	Small Business
Entrepreneurship	
BUS 4070	Business Values and Ethics
BUS 4090	Strategic Management
FIN 3010	Principles of Finance
MGT 3010	Overview of Management Practice
MGT 4030	Cross-Cultural Management
MKT 3010	Principles of Marketing
SEN 4800	Integrated Seminar
BUS 4950	Business Project
or	
BUS 4910	Business Internship

Concentration (A) 15 Units

See Concentration Courses on page 107.

Bachelor of Science in Hotel and Restaurant Management

Mission Statement:

The mission of the Bachelor of Science in Hotel and Restaurant Management (HRM) program is to impart a range of attitudes, skills, knowledge and problem-solving abilities in Hotel and Restaurant Management and Hospitality Planning and Development with an emphasis on practical applications, case studies, simulation and research.

Program Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the HRM program-specific Learning Outcomes:

1. Demonstrate effective application of information technology in hospitality operations.
2. Formulate and implement appropriate procedures in hospitality operations.
3. Apply basic research methods in hotel and restaurant management.
4. Explain the complexity of the environmental, socio-cultural and global diversity of the modern hospitality industry.
5. Create new hospitality products and services.
6. Integrate and implement management principles, practices and ethics in occupational pursuits in the hospitality industry.

General Education 48 units

See General Education on page 94.

Major 57 units

LOWER DIVISION COURSES

18 UNITS

ACT 1010	Principles of Accounting I
BUS 2010	Business Mathematics
BUS 2020	Business Communications
HRM 1020	Kitchen Organization and Food Knowledge
HRT 1010	Introduction to Hospitality and Tourism Management
HRT 2010	Food Production

UPPER DIVISION COURSES

39 UNITS

BUS 3010	Business Law
BUS 4070	Business Values and Ethics
BUS 4090	Strategic Management
HRM 3010	Food and Beverage Cost Control
HRM 3020	Catering Management
HRM 3050	Hotel and Restaurant Managerial Accounting and Finance
HRM 4015	Food and Beverage Management
MGT 4030	Cross-Cultural Management
MGT 4040	Human Resources Management
MKT 3010	Principles of Marketing
MKT 4050	Services Marketing
SEN 4800	Integrated Seminar
HRT 4900	Hotel and Restaurant Project
or	
HRT 4910	Hotel and Restaurant Internship

Concentration (A) 15 Units

Hotel and Restaurant Management Majors MUST take either Hotel

Management or Hospitality Planning

and Development

See Concentration Courses page 107.

Bachelor of Science in International Business Administration

Mission Statement

The mission of the Bachelor of Science in International Business Administration (IBA) program is to provide a range of knowledge, skills and abilities in international business operations, international economics and trade, international finance, marketing and entrepreneurship with an emphasis on practical applications, case studies, and research.

Program Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the IBA program-specific Learning Outcomes:

1. Analyze and use business data in making managerial decisions in international business environments
2. Demonstrate written and verbal communication skills

3. Identify international business opportunities and develop viable business plans	BUS 4090	Strategic Management
4. Contribute positively to society	FIN 3010	Principles of Finance
5. Apply marketing principles in designing marketing strategies for businesses	IBA 4010	International Business Operations
6. Prepare and interpret financial statements	IBA 4020	International Economics and Trade
7. Demonstrate leadership skills and ethical behaviour	MGT 3010	Overview of Management Practice
8. Interpret legal, economic and cultural aspects of international businesses operations	MGT 4030	Cross-Cultural Management
	MKT 3010	Principles of Marketing
	SEN 4800	Integrated Seminar
	IBA 4950	International Business Project or
	IBA 4910	International Business Internship

Degree Requirements 120 units**General Education 48 units**

See General Education page 94.

Major 57 units

LOWER DIVISION COURSES 18 UNITS

ACT 1010	Principles of Accounting I
ACT 2010	Principles of Accounting II
BUS 1010	Introduction to Business Organizations
BUS 2010	Business Mathematics
BUS 2020	Business Communications
IST 2040	Information Systems and Applications

UPPER DIVISION COURSES 39 UNITS

BUS 3010	Business Law
BUS 3020	Production and Operations Management
BUS 3030	Business Statistics
BUS 4070	Business Values and Ethics

Concentration (A) 15 Units

See Concentration Courses on page 107.

Bachelor of Science in Tourism Management***Mission Statement***

The mission of the Bachelor of Science in Tourism Management program is to impart a range of attitudes, skills, knowledge and problem-solving abilities in Travel Management and Tourism Development with an emphasis on practical applications through internship, case studies, simulation and research.

Program Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global

understanding and multicultural perspectives; and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the TOU program-specific Learning Outcomes:

1. Demonstrate effective use of oral and written communication skills and apply effective interpersonal skills.
2. Demonstrate effective application of information technology in travel and tourism operations.
3. Formulate and implement appropriate procedures in travel and tour operations.
4. Apply basic research methods in tourism management.
5. Explain the complexity of the environmental, socio-cultural and global diversity as it affects the modern tourism industry.
6. Integrate and implement business management principles, practices and ethics in occupational pursuits in the travel and tourism industry.

Degree Requirements 120 units

General Education 48 units

See General Education page 94.

Major 57 units

LOWER DIVISION COURSES

21 UNITS

ACT 1010	Principles of Accounting I
BUS 2010	Business Mathematics
BUS 2020	Business Communications
HRT 1010	Introduction to Hospitality and Tourism Management
TOU 2020	Tourism and Environment
TOU 2050	Travel Reservations Systems
TOU 2055	International Fares and Ticketing

UPPER DIVISION COURSES

36 UNITS

BUS 4070	Business Values and Ethics
BUS 4090	Strategic Management
FIN 3010	Principles of Finance
HRT 3010	Convention and Meeting Management
MGT 4030	Cross-Cultural Management
MGT 4040	Human Resources Management
MKT 3010	Principles of Marketing
MKT 4050	Services Marketing
TOU 3010	Travel Products and Facilities Management
TOU 3050	Travel Operations Management
SEN 4800	Integrated Seminar
TOU 4900	Tourism Management Project or
TOU 4910	Tourism Management Internship

Concentration (A) 15 Units

Tourism Management Students MUST select either Travel Management or Tourism Development as their concentration.

See Concentration Courses on page 107.

Bachelors' Concentration Courses (A)

The following concentrations are available to students who are seeking an undergraduate degree in the Chandaria School of Business.

ACCOUNTING

ACT 3010	Accounting Information Systems
ACT 4010	Managerial Accounting
ACT 4020	Financial Accounting I
ACT 4030	Financial Accounting II
ACT 4040	Cost Accounting
or	
ACT 4050	International Accounting

ENTREPRENEURSHIP

ENT 4005	Entrepreneurial Behavior & Ethics
ENT 4020	Management of Entrepreneurial Ventures
ENT 4040	On-line Entrepreneurship
ENT 4050	International Dimensions of Entrepreneurship
ENT 4060	Small Business Consulting

FINANCE

FIN 4050	Financial Information Systems
FIN 4010	International Managerial Finance
FIN 4020	Corporate Finance
FIN 4030	Investments
FIN 4040	Money and Capital Markets

HOTEL MANAGEMENT

BUS 4010	Small Business Entrepreneurship
HRT 3040	Hygiene & Nutrition
HRM 4020	Front Office Management
HRM 4025	Hotel Information Systems

HRM 4030	Housekeeping and Laundry Management
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INFORMATION SYSTEMS

IST 4010	Advanced Information Systems
IST 4020	Systems Analysis and Design
IST 4030	Database Management Systems
IST 4040	Decision Support Systems
IST 4050	Global Information Systems

MANAGEMENT

ENT 4020	Management of Entrepreneurial Ventures
MGT 4010	Dimensions of Leadership and Management
MGT 4020	Organizations and Organizational Behavior
MGT 4040	Human Resource Management
MGT 4050	Total Quality Management

MARKETING

MKT 3020	Marketing Information Systems
MKT 4010	International Marketing
MKT 4020	Marketing Research
MKT 4030	Marketing Communications and Buyer Behavior
MKT 4050	Services Marketing

TRAVEL MANAGEMENT

BUS 4010	Small Business Entrepreneurship
TOU 3020	International Travel and Tourism Management
TOU 4025	Travel Agency Operations Techniques
TOU 4035	Tour Operations Techniques
TOU 4040	Tourism Planning and Development

TOURISM DEVELOPMENT

BUS 4010	Small Business Entrepreneurship
TOU4015	Wildlife Conservation, Development and Management
TOU 4030	Tourism Economics
TOU 4040	Tourism Planning and Development
TOU 4055	Culture and Heritage Tourism Development

Masters' Programs

Admission Criteria for Masters' Programs

While applicants are selected for entrance to USIU's graduate programs on the basis of their composite applications, the following items are integral components of the admissions decision.

- A baccalaureate degree is required from an institution that is regionally accredited in the U.S. or the international equivalent, or the equivalent academic requirements as determined by the dean of the School of Business Administration.
- An index score of 950 is usually the minimum needed for full admission to all master's programs. The total index score is derived by multiplying the undergraduate grade point average times 200 (e.g., $3.0 \times 200 = 600$), and then adding the score obtained on the Graduate Management Admission Test (GMAT). For students with a low GMAT score,

or those who have not taken the exam, admission can only be granted on a conditional basis, provided that:

- a) An acceptable undergraduate GPA is presented; and
 - b) The student enrolls in the USIU GMAT preparatory course, takes the GMAT test during the first semester of enrolment, and presents a satisfactory index score within one semester of enrolment.
- Meeting the minimum index score does not guarantee admission.
 - All international applicants, in addition, must present a minimum score of 550 (213 computer based) on the Test of English as a Foreign Language (TOEFL) or pass USIU's English Proficiency Test.

Please refer to the admissions section of this catalogue for general policies and enrolment limitations regarding conditional status, transfer credits and GPA maintenance standards.

Transfer Credit

Applicants who have completed equivalent master's courses at other regionally accredited universities with a grade of B or higher may, with the approval of the dean, have up to 6 semester units transferred into their programs. Students desiring to receive credit for any prior coursework will need to make a formal request which includes:

- A list of the USIU courses for which the student is interested in getting credit; official transcript(s) indicating courses that may be equivalent; and descriptions and syllabi/outlines for the course(s).
- It is the student's responsibility to begin the process by first becoming familiar with the required courses for the USIU program as described in the current catalogue.

These materials are submitted to the designated faculty for review. Final approval will rest with the dean of the School of Business Administration.

Courses taken more than seven or more years previous to application are generally not eligible for waiver or transfer.

Master of Business Administration (MBA)

Mission Statement

The mission of the MBA program is to provide a range of knowledge, skills and abilities in Strategic Management, Human Resource Management, Finance, IT, Marketing and Entrepreneurship with an emphasis on practical applications, case studies, simulations and research.

Program Learning Outcomes:

Upon successful completion of the MBA program, the students will be able to:

1. Prepare and interpret financial statements.

2. Formulate and evaluate Strategic Management decisions and plans.
3. Develop and evaluate Human Resource plans and decisions.
4. Design, implement and evaluate marketing strategies.
5. Analyze the business environment and develop entrepreneurial strategies for growth.
6. Demonstrate transformational Leadership skills and ethical behaviour in multicultural environments.
7. Develop and apply Information Technology (IT) solutions to business problems.
8. Develop research proposals, collect data and prepare research project reports.

Prerequisites for the Master of Business Administration (MBA) degree

A student's academic transcripts and work experience will be evaluated and, if any prerequisites are lacking, appropriate survey courses must be taken. Each student will be required to take a computer competency test to determine eligibility for BUS 5110 credit transfer. All survey courses are 1.5 units each. The survey courses are:

- | | |
|----------|----------------------|
| BUS 5010 | Survey of Accounting |
| BUS 5020 | Survey of Finance |



BUS 5030	Survey of Marketing
BUS 5040	Survey of Production/ Operations Management
BUS 5050	Survey of Economics
BUS 5060	Survey of the Legal Environment of Business
BUS 5070	Survey of Management Practice
BUS 5080	Survey of Information Systems
BUS 5090	Survey of Business Statistics
BUS 5100	Business Communications
BUS 5110	Computer Application Skills

Degree Requirements 39 units

Core Courses 24 Units

ACT 6010	Managerial Accounting
BUS 6020	Strategic Management
BUS 6030	Leadership and Management of Change
BUS 6220	Business Research Methods
ECO 6010	Managerial Economics
FIN 6000	Managerial Finance
IBA 6060	Culture, Values, and Ethics in a Global Society
MKT 6000	Managerial Marketing

Concentration 15 Units**See Concentrations below.*****Masters' Concentrations (B)***

The following concentrations are available to students who are seeking an MBA degree in the School of Business Administration. Students seeking double concentration are required to meet the project or internship requirement for each concentration. For more information on double concentration enquire from the Dean.

ENTREPRENEURSHIP

BUS 6140	Management of Technological Innovations
ENT 6010	Entrepreneurial Behaviour
ENT 6020	Management of Entrepreneurial Ventures
ENT 6030	Business Consulting
ENT 6710	Entrepreneurship Internship or
ENT 6850	Entrepreneurship Project

FINANCE

FIN 6800	Seminar in Finance
FIN 6010	Investments
FIN 6030	International Financial Markets
FIN 6040	Information Systems Applications in Finance
FIN 6710	Finance Internship or
FIN 6850	Finance Project

INFORMATION & TECHNOLOGY MANAGEMENT

IST 6000	Information Systems Management
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IST 6020	Data & Information Services Management
IST 6030	Telecommunications & Network Applications
IST 6060	Managing Electronic Business
IST 6850	Information & Technology Management Research Project or
IST 6710	Information & Technology Management Internship

INTERNATIONAL BUSINESS

IBA 6010	Legal Environment of International Business
IBA 6020	Transnational Strategic Management
IBA 6030	International Economics and Trade
IBA 6800	Seminar in International Business
IBA 6850	International Business Research Project or
IBA 6710	International Business Internship

HUMAN RESOURCE MANAGEMENT

BUS 6050	Total Quality Management
MGT 6010	Human Resource Management
MGT 6020	Human Resource Development
MGT 6030	Labour Relations Management
MGT 6710	Human Resource Management Internship or
MGT 6850	Human Resource Management Project

MARKETING

MKT 6010	Marketing Communications Strategy
MKT 6020	Marketing Research
MKT 6040	Global Marketing Strategy
MKT 6050	Information Systems Applications in Marketing
MKT 6710	Marketing Internship or Marketing Project
MKT 6850	

STRATEGIC MANAGEMENT

BUS 6120	Strategic Responses to Turbulent Environments
BUS 6140	Management of Technological Innovations
BUS 6150	Contributors to Strategic Management
IBA 6020	Transnational Strategic Management
BUS 6710	Strategic Management Internship or Strategic Management Project
BUS 6850	

Executive Master of Science in Organizational Development (EMOD)

Mission Statement

The mission of the EMOD program is to prepare graduates in the art and science of managing and leading organizational change in a dynamic environment. The program provides a range of knowledge,

skills, attitudes and problem-solving abilities to enable graduates respond to the need for successful management and leadership of profit and not for profit organizations (NGOs).

Learning Outcomes

Upon successful completion of the EMOD program, the students will be able to:

- i. Prepare and interpret accounting and financial data for managerial decisions.
- ii. Analyze organizational behaviour and recommend appropriate organizational development interventions
- iii. Demonstrate transformational leadership and change management skills.
- iv. Formulate, analyze and evaluate strategic management and human resource management decisions and plans
- v. Design and evaluate Corporate Social Responsibility (CSR) strategies and programs in a multicultural environment
- vi. Prepare grant proposals for fundraising and demonstrate ability to manage project resources
- vii. Develop research project proposals, collect data, and prepare project reports.

Admission Criteria for EMOD Program

Applicants should be holders of a bachelor's degree (minimum GPA 2.5) in any field of specialization from a recognized university but with at least three years work experience as middle or senior level managers in NGOs, public and private educational, health, religious, financial and government institutions. GMAT is not a requirement for the EMOD program.

Transfer credits are not accepted for the Executive Master of Science in Organizational Development (EMOD) program.

Degree Requirements 30 Units

MOD 6000	Managerial Accounting for Non Accountants
MOD 6010	Organizational Theory & Behaviour
MOD 6020	Strategic Management in Profit and Non-Profit Organisations
MOD 6030	Transformational Leadership & Management of Change
MOD 6040	Strategic Human Resource Management
MOD 6050	Project Management and Fund Raising
MOD 6060	Business Ethics and Corporate Social Responsibility
MOD 6070	Organization Development and Consulting



MOD 6220	Organization Development Research Methods
MOD 6850	Organization Development Project

Global Executive Master of Business Administration (GeMBA)

Mission Statement

The mission of GEMBA is to meet the needs of high potential executives seeking a world class education focused on globalization, entrepreneurship and applicability.

Program learning outcomes

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; and service to the community, whose foundation is laid by the General Education Program (see section on general Education), the following are the GEMBA program-specific Learning outcomes:

1. Analyze and interpret financial data by applying financial tools in decision making.
2. Apply strategic management models and develop human resource plans in a global context.
3. Design, implement and evaluate marketing strategies in a global context.

4. Identify entrepreneurial opportunities and develop innovative strategies in a global environment
5. Demonstrate transformational leadership skills and ethical behavior in multicultural environments
6. Develop research action plans to apply in your organization.
7. Experience global best practices.

Degree Requirements 36 Units

GMB 6000	Managerial Finance
GMB 6010	Strategic Management
GMB 6020	Management of entrepreneur Ventures
GMB 6030	Accounting for Managers
GMB 6040	International Financial Markets
GMB 6050	Business Ethics & Governance
GMB 6060	Management of Creativity and Innovation
GMB 6070	Strategic Human Resource management
GMB 6080	Global Strategic Marketing
GMB 6090	Transformational leadership
GMB 6220	Business Research Seminar
GMB 6230	Global Study Tour

Doctor of Business Administration (DBA)

MISSION

The mission of DBA is to provide an opportunity for experienced business professionals to refine and extend their business knowledge and skill at an advanced level.

Program Learning Outcomes

1. Apply emerging business theories and practice in providing solutions to interdisciplinary business problems
2. Apply effective leadership in a dynamic business environment
3. Apply financial information in enhancing business decisions
4. Develop and implement strategic solutions in a dynamic business environment
5. Design, conduct and disseminate applied research that contributes to business knowledge and solutions

Admission Requirements

Applicants to the Doctor of Business Administration (DBA) program should demonstrate commitment to completing a rigorous program of study and should meet the following qualifications:

- i. Bachelor's degree from an accredited university (Minimum Upper Second Class or GPA 2.5 on a scale of 4)
- ii. Master's degree in a business discipline from a recognized tertiary institution /University with a graduating GPA 2.5 on a scale of 4)
- iii. Have a minimum of three years

relevant business or administrative management or academic experience and currently be working in a business or public / private sector organization or have access to one so that the practical requirements of the program can be met.

- iv. Applicants must have undertaken a research project or thesis in their graduate studies as a demonstration of their capacity to undertake postgraduate work at an advanced level.
- v. A one thousand (1000) words essay to prove proficiency in written English language.

Degree Requirements

Core Courses 21 units

The following core courses shall be offered in the DBA program

- DBA 7000 Business Research Statistics
- DBA 7010 Human Resource Management
- DBA 7020 Entrepreneurship
- DBA 7030 Accounting and Financial Management
- DBA 7040 Strategic Management
- DBA 7050 Leadership
- DBA 7060 Business Research Methods

Specialization Courses 9 units

The following specialization courses shall be offered in the Specialization areas of the DBA program :

Finance

- FIN 7000 Corporate Finance
- FIN 7010 Seminar in Finance
- FIN 7020 Finance Comprehensive Examinations

Strategic Management

- MGT 7000 Global Strategic Management
- MGT 7010 Seminar in Strategic Management
- MGT 7020 Management Comprehensive Examinations

Leadership and Organizational Change

- LED 7000 Strategic Leadership and Change Management
- LED 7010 Seminar in Leadership and Change Management
- LED 7020 Leadership Comprehensive Examinations

Dissertation 45 units



School of Humanities and Social Sciences

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The School of Humanities and Social Sciences is committed to providing high quality programs for students at both the undergraduate and graduate levels. It fulfills its mission by providing programs with an international perspective and by emphasizing the importance of community service and citizenship in the global community.

The School provides quality assurance to its graduates by continuous review of the curriculum by faculty, and also through the process of Kenyan and American accreditation. It provides leadership for the development of new programs to meet the changing needs of students.

School Mission Statement

The mission of the School of Humanities and Social Sciences is to provide an enabling learning environment through quality programs where undergraduate and graduate students acquire knowledge, skills, positive attitudes, values and desirable behaviour. Further the SHSS is committed to promoting the generation and dissemination of knowledge in order to create a better world.

School Mission Outcomes

1. Competence in critical thinking, creative skills, use of technology, and communication skills.
2. Demonstrate effective, efficient and ethical leadership.
3. Service to the community: acquire practical working experience through participation and contribution to community and societal causes.
4. Demonstrate preparedness for career and lifelong learning in their chosen disciplines as well as understanding

of and appreciation for the interdisciplinary nature of knowledge.

5. Demonstrate the use of qualitative and quantitative research skills in humanities, social sciences and natural science.
6. Demonstrate awareness and appreciation of diversity, and development of a world view informed by a multicultural global perspective.

Academic Programs

The international and multicultural emphasis of the University is central to the mission of the School of Humanities and Social Sciences. The belief that neither nations nor individuals can survive in isolation impacts program design and course content. The department stresses understanding and appreciation of cultural diversity, societal interdependence, and global perspectives. Its culturally diverse faculty is committed to preparing students for enlightened leadership in an increasingly related world.

The School of Humanities and Social Sciences offers a range of programs that serve the academic needs of the University. It is home to a variety of undergraduate majors, the University's general education program and the Master of Arts programs in International Relations and Counseling Psychology. These programs emphasize interdisciplinary approaches while, at the same time, maintaining the integrity

and quality of individual disciplines. As the department with the critical responsibility for the broad intellectual development of undergraduates, it stresses clear understanding of facts, events and ideas in a global perspective. Towards those ends, the faculty of the School of Humanities and Social Sciences strives to nurture and develop students who, by the time they successfully complete their coursework at USIU, will have manifested the following attitudes, skills, understandings, and behaviour:

- Global outlook, i.e. show understanding, respect, and appreciation for others irrespective of cultural backgrounds and, additionally, show a deeper and broader understanding of the interactions, interconnectedness, and interdependence of individuals and cultures;
- Competency in critical, creative, and quantitative skills in thinking, writing, and speaking;
- Breadth and depth in their chosen disciplines as well as understanding of and appreciation for the interdisciplinary nature of knowledge and understanding;
- Effective and ethical leadership;
- Service to the community;
- Preparedness for professions, specific careers, or further study; and

- Skill in using computers as learning tools.

For graduate students, the above-listed goals will be evidenced at a more sophisticated level. Additionally, graduate students will manifest the following:

- advanced skills and comprehension in their specific discipline;
- Independent and co-operative research and scholarship;
- Ability to function effectively as individuals and as members of multicultural, international teams; and
- Leadership in chosen discipline and areas of interest.

Bachelor of Arts Programs

Majors

The School of Humanities and Social Sciences offers the following undergraduate degrees and majors:

International Relations (B.A.)

Psychology (B.A.)

Criminal Justice (B.A.)

Minors

The following minors are available:

African Studies

Arabic

Chemical Dependency

Chinese

Comparative Philosophy

Criminal Justice

English

Environmental Studies

Family Studies
 French
 Gender Studies
 Health Psychology
 Industrial/Organizational Psychology
 Integrated Studies
 International Relations
 Japanese
 Literature
 Psychology
 Sociology
 Spanish
 Swahili
 Minors in the Chandaria School of Business are also available.

Master of Arts Programs

At the graduate level, the School of Humanities and Social Sciences offers the following master's programs:

Clinical Psychology (M. A.)

Counseling Psychology (M. A.)

International Relations (M. A.)

The International Relations bachelors and masters programs offer concentrations in:

- Diplomacy & Foreign Policy
- Development Studies
- Peace & Conflict Studies

Doctorate Programs

- Doctorate in Clinical Psychology
- Doctor of Philosophy in International Relations (Fall 2013)

General Education

Mission statement

The mission of General Education at

USIU is to equip students with a broad base of knowledge, skills and attitudes that lay a solid foundation for successful progress in their programs and professional development in a global perspective.

Program Learning Outcomes

By the end of the program students will have achieved the following outcomes;

I. Higher Order Thinking:

1. Collect, analyze and evaluate data/information to formulate valid conclusions.
2. Demonstrate the ability to reason critically and creatively in an interdisciplinary context.

II. Literacy:

3. Demonstrate competence in oral and written communication.
4. Apply basic scientific, quantitative and technological skills in a changing environment.

III. Global Understanding & Multicultural Perspectives:

5. Demonstrate knowledge, and appreciation of both diversity and commonality of cultures in a global perspective.

IV. Preparedness for Career:

6. Apply intellectual knowledge to practical tasks.
7. Articulate the moral and ethical standards that guide their

professional and personal lives.

8. Demonstrate mastery of their field of knowledge within a multicultural and multinational context.

V. Community Service:

9. Exhibit a strong sense of moral, civic and ethical values including leadership qualities.
10. Show a sense of being part and, of service to the community by demonstrating commitment to social and environmental issues.

The general education program, which comprises more than 40 percent of undergraduate coursework, is a significant component of the baccalaureate program at USIU.

The general education program intersects with the University's overall mission in providing students with grounding in higher order thinking, literacy, and development of global understanding and a multicultural perspective.

Four interrelated parts make up the general education program:

- 1) The First Year Experience;
- 2) Symbolic Systems and Intellectual Skills;
- 3) Global Perspectives; and
- 4) The Senior Experience.

The First Year Experience assists students in exploring various academic disciplines and their interrelatedness through a global and multicultural perspective. Symbolic Systems and Intellectual Skills function as the “core” of the general education program. Students take courses, which include composition and reading, mathematics, computer literacy, intercultural communication, and foreign language.

In addition, a community service or project requirement provides students with opportunities to serve others and to develop a heightened sense of responsibility to the larger community. Global Perspectives applies a variety of disciplinary fields in the humanities, social sciences, and natural sciences to a deeper and broader development of an international and global perspective.

Finally, the Senior Experience focuses on the interdisciplinary nature of knowledge and preparation for a career.

Each undergraduate student is required to complete a total of 48 units of general education, and 6 units of the Senior Experience.

All courses taken must be applied toward fulfilling the requirements of one of the following areas: general education, the major, the minor, or electives. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area.

General Education Requirements 48 units

Courses are three units unless otherwise indicated.

THE FIRST YEAR EXPERIENCE 3 UNITS

The First Year Experience is taught as a combined lecture and small seminar course. It is designed primarily for new students who have no previous college or university experience. Transfer students with less than 36 credits may be required to take the First Year Experience course. The First Year Experience course may not be used for an elective and is open only to first year students.

The First Year Experience consists of the following:

FYE 1010 Planning and Strategies for Success

CORE CURRICULUM: SYMBOLIC SYSTEMS AND INTELLECTUAL SKILLS 15 UNITS

Written, Analytical, Critical Thinking Skills

6 Units

ENG 1106 Composition I (WI)

ENG 2206 Composition II (WI)

Quantitative and Technological Skills

9 Units

IST 1010 Introduction to Information Systems

MTH 1109 College Algebra

MTH 2210 Introduction to Applied Statistics

THE GAZETTE

Teeing OFF for Financial Aid



Career Fair: Hire the Future. Build the Future

Moscow City
International
Business Club
KSh 7 million

are currently offered.

GLOBAL AND MULTICULTURAL PERSPECTIVES 9 UNITS

COM 1500 Intercultural Communication (WI)

Language Studies (6 units)

Students must have credit for a foreign language or must take up a two-course foreign language sequence of one language. USIU offers courses in Arabic, Chinese, French, Japanese, Spanish, Swahili.

Students at USIU may meet the foreign language requirement in one of the following ways:

1. Successful completion of a two-course consecutive sequence of one language at USIU;
2. Transfer credit from another college or university for an academic year of study in one foreign language other than English or the student's primary language(s);
3. Transfer credit by way of the Inter-segmental General Education Transfer Curriculum (IGETC); or
4. Successful completion of a CLEP test in a language other than the student's primary language(s). Currently, CLEP tests are offered in French, German, and Spanish. No other testing options

Community Service 3 Units

CMS 3700 Community Service or Community Project

GLOBAL PERSPECTIVES THROUGH THE HUMANITIES 6 UNITS

Note: One course must be designated Writing Intensive. Writing Intensive (WI) courses have the following minimum standards:

1. At least 3250 written words;
2. At least four different pieces of writing, one of which must be written in class;
3. A variety of writing assignments, such as expository essays and research;
4. Writing that demonstrates higher order thinking through collecting, analyzing, and evaluating data;
5. Writing evaluation based on 50 percent on content and 50 percent on form.

See course descriptions at the back of the catalogue to identify (WI) courses.

HUM 1000 World Civilization
(Compulsory)

Choose one course in the humanities, which must be upper division. Choose from any of the following areas: fine arts, literature, and philosophy. All IRL students MUST take IRL 3021 African Philosophy & Ideologies.

GLOBAL PERSPECTIVES THROUGH THE SOCIAL SCIENCES 6 UNITS

Note: Choose two courses in the social sciences, one of which must be upper division. Choose from two different areas: criminal justice, economics, geography, history, international relations, political science, psychology, gender studies and sociology.

All Psychology students MUST take PSY 2125- Human Sexuality as the lower level social science.

All IRL students MUST take POL 2201 Introduction to Political Science as the lower level Social Science and IRL 3005 – Contemporary Theories & Ideologies in International Relations as the upper division Social Science.

Note: One course must be designated Writing Intensive (WI). See course descriptions to identify WI courses.

Choose one from the following:

ENV 2000	Introduction to Environmental Science (WI)
ENV 2001	Sustainable Resource Management (WI)
ENV 3200	Water Use and Management
ENV 3288	Field Studies
ENV 3300	Energy Use and Management

ENV 4000	Environmental Economics
ENV 4200	Environmental Law
ENV 3500	Regional environment
ENV 3800	Environmental History (WI)
NSC 2212	Life, Environment and Society (WI)
NSC 3304	Biology and the Environment (WI)

Choose one from the following:

NSC 2205	Human Physiology
NSC 2215	Introduction to Physical Mechanics
NSC 2216	Introduction to Earth Sciences

THE SENIOR EXPERIENCE

The Senior Experience is meant to serve as a “capstone” for the student’s college career and requires that the student demonstrate competence and skills in the intellectual enterprise.

The Senior Experience consists of two parts:

1) The integrated seminar; and

2) The project or internship.

The senior project and internship will be related to the student’s major; the integrated seminar will be interdisciplinary.

MINORS

Minors are available in every major (program) in all departments including Business Concentrations. Students may also create their own minor. A minor

consists of 15 units at least 12 of which must be upper division and 3 of which must be lower division. The minors include: African Studies, Comparative Philosophy, Criminal Justice, Environmental Studies, Family Studies, Gender Studies, International Relations, Journalism, Broadcast Media, Print Media, Public Relations, Psychology, Chemical Dependency, Health Psychology, Industrial Psychology, Sociology, Integrated Studies, Marketing, Management, Information Systems, Accounting and Finance.

CLASS LEVELS

- Freshman : 0 – 29 Units
- Sophomore : 30 – 59 Units
- Juniors : 60 – 89 Units
- Seniors : 90 – 120 Units

Our advising forms are available from the university website; www.usiu.ac.ke

Bachelor of Arts in Criminal Justice

Mission Statement

The Criminal Justice program seeks to provide a general and specialized education in Criminal Justice that is grounded in theory, research and best professional practices. The program is committed to impact attitudes, skills, knowledge and problem solving abilities in areas related to justice for all citizens, including victims, witnesses and offenders; and thus to produce professionals dedicated to honorable service in a diverse society, who have the ability to creatively envision changing

relationships within the systems of criminal justice.

Program Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; and service to the community, whose foundation is laid by General Education Program (see section on General Education), the following are the Criminal Justice program-specific learning outcomes:

1. Articulate the components of criminal justice system from local law enforcement, to the judiciary system to the correctional system and the juvenile justice systems.
2. Demonstrate analytical and critical thinking skills through practical exercises, applications and/or internship in criminal justice.
3. Show recognition of the role of ethics, diversity, gender bias and social responsibility expected of the individuals associated with the various elements and echelons within the criminal justice system.
4. Demonstrate knowledge of micro and macro criminal justice issues affecting the criminal justice system.
5. Recognize and categorize characteristics of violent crimes, property crimes, victimless crimes, political crimes, corporate crimes, organized crimes, white collar crimes and cyber-crimes.

6. Analyze the implications of changing technology such as Internet, electronic commerce, and the impact computers have on society and crime management.
7. Be able to identify the fundamental sequence of events in criminal justice systems including critical points and participants.

Degree Requirements 120 Units

Courses are three units unless otherwise indicated

General education 48 Units

See General Education pg

Major 72 Units

LOWER DIVISION CORE 21 UNITS

- CJS 1101 Introduction to Criminal Justice Systems
CJS 1102 Juvenile Delinquency
CJS 2201 Criminal Law
CJS 2202 Criminal Procedure
CJS 2204 Corrections and Punishment
CJS 2206 Ethics and Diversity
PSY2105 Social Psychology

UPPER DIVISION CORE 18 UNITS

- PSY 3115 Abnormal Psychology
SOC 3305 Deviant Behavior
CJS 3303 Victimology
CJS 3307 Comparative Criminal Justice Systems
CJS 3309 Terrorism and International Security
CJS 4130 Research Methods in Criminal Justice

ELECTIVES 12 UNITS

Lower Division (Choose One Course)

- CJS 2210 Crime and Gender
PSY 2125 Human Sexuality

Upper Division (Choose 3 Courses)

- CJS 3305 Forensic Science
CJS 3311 Community Based Policing and Information Technology
CJS 4140 Police Administration
CJS 4150 Criminal Justice Administration

SENIOR EXPERIENCE 6 UNITS

- SEN 4800 Integrated Seminar
CJS 4900 Criminal Justice Project **OR**
CJS 4910 Criminal Justice Internship

MINOR 15 UNITS

All CJS students must select a minor from one of the following areas:

- African Studies
Family Studies
Gender Studies
Health Psychology
International Relations
Psychology

Bachelor of Arts in International Relations

Mission Statement

To generate and disseminate knowledge and produce highly qualified graduates in International Relations. To be a leading International Relations program in research, dissemination and application of knowledge in the areas of foreign policy, diplomacy, development, conflict, peace and security strategies.

Program Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; leadership and ethics and service to the community whose foundation is laid by the General Education program, the following are the specific program learning outcomes:

Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the program-specific learning outcomes:

1. Explain concepts and theories in International Relations

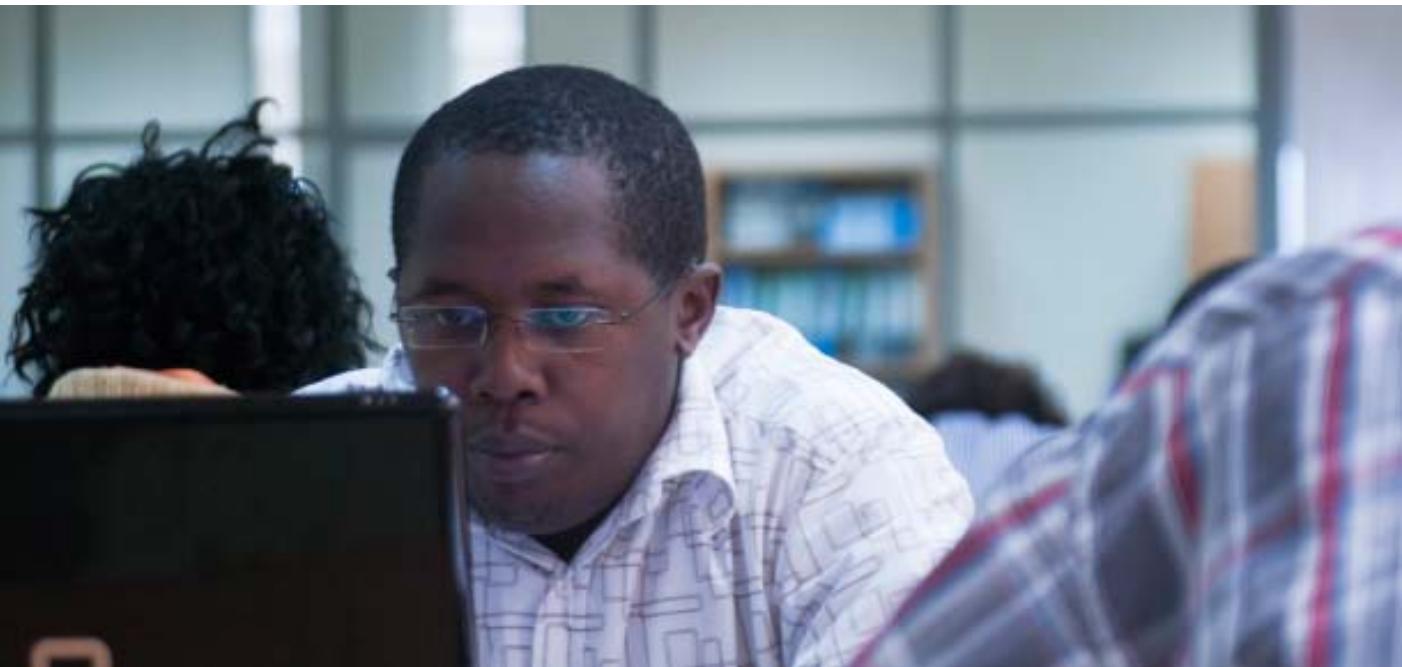
2. Explain and use research methodology in International Relations
3. Collect, collate, analyze and respond critically to information
4. Critically analyze the dynamics of world politics
5. Identify threats and opportunities to national strategic interests, and formulate policies in response
6. Apply understanding of a global, multi-cultural and complex interconnected world to explain and predict issues in International Relations

Degree Requirements 120 units

Courses are three units unless otherwise indicated.

General Education 48 units

See General Education Page 69



Major (42 Units)***Lower Division Core Courses (9 Units)***

- IRL 2000 Foundations of IR
 IRL 2005 Comparative Foreign Policy
 IRL 2010 International Organization

Upper Division Core Courses (15 Units)

- IRL 3000 Comparative Political Systems
 IRL 3003 Research Methods in IR
 IRL 3060 African International Relations
 IRL 4020 International Law
 IRL 4030 International Political Economy

IR Concentrations (18 Units)

(Students MUST take one of the following concentrations)

Diplomacy & Foreign Policy (18 Units)

All students taking this concentration must take:

- IRL 3100 Diplomacy
 IRL 3110 Simulation Exercise
 IRL 3200 Negotiation & Mediation
 IRL 4120 International Humanitarian Law

Choose two courses below.

- IRL 4040 Africa – Asia Relations
 IRL 4055 Africa – Middle East Relations
 IRL 4050 U.S./ Africa Relations
 IRL 4065 East Africa in World Affairs
 IRL 4035 Environmental Politics
 IRL 4151 Field Study
 IRL 4800 Critical Issues in Kenyan Foreign Policy

Development Studies (18 Units)***All students taking this concentration must take:***

- ECO 1010 Principles of Microeconomics
 ECO 1020 Principles of Macroeconomics
 IRL 3010 Development Issues in Africa
 IRL 3045 Politics of Regionalism in Africa
 IRL 4151 Field Study

Choose one course below

- IRL 2100 Introduction to Human Rights
 IRL 2220 Gender and IR
 IRL3040 Politics in Africa
 IRL 4035 Environmental Politics
 IRL 4150 Area Studies
 IRL 4220 Refugee Studies
 IRL 4811 Critical Issues in Africa

Peace & Conflict Studies (18 Units)***All students taking this concentration must take:***

- IRL 3015 Introduction to Peace & Conflict Studies
 IRL 3200 Negotiation & Mediation
 IRL 4001 Regional Conflicts in Africa
 IRL 4151 Field Study

Choose two courses below

- IRL 4010 Geopolitics
 IRL 4045 Security Studies & Strategies
 IRL 4035 Environmental Politics
 IRL 4120 International Humanitarian Law
 IRL 4220 Refugee Studies
 IRL 4850 Studies in Contemporary International Crisis

The Senior Experience (6 Units)

SEN 4800 Senior Experience

IRL 4900 IRL Project

Or

IRL 4910 Internship

Unrestricted Electives (9 units)

2 courses must be upper level (3000 - 4999) (6 units)

Minor (15 Units)

See Minors

Bachelor of Arts in Psychology

Mission Statement

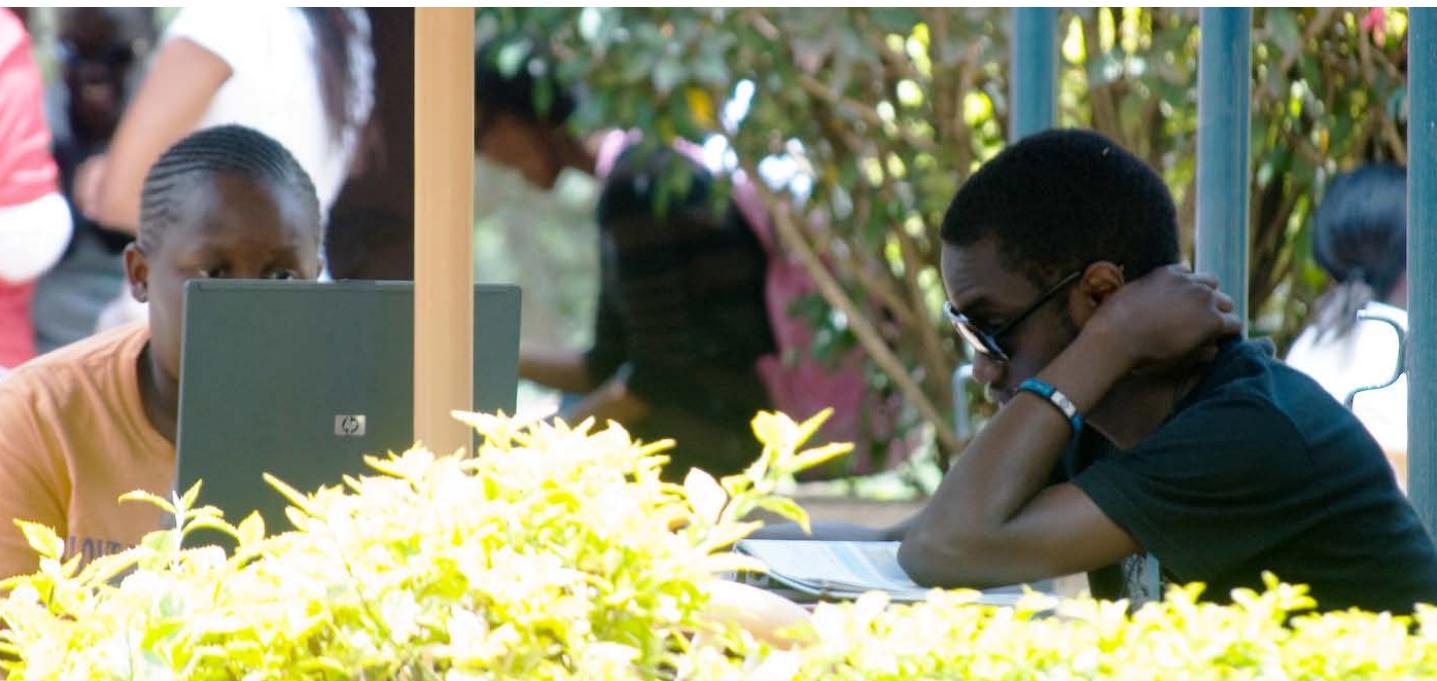
The psychology program at USIU is designed to provide students with the necessary background to pursue a variety of professional careers within and related to the field. Core and areas related requirements have been designated to provide the integral

background for further educational and professional growth. Electives and minors, both within and outside the psychology program, allow students to concentrate on their individual career goals and needs.

Program Learning Outcomes:

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the Psychology program-specific Learning Outcomes:

1. Articulate the major concepts, theoretical perspectives, empirical findings and historical trends in psychology.
2. Apply basic research methods in psychology including design, data



- analysis and interpretation.
3. Apply critical and creative thinking, inquiry, and scientific approach to problems related to behavior and mental processes.
 4. Employ psychological principles in personal, social and organizational.
 5. Evaluate evidence, tolerate ambiguity and act ethically.
 6. Demonstrate effective communication and interpersonal skills in a variety of settings.
 7. Demonstrate effective and ethical use of information technology to produce psychological and other reports.
 8. Recognize, understand and respect the complexity of socio-cultural and global diversity.
 9. Apply effective strategies for self-management and self-improvement.
 10. Integrate and implement psychological knowledge, skills and values in occupational pursuits in a variety of settings.

Degree Requirements 120 units

Courses are three units unless otherwise indicated.

General Education 48 units

See General Education pg 67.

Major 42 units

LOWER DIVISION CORE 15 UNITS

PSY 1101	Introduction to Psychology
PSY 1105	Developmental Psychology
PSY 1110	Experimental Psychology
PSY 2105	Social Psychology
PSY 2120	Psychology of Learning

UPPER DIVISION CORE 27 UNITS

PSY 3105	History and Systems of Psychology
PSY 3110	Psychology of Personality
PSY 3115	Abnormal Psychology
PSY 3125	Multicultural Diversity in Psychology
PSY 3140	Introduction to Counseling
PSY 4105	Statistics for Psychology
PSY 4109	Tests and Measurements
PSY 4110	Research Methods
PSY 4117	Cognitive Psychology

Senior Experience 6 units

SEN 4800	Senior Experience: Integrated Seminar
PSY 4900	Psychology Project or
PSY 4910	Psychology Internship or
PSY 4181	Fieldwork in Chemical Dependency

Electives 9 units

Students may choose from the following electives offered by the Department or from those offered by other departments of the University. Two courses must be upper division.

PSY 1171	Introduction to Health Psychology
PSY 3130	Physiological Psychology
PSY 3135	Psychology of Communication
PSY 3143	Psychology at Work I
PSY 3711	Independent Study or

	Research
PSY 3172	Understanding Grief, Loss and Bereavement
PSY 4142	Psychology at Work II
PSY 4143	Social Psychology in an Organizational Context
PSY 4171	Behavioral Health Therapy
PSY 4172	HIV-AIDS Testing & Counseling
PSY 4711	Professional Workshop

Minors 15 units

The Minors

In addition to the minors listed below, minors are available in every major (program) in all departments.

A minor at USIU consists of 15 units, at least 12 of which must be upper-division. The choice of a minor is optional for undergraduate students. Students who elect not to have a minor must take 15 units of unrestricted elective courses, at least 12 units of which are upper division. In addition, the School of Humanities and Social Sciences offers minors for which there are no majors available. These minors and their course requirements follow. Courses are three units unless otherwise indicated.

AFRICAN STUDIES

Choose five courses from two of the disciplines listed below:

History

HIS 3015	20th Century Eastern Africa
HIS 3025	History of Kenya
HIS 4120	African Economic History Since 1900

International Relations

IRL 3010	Development Issues in Africa
IRL 3021	Hunger and Development In Africa
IRL 3060	African International Relations
IRL 4001	Regional Conflict in Africa
IRL 4050	U.S. – Africa Relations
IRL 3040	Politics in Africa
IRL 4065	U.S. – East Africa Relations
IRL 4281	East Africa and the Indian Sub Continent
IRL 4811	Critical Issues in Africa

Literature

LIT 4785	African Authors Seminar
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Philosophy

PHL 4230	African Philosophy
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ARABIC

Students who wish to take a minor in Arabic must take one required lower level elective (ARB 2000), one required upper level elective (ARB 3000) and any three other upper level electives on the 3000 and 4000 levels.

ARB 2000	Intermediate Arabic I
ARB 3000	Advanced Grammar and Composition
ARB 3001	Arabic Culture and Civilization
ARB 3002	Contemporary History of the Arabic World
ARB 3003	Arabic Literature 1 (Pre-Islamic)
ARB 3004	Arabic Literature II (Islamic/Andalucia)

ARB3005	Arabic Literature III (Contemporary/20th Century)	CHI 2000	Intermediate Chinese I
ARB 4000	Arabic-Islamic Thought I	CHI 3000	Advanced Grammar and Composition I
ARB 4001	Arab-Islamic Thought II	CHI 3001	Advanced Grammar and Composition II
Windows to the World participants must complete ARB 3000 and ARB 3001 as a prerequisite.			CHI 3002
CHEMICAL DEPENDENCY			
To earn the chemical dependency certificate, a student must enrol in all seven of the following courses (courses are three units unless otherwise indicated):			
PSY 1185	Introduction to chemical dependency	CHI 3003	Ancient China: Culture and Civilization
PSY 2181	Psychopharmacology and addiction	CHI 3004	Modern China: Culture and Civilization
PSY 2182	Treatment methods and modalities of chemical dependency	CHI 4000	Advanced Business Chinese
PSY 2183	Theories and techniques of chemical dependency Counseling	CHI 4001	Advanced Chinese Reading and Writing I
PSY 3181	Trends and issues in chemical dependency	CHI 4001	Advanced Chinese Reading and Writing II
PSY 3182	Group and family Counseling with the chemically dependent	Windows to the World participants must complete CHI 3000 and CHI 3003 as prerequisites.	
PSY 4181	Field work in chemical dependency		

CHINESE

Students wishing to take a minor in Chinese must take one required lower level elective (CHI 2000), one required upper elective (CHI 3000) and any 3 upper electives on the 3000 and 4000 levels.

CRIMINAL JUSTICE

CJS11 01	Introduction to Criminal Justice Systems
CJS 1102	Juvenile Delinquency
CJS 3303	Victimology
CJS 3307	Comparative Criminal Justice

SOC 3305	Systems Deviant Behavior	SOC 3310	States Family and kinship in a multicultural Content
ENGLISH			
	Choose five courses, one lower division and four upper-division.	PSY 3150	Courtship and Marriage
	Students wishing to take a Minor in English will be expected to have taken ENG 2000 before they begin the Minor program. The Minor will comprise 5 courses from those listed below.	PSY 3160	Introduction to Marriage and Family Therapy
LIT 2215	Approaches to Literature	PSY 3182	Group and Family Counseling with the Chemically Dependent
ENG 3303	Advanced English Composition		
ENG 3304	English Language History		
ENG 3306	English Grammar		
ENG 3310	Creative Writing Workshop: The Essay		
ENG 3311	Creative Writing Workshop: Writing for the Media		
LIT 3775	Post-Colonial Writing in English		
ENG 4900	Creative Writing Workshop: Individual Project		
ENVIRONMENTAL STUDIES			
	Choose five courses, one lower- division and four upper-division:		
ENV 2001	Sustainable Resource Management	FRN 3005	Literature in French III (French-Caribbean)
ENV 3200	Water Use and Management	FRN 4000	Francophone Culture and Civilization
ENV 3288	Field studies	FRN 4001	Contemporary Francophone History
ENV 3300	Energy Use and Management	FRN 4002	Literature in Francophone Nations I
ENV 4000	Environmental Economics	FRN 4003	Literature in Francophone Nations II
ENV 4200	Environmental Law	FRN 4004	French and Francophone
FAMILY STUDIES			
SOC 2205	The Family in the United		

	Film		
Windows to the World participants must take FRN 3000 and FRN 3001 as prerequisites.		PSY 4142	Measuring Organizational Characteristics
		PSY 4143	Psychology at Work II: Prediction and Measurement
		PSY 4144	of Human Performance
GENDER STUDIES	Choose five courses, one lower division and four upper-division:		Social Psychology in an Organizational Context
GNS 2000	Introduction to Gender Studies		Communication and Leadership
GNS 2001	Communication and Gender		
GNS 3001	Women and Men in Cross-Cultural Perspective		
GNS 4800	Seminar: Male and Female Creativity		
HIS 3005	History of Women and Men in the U.S.		
PHL 3500	Epistemology and Gender		
PSY 2125	Human Sexuality		
SOC 3310	Family and Kinship in a Multicultural Context		
			INTERNATIONAL RELATIONS
		IRL 2220	Gender in IR
		IRL 3010	Development Issues in Africa
		IRL 3021	African Philosophy and Ideologies
		IRL 3040	Politics in Africa
		IRL 3045	Politics or Regionalism in Africa
		IRL 3060	African International Relations
		IRL 4050	U.S.-Africa Relations
		IRL 4065	U.S.-East African Relations
HEALTH PSYCHOLOGY			
PSY1171	Introduction to Health Psychology		
PSY 3171	Social Psychology of Health Care		
PSY 3172	Understanding Grief, Loss and Bereavement		
PSY4171	Behavioural Health Therapy		
PSY 4172	HIV – AIDS Testing and Counseling		
			JAPANESE
			Students who wish to take a minor in Japanese must take all courses beginning with JPN 2000.
		JPN 2000	Intermediate Japanese I
		JPN 3000	Intermediate Japanese II
		JPN 4000	Advanced Japanese I
		JPN 4001	Advanced Japanese II
		JPN 4002	Japanese Culture and Civilization
		JPN 3003	Culture and Civilization of Japan
INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY			
PSY 3142	Introduction to industrial and organizational psychology		Windows to the World participants must complete all courses as prerequisites.
PSY 3143	Psychology at Work I:		

LITERATURE

Students wishing to take a Minor in Literature will be expected to have taken:

LIT 1106 African Fiction: Introduction to the African Novel, before they begin the Minor program.

Choose five courses, one lower division and four upper-division:

LIT 2220	Literature and Culture
LIT 3340	Myths, Rituals and Archetypes
LIT 3351	Masterpieces of World Literature: Major Works from the World's Cultures
ENG 3309	Creative Writing Workshop: Fiction
ENG 4000	Creative Writing Workshop: Poetry
LIT 4007	Major Works of British and American Literature
LIT 4785	African Authors Seminar
LIT 4815	Oral Literature.

SPANISH

Students who wish to take a minor in Spanish must take one required lower level elective (SPN 2000), one required upper level elective (SPN 3000) and any three other upper level electives on the 3000 and 4000 levels.

SPN 2000	Intermediate Spanish I
SPN 3000	Advanced Grammar and Composition
SPN 3001	Spanish Culture and Civilization
SPN 3002	Contemporary Spanish History

SPN 3003	Spanish Literature I
SPN 3004	Spanish Literature II
SPN 3005	Spanish Literature III
SPN 4000	Latin American Culture and Civilization
SPN 4001	Contemporary Latin American History
SPN 4002	Latin American Literature I
SPN 4003	Latin American Literature II
SPN 4004	Spanish and Latin American Film

Windows to the World participants must complete SPN 3000 and SPN 3001 as prerequisites.

SWAHILI

Students who wish to take a minor in Swahili must take one required lower level elective (SWA 2000), one required upper level elective (SWA 3000) and any three other upper level electives on the 3000 and 4000 levels.

SWA 2000	Intermediate Swahili I
SWA 3000	Advanced Grammar and Composition
SWA 3001	Culture and Civilization of Swahili-Speaking Countries
SWA 4000	Classical and Modern Swahili Literature
SWA 4001	Political Terminology

Windows to the World participants must complete SWA 3000 and SWA 3001 as prerequisites.

Masters' Programs

Applicants must satisfy the requirements stipulated in the "Application Procedures" section of this catalogue as

well as meet the following:

- Degrees: a baccalaureate degree or its equivalent from an accredited institution with a minimum GPA of 2.5
- English Proficiency: See page 26.
- GRE: official test scores for the Graduate Record Examination (GRE) (www.gre.org)
- Recommendations: each candidate must provide two written confidential recommendations from those who can attest to the applicant's abilities, interests, and proven accomplishments.
- Transcripts: official transcripts must be submitted from all accredited institutions of higher learning attended by the applicant or the international equivalent.

Transfer of Credit

1. A maximum of six trimester units may be transferred into the degree program.
2. All coursework, which may be used to waive required credits, must have been completed at B or higher levels and must be at or higher than master's degree level from an accredited institution of higher education.
3. The decision to accept credit transfer shall be the responsibility of the Dean.

4. Courses taken more than seven or more years previous to application are generally not eligible for waiver or transfer.
5. Coursework being considered for transfer must be equivalent to USIU coursework for which it is being applied. Students are required to submit course descriptions and other documentation to assist faculty review.
6. Extension courses are not transferable.

Master of Arts in Clinical Psychology

Mission Statement:

The MA in Clinical Psychology is a psychotherapeutic practitioner model. The mission of this program is to provide education and training in professional standards of practice in Clinical Psychology. By incorporating the American Psychological Association's ethical standards in both the content and practice, the program will prepare students for clinical psychotherapy skills in case conceptualization, assessment, clinical diagnoses, and treatment planning.

Program Learning Outcomes:

1. Utilize empirical research in clinical psychology, including ability to review, synthesize, and write literature reviews and apply APA style of writing.

2. Differentiate between the theoretical orientations utilized in Psychotherapy.
3. Conduct mental status exams, psychological assessments, genograms, and case conceptualizations, including the use of screening and testing instruments utilized in clinical diagnoses.
4. Accurately diagnoses of the major DSM-IV-TR disorders, including diagnostic criteria, symptoms, and differential diagnoses utilizing the APA five Axes diagnostic system.
5. Utilize psychotherapeutic techniques and skills when providing treatment methods and modalities with individuals, couples, families, and in group therapy, including multicultural and special populations.
6. Write clinical progress notes, empirically based treatment plans, psychological reports, and case presentations.
7. Apply and maintain professional ethics and the law utilizing the standards of practice established by the American Psychological Association (APA), with utmost care to do no harm.

Prerequisites:

1. BA in Psychology from an accredited institution, with a 3.0 GPA.
2. Prospective students, who do not have a background in Psychology, must take the following four prerequisites:
 - PSY 1105 Developmental Psychology

- PSY 1110 Experimental Psychology
- PSY 3110 Psychology of Personality
- PSY 3115 Abnormal Psychology

Course Requirements: 60 units

- PSY 6002 Methods of Research
PSY 6110 Personality and Affect
PSY 6114 Life Cycle Developmental Psychology
PSY 6220 Professional Ethics and the Law
PSY 6701 Clinical Psychotherapy
PSY 6702 Cognition and Learning
PSY 6703 Neuropsychology and Biological Bases of Behavior
PSY 6704 Clinical Psychopathology I: Assessment & Diagnoses
PSY 6705 Case Conceptualization: Risk Assessment, Crisis Intervention, Partner & Family Violence
PSY 6709 Multicultural Perspectives in Assessment and Treatment
PSY 6710 Clinical Psychopathology II: Case Conceptualization and Treatment
PSY 6711 Clinical Research and Statistics
PSY 6712 Psychological Trauma and Violence: Victims and Perpetrators
PSY 6713 Process of Group Therapy
PSY 6714 Health Psychology: Substance Use Disorders & Other Chronic Illnesses
PSY 6715 Clinical Skills Lab: In Vivo
PSY 6716 Clinical Research Practicum & Course Project

Clinical Practicum Requirements:

Students must complete 600 hours of Practicum training, over 3 semesters at

200 hours per semester.
Courses include case presentations and group supervision

- PSY 6771 Clinical Practicum I
- PSY 6772 Clinical Practicum II
- PSY 6773 Clinical Practicum III

Note: In compliance with APA ethics code, personal therapy with USIU Psychology faculty is strictly not permitted.

Personal Therapy Requirement:

Each student must complete 25 hours of personal therapy, prior to registration for **PSY 6771, Clinical Practicum I**.

Note: In compliance with APA ethics code, a student's personal therapy is not permitted with USIU Psychology faculty.

Master of Arts in International Relations

Mission Statement

The Masters of Arts (M.A) International Relations enables students to analyse the complexities and processes involved in world politics and international affairs. Coursework provides exposure to the key subfields of the discipline and relevant issues such as globalization, human rights, humanitarian action, conflicts, foreign policy and economic development. The program is ideal for students seeking work with governmental agency, an intergovernmental organization, a nongovernmental organization, or multinational corporation. This program

is also recommended to students planning to pursue a Ph.D. or an academic career.

Program Learning Outcomes:

1. Explain and analyse advanced concepts and theories in International Politics
2. Use International Relations theories to conduct empirical research in International Relations.
3. Employ appropriate methods of analysing and research, both qualitative and quantitative, to provide sophisticated analyses and clear, logical Arguments relating to important questions about international relations.
4. Demonstrate ability to formulate and articulate constructive policies
5. Devise effective problem-solving intervention strategies and programs for dealing with national and international situations
6. Think critically and analytically about international problems and events and synthesize concepts, information and experiences from different disciplines relevant to international affairs.
7. Critically evaluate issues in International Relations within the context of a global, multi-cultural and

complex interconnected world.

Degree Requirements (33 Units)

Courses are three units unless otherwise indicated.

Students without a background in IR / Political Science should take the three courses listed below before they

begin the core courses, this category of students are required to take a total of

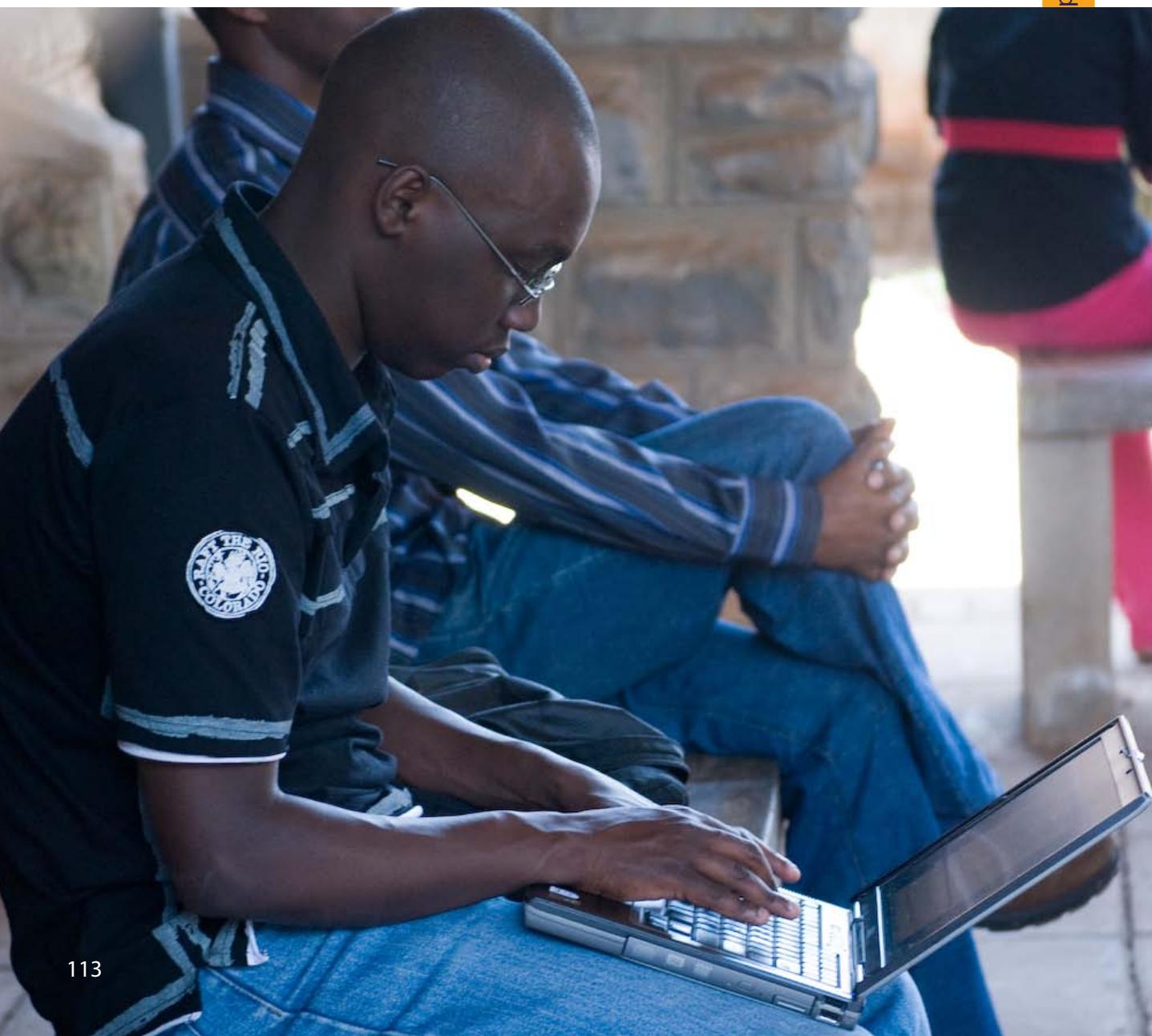
42 Units

IRL 2000 Foundations of

IRL 4020 International Relations

International Law

IRL 6002 Foundations of



International Politics

Diplomacy
Foreign Policy Analysis

Core Courses 15 Units

- | | |
|----------|-------------------------------------|
| IRL 6000 | Research Methods in IR |
| IRL 6005 | Advanced IR Theories |
| IRL 6200 | International Organizations |
| MOD 6050 | Project Management and Fund-Raising |
| IRL 6900 | Thesis |

Concentrations (18 Units)

NOTE: Students can opt to take a concentration from the 3 listed below or a combination of various electives.

Development Studies

All students taking this concentration must take:

- | | |
|----------|--|
| IRL 6030 | Issues of Development & Conflicts |
| IRL 6055 | Theories of Development & Underdevelopment |
| IRL 6235 | Advanced International Political Economy |

Choose 3 courses below

- | | |
|----------|---|
| IRL 6035 | Politics and Patterns of Cooperation and Conflict |
| IRL 6230 | International Financial Systems |
| IRL 6240 | Post-Coloniality in Africa |
| IRL 6705 | Field Research |
| IRL 6710 | Internship |
| IRL 6890 | Specialized Seminar |

DIPLOMACY & FOREIGN POLICY

All students taking this concentration must take:

- | | |
|----------|-----------------------------|
| IRL 6020 | Techniques of International |
|----------|-----------------------------|

Choose 4 courses below

- | | |
|----------|---------------------------------|
| IRL 6095 | Inter-Cultural Communications |
| IRL 6250 | Africa in International Affairs |
| IRL 6255 | Africa / US Relations |
| IRL 6285 | The Foreign Policy of Kenya |
| IRL 6705 | Field Research |
| IRL 6710 | Internship |
| IRL 6890 | Specialized Seminar |

PEACE & CONFLICT STUDIES

All students taking this concentration must take:

- | | |
|----------|-----------------------------------|
| IRL 6010 | Theories of Peace & Conflict |
| IRL 6015 | Conflict Resolution |
| IRL 6030 | Issues of Development & Conflicts |

Choose 3 courses below

- | | |
|----------|---|
| IRL 6025 | Conflict, Security & Development |
| IRL 6035 | Politics and Patterns of Cooperation and Conflict |
| IRL 6215 | International Humanitarian Law |
| IRL 6245 | Disarmament & Human Rights |
| IRL 6705 | Field Research |

Doctorate Programs

Doctorate in Clinical Psychology, Psy.D.

Mission Statement:

The Doctorate in Clinical Psychology, Psy.D., is a practitioner-scholar model designed to meet international standards of practice in Clinical Psychology. The American Psychological Association's ethical standards will be incorporated in both content and practice to prepare the student for advancement for candidacy for the doctorate degree. The curriculum includes academic, experiential, and research training in psychology with a focus on individual, couples and family therapy; application of psychometric tests and psychological evaluations, as well as evidence based training in several psychotherapeutic models. Graduates will be prepared for career opportunities in private practice, mental health clinics, public or private hospitals, rehabilitation centers, as well as career interests in academia and psychology research.

Program Learning Outcomes:

1. Utilize empirical research in clinical psychology, including ability to critically review, synthesize and develop written research, meeting dissertation requirements, utilizing APA style of writing;
2. Differentiate between theoretical orientations and demonstrate ability to apply at least two theoretical orientations in psychotherapy;
3. Conduct client case conceptualization by completing comprehensive assessments including history, mental status examinations and screening measures to result in accurate diagnose of the major DSM-IV-TR disorders, diagnostic criteria, symptoms, and differential diagnoses utilizing the APA five Axes diagnostic system;
4. Ability to write, revise and implement collaborative and measureable treatment plans as developed from the case conceptualization, client diagnoses, and evidence based treatment interventions;
5. Utilize psychotherapeutic techniques and skills when providing psychological interventions with individuals, couples, families, and in group therapy, including multicultural and special populations;
6. Apply and maintain professional ethics and the law utilizing the standards of practice established by the American Psychological Association (APA), including verbal communication and written reports such as progress notes, empirically based treatment plans, psychological reports, and case presentations;
7. Demonstrate competency in preparing and writing psychological

evaluations including psychometric testing; involving skills in test identification, administration, scoring, and interpretation; while maintaining ethical standards.

Degree Requirements 110 units

Master's degree transcripts must include the following prerequisite courses.

Pre-Requisite Courses:

- PSY 6002 Research Methods
- PSY 6110 Personality and Affect
- PSY 6114 Life Cycle Development
- PSY 6220 Professional Ethics and the Law
- PSY 6319 Survey of Assessment Procedures
- PSY 6704 Clinical Psychopathology

Course Requirements: 110 Units

Unless otherwise specified all courses are 3 units

- PSY 6706 Evidence Based Treatment: Brief Therapy
- PSY 6707 History and Systems of Psychology
- PSY 6708 Advanced Neuropsychology
- PSY 6709 Multicultural Perspectives in Assessment and Treatment
- PSY 6710 Clinical Psychopathology II: Case Conceptualization and Treatment
- PSY 6711 Clinical Research and Statistics
- PSY 6712 Psychological Trauma and Violence: Victims and Perpetrators
- PSY 6716 Clinical Research Practicum & Course Project
- PSY 7701 Adult Psychopathology
- PSY 7702 Evidence Based Treatment: Cognitive Behavioral Therapy and Behavior Modification
- PSY 7703 Child and Adolescent

Psychopathology

- PSY 7704 Evidence Based Treatment: Applied Person Centered Therapy and Existential Therapy

- PSY 7705 Writing Psychological Evaluations, Reports and Clinical Notes (2 units)

- PSY 7706 Objective Personality and Behavioral Assessments and Psychometric Lab I (4 units)

- PSY 7707 Evidence Based Treatment: Applied Psychodynamic & Object Relations & Jungian Therapy

- PSY 7708 Cognitive and Neuropsychological Assessments and Psychometric Lab II (4 units)

- PSY 7709 Evidence Based Treatment: Advanced Group Therapy

- PSY 7710 Evidence Based Treatment: Addiction and Chemical Dependency

- PSY 7711 Projective Assessments and Psychometric Lab III (4 units)

- PSY 7712 Special Populations: Gerontology, Learning & Developmental Disabilities

- PSY 7713 Advanced Clinical Research and Statistics

- PSY 7714 Evidence Based Treatment: Trauma and Bereavement Interventions

- PSY 7715 Evidence Based Treatment: Couples and Family Therapy

- PSY 7716 Community and Rural Psychology

Electives:

Students will select three courses from

the following:

- PSY 7751 Program Evaluation
- PSY 7752 Advanced Clinical Practice in Gerontology
- PSY 7753 Parent-Child Therapy
- PSY 7754 Adolescent Therapy
- PSY 7755 Advanced Clinical Practice in Pediatrics
- PSY 7756 Child Play Therapy
- PSY 7757 Forensic Psychology

The following three electives represent a series and must be taken in 3 consecutive semesters:

- PSY 7758 EMDR Introduction and Level I Training
- PSY 7759 EMDR Level II Training
- PSY 7760 EMDR Supervision

Personal Therapy Requirement

Students are required to complete a minimum of 50 hours of personal therapy.

Note: In compliance with APA ethics code, a student's personal therapy is not permitted with USIU Psychology faculty.

-
Clinical Practicum Course Requirement:
Doctoral Practicum requirements include 600 hours of training over 3 consecutive semesters.

PSY 7721 Doctoral Practicum I:
200 hours and group supervision

PSY 7722 Doctoral Practicum II:
200 hours and group supervision

PSY 7723 Doctoral Practicum III:
200 hours and group supervision

Total 600 hours.

At least 25 of the required 50 hours of personal therapy must be completed before registration for PSY 7721.

Note: In compliance with APA ethics code, a student's personal therapy is not permitted with USIU Psychology faculty.

-
Advancement to Candidacy for the Doctorate Degree:

Passing both a written and an oral comprehensive exam is required before the student can be advanced to candidacy for the doctorate degree. Upon successful completion of both exams, the student will be notified to register for PSY 7731, Dissertation I. In addition, the student may then identify their dissertation Chairperson and committee members.

Dissertation Chair and Committee
The student will identify their Dissertation Chairperson and committee members upon advancement to candidacy for the doctorate degree, and after registration for PSY 7731 Dissertation I.

Doctoral Dissertation Requirement:
Three dissertation courses are required during three sequential semesters

- PSY 7731 Dissertation I
- PSY 7732 Dissertation II
- PSY 7733 Dissertation III
- PSY 7734 Dissertation In Progress (1 unit)

-Students will concurrently work with their Dissertation Chairperson and Dissertation Committee, while engaged in the dissertation course work with

faculty.

-Students requiring an additional semester(s) to complete the dissertation may apply for approval with the student's Dissertation Chairperson.

Note: Students must continue to register for PSY 7734 Dissertation In Progress, for each semester until the final dissertation is completed and signed by the Dissertation Chairperson.

Doctoral Internship Requirement:

Internship requirements include 1500 hours training, over 3 semesters at 500 hours per semester.

- PSY 7741 Internship I:
500 hours and group supervision
- PSY 7742 Internship II:
500 hours and group supervision
- PSY 7743 Internship III:
500 hours and group supervision

Total 1500 hours.

The completion of 50 hours of personal therapy must be completed before registration for PSY 7741.

Note: In compliance with APA ethics code, a student's personal therapy is not permitted with USIU Psychology faculty.

Students requiring an additional semester(s) to complete 1500 hours of internship training may apply for approval with the Clinical Training Coordinator and will register for continuation of PSY 7743 until 1500 hours are completed.



School of Science and Technology

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Dean, School of Science and Technology
Phone: (254-20) 3606544/3606299
Location: Lillian Beam Building/ICT Center 2nd Floor (right wing)
E-mail: kmacharia@usu.ac.ke

School Mission Statement

The mission of the School of Science and Technology (SST) is to build and sustain high quality and broad-based teaching and research programs in science, communication and technology; to prepare graduates by equipping them with knowledge, skills, and attitudes relevant for professional success in science, communications, and technology related careers; and to provide exemplary service to the community. Further, the SST is committed to promoting the generation, dissemination and application of knowledge of science, communication and technology in order to create a better world.

School Learning Outcomes

1. Develop competence in critical thinking, creative skills, use of technology, creativity and good communication skills.

2. Provide service to the community: acquire practical working experience through participation and contribution to positive/good community and societal causes
3. Demonstrate preparedness for career and lifelong learning in their chosen disciplines as well as understanding of and appreciation for the interdisciplinary nature of knowledge.
4. Demonstrate the use of qualitative and quantitative research skills in Biomedical, Communication and Information technology.
5. Apply theories, concepts, and principles found in biological and physical sciences, including a thorough grounding in communication skills in multicultural & global perspectives.
6. Demonstrate a thorough understanding of effective, efficient professional and ethical leadership.

Core Values

1. That we integrate and maintain the highest ethical, legal, and professional standards—that is, in integrity in everything we do. This is to ensure that every decision we make, every

action we take must be in the best interest of those we are chartered to serve.

2. That the development, application, and effective management of technology are fundamental elements of modern society.
3. That shared and reciprocal efforts of individuals, disciplines, organizations and communities are an effective means of meeting the diverse needs of our various constituencies.
4. That commitment to excellence and integrity in our professional practices involves lifelong learning, adherence to our code of ethics, and the development and support of instructional programs based upon defined competencies.
5. That research is a fundamental tool of inquiry to guide our practices and interventions, and strengthen and promote our profession. Professionals in technology have a responsibility to maintain a current understanding of research findings and participate in research that examines our older as well as contemporary practices.
6. That all our work, teaching, learning, research work, practise & development are aimed at providing a safe and healthy environment.
7. That we actively contribute and participate in enriching our various communities for posterity.

Academic Programs

Majors

The School of Science and Technology offers the following undergraduate degrees:

1. Bachelor of Science in Information Systems Technology (B.Sc.)
2. Bachelor of Science in Applied Computer Technology (B.Sc.)
3. Bachelor of Arts in Journalism (B.A.)

Concentration

The School of Science and Technology also offers specialization courses in the following areas as relates to the student's major:

Bachelor of Science in Information Systems Technology (B.Sc.)

- I. Applications
- II. Networking
- III. Forensic Information Technology and Cybercrime

Bachelor of Science in Applied Computer Technology (B.Sc.)

- I. Forensic Information Technology and Cybercrime
- II. Distributed Systems and Mobile Computing
- III. Software Engineering
- IV. Networking

Bachelor of Arts in Journalism (B.A.)

- I. Print Media
- II. Broadcast Media
- III. Public Relations

General Education

Mission statement

The mission of General Education at USIU is to equip students with a broad base of knowledge, skills and attitudes that lay a solid foundation for successful progress in their programs and professional development in a global perspective.

Learning Outcomes

I. Higher Order Thinking:

1. Collect, analyze and evaluate data/information to formulate valid conclusions.
2. Demonstrate the ability to reason critically and creatively in an interdisciplinary context.

II. Literacy:

3. Demonstrate competence in oral and written communication.
4. Apply basic scientific, quantitative and technological skills in a changing environment.

III. Global Understanding & Multicultural Perspectives:

5. Demonstrate knowledge, and appreciation of both diversity and commonality of cultures in a global perspective.

IV. Preparedness for Career:

6. Apply intellectual knowledge to practical tasks.
7. Articulate the moral and ethical

standards that guide their professional and personal lives.

8. Demonstrate mastery of their field of knowledge within a multicultural and multinational context.

V. Community Service:

9. Exhibit a strong sense of moral, civic and ethical values including leadership qualities.
10. Show a sense of being part and of service to the community by demonstrating commitment to social and environmental issues.

The General Education Program, which comprises more than 40 percent of undergraduate coursework, is a significant component of the baccalaureate program at USIU.

The General Education program intersects with the University's overall mission in providing students with grounding in higher order thinking, literacy, and development of global understanding and a multicultural perspective.

Four interrelated parts make up the general education program:

- 1) The First Year Experience;
- 2) Symbolic Systems and Intellectual Skills;
- 3) Global Perspectives; and
- 4) The Senior Experience.

The First Year Experience assists students

in exploring various academic disciplines and their interrelatedness through a global and multicultural perspective. Symbolic Systems and Intellectual Skills function as the “core” of the general education program. Students take courses, which include composition and reading, mathematics, computer literacy, intercultural communication, and foreign language.

In addition, a community service or project requirement provides students with opportunities to serve others and to develop a heightened sense of responsibility to the larger community. Global Perspectives applies a variety of disciplinary fields in the humanities, social sciences, and natural sciences to a deeper and broader development of an international and global perspective.

Finally, the Senior Experience focuses on the interdisciplinary nature of knowledge and preparation for a career. Each undergraduate student is required to complete a total of 48 units of general education, and 6 units of the Senior Experience.

All courses taken must be applied toward fulfilling the requirements of one of the following areas: general education, the major, the minor, or electives. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area.

General Education Requirements 48 units

Courses are three units unless otherwise indicated.

General Education Requirements 48

units

Courses are three units unless otherwise indicated.

THE FIRST YEAR EXPERIENCE

3 UNITS

The First Year Experience is taught as a combined lecture and small seminar course. It is designed primarily for new students who have no previous college or university experience. Transfer students with less than 36 credits may be required to take the First Year Experience course. The First Year Experience course may not be used for an elective and is open only to first year students.

The First Year Experience consists of the following:

- FYE 1010 Planning and Strategies for Success

CORE CURRICULUM: SYMBOLIC SYSTEMS AND INTELLECTUAL SKILLS

15 UNITS

Written, Analytical, Critical Thinking Skills
6 Units

- ENG 1106 Composition I (WI)
ENG 2206 Composition II (WI)

QUANTITATIVE AND TECHNOLOGICAL SKILLS 9 UNITS

- IST 1010 Introduction to Information Systems
MTH 1109 College Algebra
MTH 2210 Introduction to Applied Statistics
MTH 2010 Probability and Statistics
IST 1020 Introduction to Information Systems

(Required for IST Majors)

GLOBAL AND MULTICULTURAL PERSPECTIVES 9 UNITS

COM 1500 Intercultural
Communication (WI)

Language Studies (6 units)

Students must have credit for a foreign language or must take up a two-course foreign language sequence of one language. USIU offers courses in Arabic, Chinese, French, Japanese, Spanish and Swahili.

Students at USIU may meet the foreign language requirement in one of the following ways:

1. Successful completion of a two-course sequence of one language at USIU.
2. Transfer credit from another college or university for an academic year of study in one foreign language other than English or the student's primary language(s).

Community Service 3 Units

CMS 3700 Community Service or
Community Project

GLOBAL PERSPECTIVES THROUGH



THE HUMANITIES 6 UNITS

Note: One course must be designated Writing Intensive. Writing Intensive (WI) courses have the following minimum standards:

1. At least 3250 written words;
2. At least four different pieces of writing, one of which must be written in class;
3. A variety of writing assignments, such as expository essays and research;
4. Writing that demonstrates higher order thinking through collecting, analyzing, and evaluating data;
5. Writing evaluation based on 50 percent on content and 50 percent on form.

See course descriptions at the back of the catalogue to identify (WI) courses.

HUM 1000 World Civilization
(Compulsory)

Choose one course in the humanities, which must be upper division. Choose from any of the following areas: fine arts, literature, and philosophy.

GLOBAL PERSPECTIVES THROUGH THE SOCIAL SCIENCES 6 UNITS

All Information Science & Technology Majors MUST take

ECO 1010 Principles of Microeconomics &
ECO 1020 Principles of

Macroeconomics

All Journalism Majors MUST choose two courses in the social sciences, one of which must be upper division. Choose from two different areas: criminal justice, economics, geography, history, international relations, political science, psychology, gender studies and sociology.

GLOBAL PERSPECTIVES THROUGH THE NATURAL SCIENCES 6 UNITS

Note: One course must be designated Writing Intensive (WI). See course descriptions to identify (WI) courses

Choose one from the following:

ENV 2000	Introduction to Environmental Science (WI)
ENV 2001	Sustainable Resource Management (WI)
IST 2030	Fundamentals of Programming Languages (Required for IST Majors)
ENV 3500	Regional Environment
ENV 3800	Environmental History (WI)
NSC 2212	Life, Environment and Society (WI)
NSC 3304	Biology and the Environment WI)
ENV 3200	Water Use and Management
ENV 3288	Field Studies
ENV 3300	Energy Use and Management
ENV 4000	Environmental Economics
ENV 4200	Environmental Law

Choose one from the following:

NSC 2205	Human Physiology
NSC 2215	Introduction to Physical Mechanics
NSC 2216	Introduction to Earth Sciences
IST 2230	Introduction to Computer Fundamentals and Programming (Required for IST Majors)

requires graduates who understand the changes in society, journalism education includes a fusion with liberal arts and social sciences that are offered as a part of the general education requirements at USIU.

Mission Statement

The mission of the Journalism Program is to equip our students with the requisite intellectual, technical and ethical knowledge, skills and attitudes necessary for successful careers in journalism and public relations; and for them to function effectively in an increasingly technological, multi-cultural and globalized world.

The Senior Experience

The Senior Experience is meant to serve as a “capstone” for the student’s college career and requires that the student demonstrate competence and skills in the intellectual enterprise.

The Senior Experience consists of two parts:

- 1) The integrated seminar; and
- 2) The project or internship.

The senior project and internship will be related to the student’s major; the integrated seminar will be interdisciplinary.

Bachelor of Arts in Journalism

The primary purpose of the program in journalism is to graduate highly competent professionals who have acquired communication and critical thinking skills appropriate to the practice of journalism: writing, editing and design in print and broadcast media. The program stresses a balance between the theoretical and practical elements of journalism. In view of the fact that a viable career in the media profession

Program Learning Outcomes

In addition to the university-wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; leadership and ethics; and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the Journalism program-specific Learning Outcomes:

1. Critically discuss communication theory and its application to local and global mass media and communication systems, structures, and operations.
2. Research, gather, write and critique stories for various journalistic genres.
3. Script, direct, produce, present

and evaluate radio, television and other audio-visual programs, if they selected the broadcast media concentration.

4. Design, manage, execute and evaluate strategic plans and practices for public relations communication, if they selected the public relations concentration.
5. Use appropriate information and communications technology to write, edit, design, produce, package

and present media programs and products.

6. Conduct, critically analyze and evaluate current media and communication research.
7. Apply ethical legal and sound management principles at work in the media and communication industry.

Degree Requirements 120 units

Courses are three units unless otherwise indicated.



General Education 48 units**MAJOR 36 UNITS****LOWER DIVISION CORE 15 UNITS**

- JRN 1105 Introduction to Broadcast Media
 JRN 1106 History and Theory of Public Relations
 JRN 2103 Fundamentals of Photography
 JRN 2201 Introduction to Print Media
 JRN 2223 Theories of Mass Communication

UPPER DIVISION CORE 15 UNITS

- JRN 3000 News Reporting & Writing
 JRN 3002 Introduction to News Editing
 JRN 3006 International Mass Media
 JRN 3007 Media Law & Ethics
 JRN 3024 Communication Research

JRN ELECTIVES (6 UNITS)

Choose any two available courses from the following:

- JRN 3011 On-line Journalism
 JRN 3016 Public Communication
 JRN 3020 Development Journalism
 JRN 3025 Human Rights Reporting
 JRN 3026 Gender Reporting
 JRN 3027 New Media Production
 JRN 3028 Business Reporting
 JRN 4025 Creative Writing
 JRN 4029 Radio Production II
 JRN 4030 Television and Video

- Production II
 JRN 4032 Public Relations Ethics
 JRN 4033 Advertising and Media Audiences

THE SENIOR EXPERIENCE 6 UNITS

- SEN 4800 Integrated Seminar
 JRN 4900 Project
 or
 JRN 4910 Internship

Unrestricted Electives / Minor 15 units

3 units (1 course) must be lower level (1000 - 2999) and 12 units (4 courses) must be upper level (3000 – 4999)

CONCENTRATION 15 UNITS

Journalism Students MUST select Print Media, Broadcast Media or Public Relations as a concentration.

PRINT MEDIA

- JRN 3009 Community Media
 JRN 3301 Feature Writing
 JRN 3922 Photojournalism
 JRN 4031 Print Media Production
 JRN 4401 Editorial Writing

BROADCAST MEDIA

- JRN 2106 Principles of Broadcasting
 JRN 3010 Television and Video Production I
 JRN 3321 Radio production I
 JRN 4027 Broadcast documentary
 JRN 4034 Broadcast Script Writing

PUBLIC RELATIONS

- JRN 2109 History and Theory of Advertising
 JRN 3014 Corporate Media Management
 JRN 3018 PR and Organizational Communication
 JRN 3901 Principles of Advertising
 JRN 3911 Principles of Public Relations

***Bachelor of Science
in Applied Computer
Technology******Mission Statement***

The mission of the Bachelor of Science in Applied Computer Technology is to prepare students for jobs which demand IT systems and skills. Today's Industry technology interfaces with business tasks in every function and department. As such this course aims at preparing students for dynamic fields of mobile, networking, software engineering and forensic security.

Learning Outcomes

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; leadership and ethics; and service to the community, whose foundation is laid by the General Education Program, the following are the APT program-specific Learning Outcomes:

1. Develop integrated software for businesses, organizations or institutions using modern techniques.
2. Conceptualize and implement

integrated systems.

3. Demonstrate competence in the use of modern computer tools and Techniques.
4. Write program using modern programming languages.
5. Explain the concepts underlying computer information.
6. Exhibit professional behavior and ethics.
7. Develop skills to use tools, techniques and application skills in one of the following specializations: Computer Networks technology; Distributed and mobile computing; Software engineering; and Forensic Information and Cybercrime.

Degree Requirements 120 units

General Education 42 units

Major (57 Units)

Lower Division Courses 42 Units

- APT 1020 Introduction to Programming Using C/C++
 APT 1030 Fundamentals of Programming Languages
 APT 1040 Introduction to Web Design and Applications
 APT 1050 Database Systems
 APT 2010 Systems Analysis and Design
 APT 2020 Computer Organization
 APT 2022 Introduction to Assembly Programming
 APT 2030 Digital Electronics
 APT 2040 Operating Systems
 APT 2050 Computer Network and Telecommunication
 APT 2060 Data Structures & Algorithms
 APT 2080 Introduction to Software Engineering
 APT 2090 Computer Graphics

MTH 2215 Discrete Mathematics

Upper Division Courses 21 Units

- APT 3040 Object Oriented Design and Programming
APT 3050 Introduction to Project Management
APT3060 Mobile Programming
APT 3080 Management Information Systems
APT 3090 Cryptography and Network Security
SEN 4800 Integrated Seminar
APT 4900/
4910 Applied Computer Technology Project/
Internship

Concentration 15 Units

Mobile Computing & Distributed Systems

- DST 4010: Distributed Systems
DST 4020: Mobile computing
DST 4030: Parallel Computing
DST 4040: Digital Wireless Communication

and Networks

- DST 4050: Embedded Real-Time Systems

Software Engineering

- SFE 4010: Human Computer Interaction
SFE 4020: Software Design and Architecture
SFE 4030: Software Testing and Quality Assurance
SFE 4040: Software Requirements & Estimation
SFE 4050: Software Process and Project Management
Networking
IST 4080: Backend Databases and

Structured Query Language

- NET 4010: Client-Server and Distributed Systems
NET 4020: Network Management
NET4030: Internet Architecture and Protocols
NET 4040: Telecommunication



Applications

Forensic Information Technology & Cybercrime

- FIC 4010: Information System Security
- FIC 4020: Forensic Accounting and Fraud Investigation
- FIC 4030: Information Systems Audit
- FIC 4040: Information Technology & Cybercrime
- FIC 4050: Computer Forensics and Investigation

Bachelor of Science in Information Systems Technology

Mission Statement

The mission of the Bachelor of Science in IST is to prepare students for jobs in the marketplace which demand IT systems and skills. In today's industry, technology interfaces with business tasks in every function and department.

Learning Outcomes

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; leadership and ethics; and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the IST program-specific Learning Outcomes:

1. Demonstrates proficiency in

using IT in accounting, marketing, management, business mathematics, and business organizational principles;

2. Recognize and demonstrate an understanding of the role of IT in Organizational strategy;
3. Solve problems that call for critical thinking using systems theory
4. Demonstrate an understand of the key components of Information Systems namely people, processes, technology, data and interfaces with an aim of evaluating suitable Information Systems (IS) for business and organization set up;
5. Apply communication skills (oral, written, listening) and collaborative skills in designing and implementing of relevant information systems.
6. Write computer programs in modern languages;
7. Design and implement database solution using contemporary market driven programs/tools;
8. Apply case tools in modelling organizational processes and data, define and implement technical and process solutions, manage projects, and integrate systems;
9. Show capability of integrating systems by using programs like enterprise resource planning (ERP);

10. Apply system Analysis and Design technique in acquiring, transmitting and storing data and information;
11. Design and implement telecommunication systems, internet and intranet solutions with client-side and server side programming and scripting;
12. Demonstrate ethical and professional behaviour in the work place

Degree Requirements 120 units

General Education 48 units

Major 57 units

LOWER DIVISION COURSES 12 UNITS

- ACT 1010 Principles of Accounting I
- BUS 1010 Introduction to Business Organizations
- IST 2010 Computer Organization and Programming
- IST 2060 Introduction to Data Structures

UPPER DIVISION COURSES

45 UNITS

- BUS 3010 Business Law
- BUS 3020 Production and Operations Management
- BUS 4070 Business Values and Ethics
- IST 3020 Principles of Operating Systems
- IST 3030 Computer Programming for Business
- IST 3050 Introduction to Security Systems

- IST 4020 Systems Analysis and Design
- IST 4030 Database Management Systems
- IST 4040 Decision Analysis
- IST 4060 Telecommunications and Networks
- IST 4070 Object-Oriented Programming
- MGT 3010 Overview of Management Practice
- MKT 3010 Principles of Marketing
- SEN 4800 Integrated Seminar
- IST 4900 Information Technology Project
or
IST 4910 Information Systems Internship

Concentration Courses 15 units

IST majors must take Applications, Networking or System Security and Audit.

APPLICATIONS

(Available only to Information Systems and Technology majors)

- APP 4030 Information Systems Engineering
- APP 4040 Data Structures and Algorithms
- APP 4050 Internet Applications
- APP 4070 Advanced Linux Programming
- IST 4080 Backed Databases and Structured Query Language

NETWORKING

(Available only to Information Systems and Technology majors)

- NET 4010 Client-Server and Distributed Systems

- NET 4020 Network Management
- NET 4030 Internet Architecture and Protocols
- NET 4040 Telecommunication Applications
- IST 4080 Backed Databases and Structured Query Language

SYSTEM SECURITY AND AUDIT

- SYS 4010 Information Security Management
- SYS 4020 Cryptography and Network Security
- SYS 4030 Information Security Forensics and Incidence Response
- SYS 4040 Advanced Information Systems Audit
- IST 4080 Backend Databases and Structured Query Language

Bachelor of Science in Information Systems Technology

Mission Statement

The mission of the Bachelor of Science in IST is to prepare students for jobs in the marketplace which demand IT systems and skills. In today's industry, technology interfaces with business tasks in every function and department.

Learning Outcomes

In addition to the university wide outcomes of: higher order thinking; oral and written competence; scientific and technological literacy; global understanding and multicultural perspectives; leadership and ethics;

and service to the community, whose foundation is laid by the General Education Program (see section on General Education), the following are the IST program-specific Learning Outcomes:

1. Demonstrate the use of info systems in a business organization.
2. Evaluate IT problems in organizations.
3. Apply communication and collaboration skills in IT projects.
4. Design IT solutions for business organizations.
5. Solve IT problems in business organizations.
6. Manage information systems within their area of specification.

Degree Requirements 120 units

General Education 48 units
Major 57 units

Lower Division Courses 12 Units

- ACT 1010 Principles of Accounting I
- BUS 1010 Introduction to Business Organizations
- IST 2010 Computer Organization and Programming
- IST 2060 Introduction to Data Structures

Upper Division Courses 45 Units

- BUS 3010 Business Law
- MKT 3010 Principles of Marketing
- MGT 3010 Overview of Management Practice
- BUS 3020 Production and Operations Management
- BUS 4070 Business Values and Ethics
- IST 3020 Principles of Operating Systems

IST 3030	Computer Programming for Business	Protocols
IST 3050	Introduction to Security Systems	NET 4040 Telecommunication Applications
IST 4020	Systems Analysis and Design	IST 4080 Backed Databases and Structured Query Language
IST 4030	Database Management Systems	
IST 4040	Decision Analysis	
IST 4060	Telecommunications and Networks	
IST 4070	Object-Oriented Programming	
SEN 4800	Integrated Seminar	
IST 4900	Information Technology Project or Information Systems Internship	
		Forensic Information and Cybercrime
		FIC 4010 Information System Security
		FIC 4020 Forensic Accounting and
		Fraud Investigation
		FIC4030 Information Systems Audit
		FIC4040 Information Technology and Cybercrime
		FIC4050 Computer Forensics and Investigation

Concentration Courses 15 Units

IST majors must take Applications, Networking or Forensic Information Technology and Cybercrime.

Applications

(Available only to Information Systems and Technology majors)
APP 4030 Information Systems Engineering
APP 4040 Data Structures and Algorithms
APP 4050 Internet Applications
APP 4070 Advanced Linux Programming
IST 4080 Backed Databases and Structured Query Language

7Networking

NET 4010 Client-Server and Distributed Systems
NET 4020 Network Management
NET 4030 Internet Architecture and



Course Descriptions

ACT: Accounting

ACT 1010 Principles of Accounting I

Objectives and fundamental concepts of accounting; analyzing and recording financial transactions; preparation of income statements, the balance sheet and interpretation of financial income statements; analysis of assets, liabilities and equity; partnerships and corporations; fund flow analysis. Introduction to software applications in accounting.

Prerequisite: IST 0999 and MTH 1109

Credit: 3 Units

ACT 2010 Principles of Accounting II

An overview of accounting as an effective aid to management in the control of resources, interpretation of financial statements, cost volume profit analysis, product cost systems, budgets and variance analysis.

Prerequisite: ACT 1010

Credit: 3 Units

ACT 3010 Accounting Information Systems

Fundamental accounting principles in a computerized environment. Application of accounting packages to the accounting cycle and management reports. Contemporary issues and ethical practices in accounting information systems.

Prerequisite: ACT 2010

Credit: 3 Units

ACT 4010 Managerial Accounting

An extensive analysis of management decision making based on accounting concepts; the use of accounting statements and reports in policy making and control; ethical considerations and emerging trends of management accounting.

Prerequisite: ACT 2010

Credit: 3 Units

ACT 4020 Financial Accounting 1

An overview of the theoretical foundations of financial reporting. Standard setting process and conceptual framework, valuation of assets and current liabilities.

Prerequisite: ACT 2010

Credit: 3 Units

ACT 4030 Financial Accounting 2

Accounting principles and reporting requirements for liabilities, long-term investments and stockholders' equity are studied. Other topics included are accounting for pensions, leases, accounting changes, and the statement of cash flows.

Prerequisite: ACT 4020

Credit: 3 Units

ACT 4040 Cost Accounting

The course is designed to provide in-depth coverage of cost accounting concepts, objectives, and accumulation and reporting procedures. Topics

covered include material, labour and overhead costs in job order and process cost accumulation systems and other emerging cost accounting topics.

Prerequisite: ACT 2010

Credit: 3 Units

ACT 4050 International Accounting

Study of international dimensions of accounting and use of accounting information for decision making in multinational environment. Accounting and managerial issues of multinational corporations such as currency translation, financial reporting and disclosure, international taxation, transfer pricing, and current issues and developments.

Prerequisite: ACT 2010

Credit: 3 Units

ACT 4060 Taxation

An overview of the application of the principles, laws and practices of taxation of individuals, partnerships and corporations.

Prerequisite: ACT 2010

Credit: 3 Units

ACT 4070 Auditing

A study of auditing principles, concepts and practices as it applies mainly to business and investors. A working knowledge of auditing procedures and techniques, standards, ethics and legal environment, statistical audit tools as well as audit reports.

Prerequisite: ACT 2010 and BUS 3010

Credit: 3 Units

ACT 4080 Accounting Information Systems 11

This course will enable the students to understand the applications, controls and implement an accounting information system to solve various accounting needs of an organization.

Prerequisite: ACT 3010 and IST 4010

Credit: 3 Units

ACT 4090 Accounting in the Public Sector

The course is designed to develop the students' competence in the preparation of financial accounts of central government and local authorities accounts.

Prerequisite: ACT 4030

Credit: 3 Units

ACT 4110 Taxation II

The course is designed to ensure that the students can prepare tax returns, evaluate the tax implications of business decisions, and analyze the impact of government fiscal measures on industry and the economy.

Prerequisite: ACT 4030

Credit: 3 Units

ACT 4120 Auditing and Investigations

The course provides the students with practical skills required to audit public and private institutions and to carry out audit investigations in computerized and non -computerized environments.

Prerequisite: ACT 4070

Credit: 3 Units

ACT 4130 Forensic Accounting

The primary objective of this course is to provide students an opportunity to gain experience in investigative (forensic) accounting. Topics include background, legal framework, prevention, risk assessment, financial fraud schemes, investigation and specialized issues.

Prerequisite: ACT 4120

Credit: 3 Units

ACT 4910 Accounting Internship

This program is in accord with the overall mission of USIU to provide an environment of growth, knowledge and work experience for its students. This entails preparedness for career through mastery of a field of knowledge and its multicultural and multinational application. Such mastery is accomplished through both formal study and various experiential forms of learning such as the internship and fieldwork. It provides practical and hands on experience in the student's area of study. A range of 200-400 hours required depending on the organization.

Prerequisite: Students must be seniors

Credit: 3 Units

ACT 4950 Accounting Project

Independent study under the direction of a faculty advisor. Projects may include library or empirical research or analysis and written report on management aspects of an appropriate business organization, private firm, not-for profit organization, or government agency.

Prerequisite: Students must be seniors

Credit: 3 Units

ACT 6010 Managerial Accounting

This course intends to develop the student's ability in understanding managerial uses of accounting data in cost analysis, decision-making, planning, control, budgeting, variance analysis, performance measures and management reports.

Prerequisite: BUS 5010

Credits: 3 Units

APP: Applications

APP 4030 Information Systems Engineering

Concepts of a systems development methodology. Need for systems development methodology tools and techniques. Systems development life cycle. Tool and techniques for data modelling, and behaviour modelling. Use of case tools. The information engineering methodology: philosophy, tools and techniques; centrality of case tools in IE. Prototyping techniques. User participation in systems development: Rapid Application Development (RAD) (e.g. DSDM) and joint Application Development (JAD) methods. Object oriented systems analysis and design (OOAD): object modelling using UML; Use case scenarios; properties of objects and classes; relationship diagrams; Object states and behaviour using state transition diagrams and event diagrams; CASE tools in OOAD. Soft Systems Methodology. Project management tools and techniques.

Prerequisite: IST 4020, IST 4030

Credit 3 Units

APP 4040 Data Structures and Algorithms

Introduction to design and analysis of algorithms. Design techniques: divide-and-conquer, greedy method, dynamic programming; selection of prototypical algorithms; choice of data structures and representations; complexity measures: time, space, upper, lower bounds, asymptotic complexity; NP-completeness. Algorithms and their performance. Data abstraction, queues, linked lists, stacks, trees, graphs, and associated algorithms. Sorting and searching. Implementation of algorithms and data structures in the C++ programming language.

Prerequisites: IST 2020, IST 4070

Credit: 3 Units

APP 4050 Internet Applications and Development

Review of LAN and WAN technologies. In-depth study of internetworking concepts, architectures, and protocols. The Internet protocol (IP) and the transport control protocol (TCP). Client-server interaction and the socket interface. Network programming. Application layer protocols of the TCP/IP protocol suite. Creating static, dynamic, and active World Wide Web (WWW) documents. Study of different Web programming and scripting languages, including Java, VB, CGI, ASP, VBScript, CSS, HTML, XML, Jscript, and Perl. Three tier systems: user interface, business logic and data base tiers. Students will be expected to build a simple web-based information system using a 3-tier solution.

Prerequisite: IST 4030, IST4060, IST4070

Credit: 3 Units

APP4060 Advance Linux Programming

Explores advanced concepts of Linux/UNIX shell scripting languages. Various versions of Linux/UNIX shells will be discussed, including the Bourne, Korn, and bash shells as well as an introduction to Perl, Tk/Tcl, and CGI. Students will write shell programs in AIX and Linux environments. Emphasis will be placed on writing scripts to support system and network configuration, interfaces for system utilities, and user programs. This course is taught in a combination of lecture and hands-on environment.

Prerequisites: IST2030, IST3020

Credit: 3 Units

ARB: Arabic

ARB 1000 Beginning Arabic I

This first course in a sequential series introduces students to the basic skills of listening, speaking, reading and writing standard Arabic. Lexis and structure are presented and practised in context with glimpses at culture and civilization. By the end of the course, students should be able to embark upon further study of Arabic grammar.

Prerequisite: The course is open to students who have no knowledge of Arabic.

Credit: 3 Units

ARB 1001 Beginning Arabic II

The second beginning course in this series builds on the skills acquired in Arabic 1000 to expand the student's knowledge of Arabic grammar and

structure. Development of basic competencies continues with further focus on culture and civilization.

Prerequisite: The course is open to students who have satisfactorily completed Arabic 1001

Credit: 3 Units

ARB 2000 Intermediate Arabic I

The course aims to develop students' reading/listening comprehension and oral/written comprehension. It introduces further elements of grammar and exposes students to such points as voice (active/passive), modal verb forms, weak roots, stem formation and derivation. The course is conducted in Arabic. It is intended for students who wish to either complement their language studies or begin the minor. It is the required lower level elective for the minor.

Prerequisite: Arabic 1001

Credit: 3 Units

ARB 2001 Intermediate Arabic II

The course completes Arabic 2000, developing listening, speaking, reading and writing skills. It also introduces Arabic literature through a selection of texts and gives further insight into Arabic culture and civilization. It is conducted in Arabic.

Prerequisite: The course is open to students who have satisfactorily completed Arabic 2000

Credit: 3 Units

ARB 2002 Business Arabic

The course focuses on spoken Arabic and is recommended for students

pursuing degrees in international relations and business administration. It is a conversational course intended to develop skills required in the business world.

Prerequisite: The course is open to students who have satisfactorily completed Arabic 2000

Credit: 3 Units

ARB 2003 Tourist Arabic

With emphasis on spoken Arabic skills needed in the tourist world, this conversational course is recommended for students pursuing degrees in journalism, hotel and restaurant management and tourism. It is also suitable for students who wish to participate in the Windows to the World Program.

Prerequisite: The course is open to students who have satisfactorily completed Arabic 2000

Credit: 3 Units

ARB 2004 Arabic for International Relations

The course focuses on terminology and concepts in the context of international relations. It is aimed to enable the students to describe and discuss contemporary political systems, foreign and trade issues and international organizations. Both reading and writing skills are enhanced. It is recommended for students pursuing degrees in international relations.

Prerequisite: The course is open to students who have satisfactorily completed Arabic 2000

Credit: 3 Units

ARB 3000 Advanced Grammar and Composition

This course develops and reinforces the grammar acquired in earlier courses and focuses on writing skills. Arabic culture and civilization feature as the framework for composition activities. The course is a required upper level elective for the minor. It is conducted in Arabic and English.

Prerequisite: Arabic 2000

Credit: 3 Units

ARB 3001 Arabic Culture and Civilization

The course surveys the history, geography and literature of the Arab World. It reviews the cultural, social, political trends and explores customs and traditions. It is conducted in Arabic and may be taken as part of the Windows to the World Program.

Prerequisite: Arabic 3000

Credit: 3 Units

ARB 3002 Contemporary History of the Arab World

The course covers the history of the Arab World from the fall of the Ottoman Empire and the beginning of European protectorates and the colonial era to the present. It highlights the rise of pan-Arabism, nationalist movements, the role of prominent leaders, the Arab-Israeli conflict, burgeoning democracies and the Arab League. The course is conducted in Arabic.

Prerequisite: Arabic 3001

Credit: 3 Units

ARB 3003 Literature in Arabic I

This course focuses on the analysis and interpretation of representative works of Arabic literature within their cultural context. It covers the pre-Islamic and the Umayyad (early Islamic) periods (500-750 AD). Students are expected to read, analyze and discuss prose and poetry, both orally and in writing. The course is conducted in Arabic.

Prerequisite: Arabic 3001

Credit: 3 Units

ARB 3004 Literature in Arabic II

This course comprises the analysis and interpretation of representative works of Arabic literature within their cultural context. It covers the Abbasid and Andalusian periods (750-1250 AD). Students are expected to read, analyze and discuss prose and poetry, both orally and in writing. The course is conducted in Arabic.

Prerequisite: Arabic 3001

Credit: 3 Units

ARB 3005 Literature in Arabic III

This course focuses on the analysis and interpretation of representative works of Arabic literature within their cultural context. It covers renaissance, modern and contemporary prose, drama and poetry (19th century – Present time). Students are expected to read, analyze and discuss both orally and in writing. The course is conducted in Arabic.

Prerequisite: Arabic 3001

Credit: 3 Units

ARB 4000 Arab-Islamic Thought I

The course is a survey of Arab and Islamic philosophy and theology. It highlights formative influences, major trends and main protagonists and is conducted in Arabic. Students are expected to read, analyze and discuss both orally and in writing.

Prerequisite: Arabic 3001

Credit: 3 Units

ARB 4001 Arab-Islamic Thought II

This course builds on the insights acquired in ARB 4000. It comprises the study of classical, social and contemporary Arab and Islamic philosophy. Reading, writing, analysis and extensive discussion are expected. The course is conducted in Arabic.

Prerequisite: Arabic 4000

Credit: 3 Units

ATH: Anthropology

ATH 4000 Cultural Anthropology

Examination of the dominant theoretical orientation, methodologies, and research findings generated in studies of human culture in diverse socio-cultural settings. Through lectures, assigned readings, class discussions and activities, and field research, students will explore the structural and functional components of human cultural systems and the theoretical perspectives, which can be utilized in the study of human culture and socio-cultural change.

Credit: 3 Units

BUS: Business

BUS 1010 Introduction to Business Organizations

An overview of the interrelationships among the functions of the business firm and between the firm and its environment; topics include a study of managerial functions, marketing concepts, production systems, leadership practices and business ethics.

Credit: 3 Units

BUS 2010 Business Mathematics

Fundamental mathematical operations in banking and borrowing; financial ratio analysis; payrolls; retail; insurance; and elementary statistics.

Prerequisite: MTH 1109

Credit: 3 Units

BUS 2020 Business Communications

This course is designed to introduce students to the fundamental principles of effective business communication in a global environment. It will emphasize written communications such as standard and persuasive business letters, memorandums, and informational as well as analytical reports, along with proposals, resumes, and other employment-related documents. The course addresses the skills necessary for developing, planning, organizing, outlining, and editing various business documents. The problem-solving approach is used to focus on proper grammar, punctuation, vocabulary, and tone as well as the use of computer technology and software in the development of effective oral and written business communication skills.

Prerequisite: BUS 1010

Credit: 3 Units

BUS 3010 Business Law

Study of the legal environment in which profit and not-for-profit organizations operate. Includes study of courts and procedure, criminal law, torts, contracts, and formations, operation and termination of corporations, agency and partnership relationships.

Prerequisite: BUS 1010

BUS 3020 Production and Operations Management

An introductory analysis of productive systems, operations planning, and control. Topics include forecasting, inventories, scheduling, quality assurance, and productivity.

Prerequisite: BUS 2010

BUS 3030 Business Statistics

A further study in statistical methods and its application in the field of business and economics. Regression, time series analysis, index numbers, association of attributes, probability, theoretical distributions, sampling hypothesis tests and confidence levels.

Prerequisite: MTH 2210

Credit 3 Units

BUS4010 Small Business Entrepreneurship

Investigation into entrepreneurial behavior, the role of entrepreneur in society: the conditions necessary for it to evolve; the development of a venture whether in terms of start up, acquisition, or expansion of an existing business. The theory and practice of small business management.

Prerequisite: MKT3010, FIN3010 and MGT3010

Credit: 3 Units

BUS 4020 Service Management

Introduces students to service industries. Presents the unique characteristics of service industries that requires different management skills. Focuses on the impact of service industry characteristics on traditional management functions of human resources, operations, and marketing. Emphasis is on theory and application of service management principles.

Prerequisite: BUS 1010

Credit: 3 Units

BUS 4030 Quantitative Methods

Study of the mathematical techniques/methods used to solve business problems. Include meaning and scope, Linear programming-Graphic, simplex and duality, Transportation, Assignment, Replacement, Queuing, Decision theory, Inventory management, Sequencing, PERT, Game theory, Investment Decision Analysis and Simulation.

Prerequisite: BUS 3030

Credit: 3 Units

BUS 4070 Business Values and Ethics

Introduction to the basic categories and framework of philosophical ethics; examination of selected corporate policy statements on social and ethical responsibility with consideration of how to develop and implement such policy statements; consideration of ethical issues in selected professions.

Prerequisite: BUS 1010 MGT 3010

BUS 4090 Strategic Management

This is a course that provides an overview of the economic, cultural, psychological, sociological,

technological and political aspects of the business environments confronting environment serving organizations (ESOs); the concept of environmental turbulence; the nature of strategic and operating work; the formulation of a corporate mission, goals and objectives; and strategies for firms operating at different levels of environmental turbulence. The course facilitates the development of skills in problem analysis and decision-making in corporate strategy and business policy. BUS 4090 is the integrating course for the undergraduate program that concentrates on the application of concepts through case studies and decision simulation exercises.

*Prerequisite: MGT 3010; Senior Standing
Credit: 3 Units*

BUS 4810 Seminar in Business

Seminar on practical applications of job seeking, career development, and community service in business.

Credit: 3 Units

BUS 4910 Business Internship

Directed internship in a private firm, a not-for-profit organization or a government agency for experience in the practical application of business management.

A range of 200-400 hours required depending on the organization.

Prerequisite: Senior Standing

Credit: 3 Units

BUS 4950 Business Project

Independent study under the direction of a faculty advisor. Projects may include library or empirical research or analysis

and written report on management aspects of an appropriate business organization (private firm, not-for-profit organization, or government agency).

Prerequisite: Senior Standing

Credit: 3 Units

BUS 5010 Survey of Accounting

An overview of the fundamental concepts of accounting, recording and analysis economic activities for business through the use of dual entry accounting system and financial statements for service and merchandising concerns.

Credit: 1.5 Units

BUS 5020 Survey of Finance

A survey of financial ratios, analysis, managing current assets and liabilities, the firm's liquidity posture, the cost of long-term capital and the required rate of return on long-term assets, and estimating cash flows on investment proposals.

Prerequisite: BUS 5010

Credit: 1.5 Units

BUS 5030 Survey of Marketing

A survey of the marketing function in the business enterprise, market segmentation and target marketing, and the key elements in marketing: product, place, price, and promotion.

Credit: 1.5 Units

BUS 5040 Survey of Production/ Operations Management

Theory, concepts, and decision analysis related to effective control of products and operative systems. Topics include productivity forecasting, scheduling,

inventory organization, and quality control.

Credit: 1.5 Units

BUS 5050 Survey of Economics

Introduction to economic methodology. Explores theories of market dynamics and various market structures to explain the behaviours of households and firms.

Credit: 1.5 Units

BUS 5060 Survey of the Legal Environment of Business

Consideration of factors causing change in the business environment; analysis of selected issues in the interface between business, the law, and other social institutions.

Credit: 1.5 Units

BUS 5070 Survey of Management Practice

This course is designed to introduce the student to management theory. The course examines historical perspectives and current trends in management; functions of management, strategic management and organizational behaviour. Also discusses ethical and multicultural issues. As an overview course, relationships among the various elements of management will be stressed. Emphasis will be placed on contemporary management in an international context.

Credit: 1.5 Units

BUS 5080 Survey of Information Systems

A survey of data processing systems, management information systems, decision support systems, executive

information systems, expert systems and distributed systems planning, hardware and software, management, maintenance, security, and evaluation.

Credit: 1.5 Units

BUS 5090 Survey of Business Statistics

Overview of descriptive and inferential statistics, using Excel software, as they apply to business environments. Review of probability, correlation analysis, hypothesis testing, regression analysis and forecasting.

Prerequisite: BUS 5080

Credit: 1.5 Units

BUS 5100 Business Communications

Introduces fundamental research, writing and speaking skills necessary for effectively communicating orally and in writing at the graduate level.

Credit: 1.5 Units

BUS 5110 Computer Application Skills

An overview of the basic components of processing systems (environment, software, hardware, people, behavior, tasks and connectivity), application programs such as word-processing, spreadsheets, databases, and graphics, and an operating system.

Credit: 1.5 Units

BUS 6020 Introduction to Strategic Management

An introductory course that provides an overview of the economic, cultural, psychological, sociological, technological, and political aspects of the global environments confronting environment serving organisations; the concept of environmental turbulence;

the nature of strategic and operational work formulation of mission, goals, objectives, strategy; environment serving organisation strategic aggressiveness and capability at different turbulence levels; and strategic diagnosis.

Prerequisite: BUS 5070

Credit: 3 Units

BUS 6030 Leadership and Management of Change

A study of the dynamics of leadership, and initiation and management of change in environment serving organizations. Included are: the nature and characteristics of transactional and transformational leadership; relationships of power, authority and responsibility to leadership effectiveness including conflict management, ethics, decision making, risk propensity and change introduction; dynamic relationship between environment, leadership style and change strategies; the nature of change; and the relationships between power, and

the roles of the change agent and the change manager.

Prerequisite: BUS 5070

Credit: 3 Units

BUS 6040 Business Values, Ethics, and Societal Strategy

A study of the legitimacy dimension of environment serving organization output. Included are: impact of societal issues on management of environment serving organizations; stakeholder identification and analysis; ethical issues in the relationship between organizations and the environment; social responsibility strategy; legitimacy strategy; and building a socially responsive environment serving organization.

Prerequisite: BUS 5070

Credit: 3 Units

BUS 6050 Total Quality Management

An overview of the quantitative and qualitative theory, methodologies, and strategies for introducing and sustaining total quality management (TQM)



philosophy; and development of a TQM strategy for an existing organization.

Prerequisite: BUS 5070

Credit: 3 Units

BUS 6060 Cross-Cultural Management

A study of the value systems, thinking patterns, and models of reality that are inherent in different cultures, and cultural differences within and among people and organizations. Included are: the dimensions of culture; business and social cultures in organizations; national and ethnic cultures; value systems in different cultures; thinking patterns in different cultures; models of reality in different cultures; and alignment between environment, manager, and culture of environment serving organizations.

Prerequisite: BUS 5070

Credit: 3 Units

BUS 6080 Management of Service Organizations

Examines the special problems of designing, producing, and delivering services (as opposed to physical goods) and explores the different management tasks faced in various types of service firms. The primary (though no exclusive) focus of the course is on operations management, including the relationship between marketing, human resources, and operations. Emphasis is on strategic decisions of service organizations.

Prerequisite: BUS 5070

Credit: 3 Units

BUS 6090 Quantitative Approaches to Management

Introduction to quantitative approaches in management. Examination of

practical applications of mathematical optimization, characteristics of optimization problems and mathematical expression, the decision making process, relevance of mathematical programming transportation, trans-shipment, and assignment problems to real-life situations.

Prerequisites: BUS 5040, BUS 5090

Credit: 3 Units

BUS 6110 Competitive Strategy Formulation

A study of strategy formulation for environment serving organizations that are serving history-driven environments. Included are: strategy formulation in history-driven environments; industry analysis; competitive analysis; situation analysis; strategy and competitive advantage; and implementing strategy.

Prerequisite: BUS 6020

Credit: 3 Units

BUS 6120 Strategic Response to Turbulent Environments

A study of strategy formulation for environment serving organizations (ESOs) that are serving discontinuous transnational environments.

Included are: strategy formulation in discontinuous transnational environments; competitive posture analysis; integration of societal and technology strategies for a total environment serving organization strategy; and strategic portfolio optimization.

Prerequisite: BUS 6020

Credit: 3 Units

BUS 6130 Management Design and Management of Organizational Transformation

A study of the general management capability design required for different states of the environment and strategic transformation of environment serving organizations. Included are: selection of general managers; diagnosis of organization culture; design of organization structure and systems; resistance to change for organizational transformation; design and implementation of strategies for managing change; the relationship between power and change; and the roles of the change agent and the change manager.

Prerequisite: BUS 6020

Credit: 3 Units

BUS 6140 Management of Technological Innovations

A study of the management of technological innovation as a key factor in the strategy of environment serving organizations. Included are: the nature of technology and innovation; the technological environment; technology strategies; technology substitution; technology transfer; societal responsibility and technology; the role of general management in technology management; the interface between technology and business strategies; environment serving organization capability for technological innovation; and management of innovation projects.

Prerequisite: BUS 6020

Credit: 3 Units

BUS 6150 Contributors to Strategic Management

This course/seminar is a study of the major strategic management contributors to the theory and practice of strategic management. The course involves examination of the role major contributors play in informing and guiding the practice of strategic management. Emphasis is on gaining an in-depth, critical understanding and appreciation of the influence each particular orientation's metaphors and theories have had on our cumulative understanding and knowledge about strategic management. This seminar is historical in scope, however current theoretical strategic management trends are also considered. This is a capstone course and relates to other strategic management modules to strategic management taught at USIU.

Prerequisites: BUS 6020; BUS 6120

Credit: 3 Units

BUS 6220 Business Research Methods

The course is designed to review research methodology associated with various types of projects and statistical analysis. Examines research planning and implementation process including identification of research problem and formulation of research questions, literature review, data collection and data analysis methods, and dissemination of research findings. Also included is an emphasis on the use of appropriate statistical package to analyze descriptive and inferential

statistics. The major objective is to develop a project proposal on a relevant business topic.

Prerequisite: BUS5090

Credit: 3 Units

BUS 6710 Strategic Management Internship

Directed internship in a private firm, a not-for-profit organization or a government agency for experience in the practical application of strategic management. A range of 200-400 hours required depending on the organization.

Prerequisite: BUS 6220 and BUS 6150

Credit 3 units

BUS 6800 Seminar in Business

Seminar on special topics in business.

Credit: 3 Units

BUS 6820 Business Internship

Directed internship in a private firm, a not-for-profit organization or a government agency for experience in the practical application of business management.

A range of 200-400 hours required depending on the organization.

Prerequisite: BUS 6220

Credit: 3 Units

BUS 6850 Project

Independent study under the direction of faculty advisor. Projects may include library or empirical research or analysis and written report on the management aspects of an appropriate business organization (private firm, not-for-profit organization, or government agency)

Prerequisite: BUS 6220

Credit 3 Units

BUS 6900 Capstone

Through the use of a computer simulation game set in a dynamic and competitive global business environment, students will, within a group setting, incorporate their knowledge of the various business functions, including accounting, finance, production and operations, marketing, and strategic management, to develop and implement a comprehensive strategic plan in an effort to outcompete other student-run companies. This is an opportunity for students to test their analytical and decision-making skills, to experience accountability for resulting performances, and to further develop their skills as effective oral and written communicators of business information.

Prerequisite: ACT 6010, BUS 6020, FIN 6000, IBA 6060, MKT 6000

Credit: 3 Units

CHI: Chinese

CHI 1000 Beginning Chinese I

This is the first Chinese course in a sequential series conducted in Chinese. The study involves basic language skills of listening, speaking, reading and writing.

Credit: 3 Units

CHI 1001 Beginning Chinese II

This is a second course in a sequential series; basic language skills continue.

Prerequisite: CHI 1000

Credit: 3 Units

CHI 2000 Intermediate Chinese I

This is the first course in the intermediate Chinese series. There is

continued development of skills in all areas at the sentence level. The student begins learning to comprehend and create paragraph-level language, such as factual descriptions and narrations, and handle more everyday, life situations. It is intended for students who wish to either complement their language studies or begin the minor. It is the required lower level elective for the minor.

Prerequisite: CHI 1001

Credit: 3 Units

CHI 2001 Intermediate Chinese II

This is the second course in the intermediate Chinese series. There is continued development of language skills.

Prerequisite: CHI 2000

Credit: 3 Units

CHI 2002 Business Chinese

This course aims to teach students the communication skills in daily life and business interactions. The course introduces basic business vocabulary and forms of communication appropriate for various business situations. The aim is to enable students to acquire foundational, cultural, social, and legal knowledge for engaging in business in or with China. It is a conversational course.

Prerequisite: CHI 1001

Credit: 3 Units

CHI 2003 Tourist Chinese

The course is designed for students who have finished beginning level of Chinese study and want to go to China for living, study and travelling. It provides the introduction to practical Chinese used in airports, shops, restaurants, banks,

hospitals and tourist attractions. It is a conversational course. This course is recommended to the students who are interested in Windows to the World Program.

Prerequisite: CHI 1001

Credit: 3 Units

CHI 2004 Conversational Chinese

The course complements CHI 2002 and CHI 2003 continuing to place emphasis on spoken Chinese in the context of today's modern world. It presents more dialogues and role playing and is focused towards the student's career goals.

Prerequisite: CHI 1001

Credit: 3 Units

CHI 3000 Advanced Grammar and Composition I

This is the first advanced course in a sequential series. It further develops the basic language skills of the intermediate level. It focuses on expressing opinions, comparisons, describing things, and giving encouragement. It is the required upper level elective.

Prerequisite: CHI 2000

Credit: 3 Units

CHI 3001 Advanced Grammar and Composition II

This is the second course in a sequential series. It further develops the basic language skills of the intermediate level. It focuses on making acquaintances, indicating possibilities, expressing concern, stressing a point, questioning and refusing.

Prerequisite: CHI 3000

Credit: 3 Units

CHI 3002 Ancient China: Culture and Civilization

The course is designed to introduce different cultural aspects of ancient China. The contents include ancient Chinese thought, eminent personnel in the ancient times, painting, calligraphy, architectural styles, ancient cities and historical sites.

Prerequisite: CHI 3000

Credit: 3 Units

CHI 3003 Modern China: Culture and Civilization

It is an introductory course to the culture and civilization of modern China which includes not only an understanding of the art, entertainment and life style of the nation, but also less tangible aspects such as attitudes, prejudices, folklore and so forth. It may be taken as part of Windows to the World Program.

Prerequisite: CHI 3000

Credit: 3 Units

CHI 3004 Advanced Business Chinese

A continuation of CHI 2001, the course is designed for students who are interested in doing business in Chinese-speaking communities (China, Taiwan, Hong Kong, and Singapore). Students not only learn specialized vocabulary for business and economics but also the conventions of business interaction and correspondence..

Prerequisite: CHI 3000

Credit: 3 Units

CHI 4000 Advanced Chinese Reading and Writing I

A modern Chinese reading and writing course at the advanced level, it serves as

a transitional course from language to literature. It aims at increasing students' linguistic competence by focusing on the following aspects: (1) expansion and enrichment of the students' vocabulary significantly; (2) practice in advanced Chinese grammar and rhetoric; (3) development of the students' abilities to read and analyze modern Chinese prose, essays and short stories; (4) comprehensive training in Chinese formal writing.

Prerequisite: CHI 3000

Credit: 3 Units

CHI 4001 Advanced Chinese Reading and Writing II

A continuation of CHI 4000, CHI 4001 is a modern Chinese reading and writing course at the advanced level. It aims at increasing students' linguistic competence by focusing on the following aspects: (1) expansion and enrichment of students' vocabulary significantly; (2) practice in advanced Chinese grammar and rhetoric; (3) development of the students' abilities to read and analyze modern Chinese prose, essays and short stories; (4) comprehensive training in Chinese formal writing.

Prerequisite: CHI 4000

Credit: 3 Units

For a minor in Chinese, the student is required to take one lower level elective (CHI 2000), one upper level elective (CHI 3000) and any three other upper level courses on the 3000 and 4000 levels.

COM: Communication

COM 1500 Intercultural Communication

Study of cultural issues in their relation to communication, language, society, family, work, education, problem solving, religion and worldviews. (WI)

Credit: 3 Units

COM 2000 The Communication Process

Selected theories of the fundamental nature and function of the communicative process. Introduces the dynamics of who says what to whom and how. Explores the interplay of the message, source, channel, and destination. Examines the key components of human communication codes with reference to formal, informal, and other levels of communication. Identifies a variety of styles associated with different cultural and co-cultural groups.

Credit: 3 Units

COM 2010 Research and Writing in Communication Studies

Study of major categories of research and methods of data collection and analysis. Includes a research project and development of guidelines for style and mechanics.

Credit: 3 Units

COM 2205 Media, Communication and the Information Society

The role of communication in society as manifested through print, visual, and electronic media.

Credit: 3 Units

COM 3000 Organizational Communication

Structure and function of vertical and horizontal communication in organizations at local, national, and international levels. Focuses on effective communication strategies for facilitating and achieving organizational goals.

Case studies of selected organizational communication to illustrate the practical application of the concepts and principles underlying various models and approaches.

Credit: 3 Units

COM 3005 Diversity Training

Examination of the concepts, tools, and activities to design and present basic diversity training. Focuses on recognizing the dimensions of diversity and their impact in the workplace, understanding the range of cultural norms and values in work groups, and learning how to confront and deal with stereotypes and prejudice in organizations.

Prerequisites: COM 2000 and COM 3000 or permission of instructor

Credit: 3 Units

COM 3010 Group Dynamics

Theoretical processes of group communication. Emphasizes concepts of group formation, communication channels, team-building, and group decision-making.

Prerequisites: COM 2000 and COM 3000 or permission of instructor

Credit: 3 Units

COM 3100 Technical Rhetoric

Introduction to the rhetoric of technical communication. Includes the visual rhetoric of graphics and document design, rhetorical modes of narration, description, exposition, and argumentation as used in technical communication, and the ethics of technical communication.

Credit: 3 units

COM 4005 Nonverbal Communication

Examination of the characteristics, functions, and importance of nonverbal communication across cultures and in different organizational settings. Includes investigation of body movement, physical appearance and clothing, physical touch, space, paralanguage and time.

Credit: 3 Units

COM 4010 Language, Culture, and Society

Examination of the relationship between linguistic, social and cultural factors in human communication. Focuses on dialects, regional and social variation, language change, speech communities, gender and language conflict.

Credit: 3 Units

COM 4100 Advanced Technical Communication

Advanced study of technical communication. Includes work in technical style and the common document types produced in business and industry, including proposals, progress reports, completion reports, and manuals.

Credit: 3 Units

COM 4105 Technical Editing

The fundamentals of editing. Focuses on the role of the editor in organizational settings; basic editorial activities; methods for analyzing, critiquing, and revising manuscripts for different audiences; and techniques for successful writer/editor dialogues. Includes techniques for verbally and visually revising documents for publication.

Credit: 3 Units

COM 4110 Document Production

Study and application of principles of producing effective technical documents. Focuses on the relationship between page layout and readability, techniques for combining textual and non-textual information and the use of word processing and technical graphics software. Taught as a workshop in which students produce basic technical documents, such as brochures, data sheets, flyers, reports, and manuals.

Credit: 3 Units

COM 4200 Communication and Leadership

The study of the changing concepts of leadership, types and functions of leadership, and the leader as a person with special talents of communication. Investigates leadership in communication contexts at local, national and international levels. Explores various contexts for leadership, including among women and across cultures. Uses case studies of selected leaders.

Credit: 3 Units

COM 4205 Principles of Public Speaking

Study of the fundamental processes of oral expression. Focuses on methods of obtaining and organizing material and principles and practice in constructing and delivering various forms of presentations and speeches.

Credit: 3 Units

the judicial systems, and the origins of corrections, namely prisons and jails.

CJS 1102 Juvenile Delinquency

The course is an introduction to the historical development and examination of the concept of juveniles and adolescence. The theoretical perspectives which propose to explain juvenile delinquency punishment, treatment, and rehabilitation. There is an examination of the special juvenile justice system, protective custody of juveniles whom are abused, neglected and dependent. There is an overview of juvenile corrections and rehabilitations through history and current methods employed.

Credit: 3 Units

CMS: Community Service

CMS 3700 Community Service or

Community Service program

Requires a minimum of 90 hours of service. Helps fulfill the USIU mission for community service. While students must do this course off campus, there are three mandatory induction class sessions that are taken on campus.

Community Service learning will prepare students to become active civic participants in today's society. It can lead to reduction in negative stereotyping and an increasing tolerance for diversity. Student must complete his/her course work at end of each session.

(Grading is credit/no credit.)

Credit: 3 Units

CJS 2201 Criminal Law

A course in substantive criminal law which includes definition of law, definition of crime, general principles of criminal responsibility, element of the major crimes, punishment, conditions or circumstances which may excuse from criminal responsibility or mitigate punishment, basic concepts of criminal law with emphasis on the penal law of Britain, the United State and the Local situation.

Credit: 3 Units

CJS: Criminal Justice

CJS 1101 Introduction to Criminal Justice

The course is an introduction to the historical development and present functioning of the criminal justice system in Kenya and America. The course will emphasize key issues in the development of law enforcement, the history of policing, functions of

CJS 2202 Criminal Procedure

Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. It examines law enforcement guidelines/procedures and the judicial processing of criminal offenders. It explores the role of the

legal actors in the judicial system and the dynamics of courthouse justice.
Credit: 3 Units

CJS 2204 Corrections & Punishment
Analysis of prisons and punishment in the Criminal Justice System with focus on why we punish and how we punish, all examined within the context of correctional philosophies. Historical and contemporary correctional systems, including relevant theories, practices and treatment modalities. Recent research concerning the correctional institution and the various field services. An in depth examination of the five methods of execution. A critical analysis of arguments in favor of and opposition to capital punishment.

Credit: 3 Units

CJS 2206 Ethics & Diversity
Modern organizations have a very diverse workforce. In an organization, diversity can be defined as the presence of employees who differ from each other in terms of age, sex, ethnicity or education. There are various approaches for managing diversity. These approaches can be applied at the individual level or at the organizational level. Ethics is concerned with moral issues and choices which deal with right and wrong behaviors.

Credit: 3 Units

CJS 2210 Crime and Gender
This is an examination of the gender gap as it relates to deviant behavior. There is an assessment of the relationship between gender and crime. Students will study differences in the norms,

expectations and socialization of males and females in society. There is a review of feminist criminology.
Credit: 3 Units

CJS 3303 Victimology
Survey of the literature, theory, research and current trends concerning the victim in the crime justice system. Particular attention is given to the reactions of criminal justice agencies to the victim, the development of victims' rights, the fear of crime, difficulties in measuring victimization, and the impact on the individual. The course will also address street crime, child abuse, child and victim advocacy, domestic violence, and sexual assault.

Prerequisite: CJS 1101

Credit: 3 Units

CJS 3305 Forensic Science
The course introduces and familiarizes students with the basic principles and uses of forensic science/ evidence and the development in crime scene techniques. It applies science to the process of law and involves the collection, examination, evaluation and interpretation of evidence. The course reviews the basic applications of the biological, physical, chemical, medical and behavioral sciences to the questions of evidence and law.

Credit: 3 Units

CJS 3307 Comparative Criminal Justice Systems
A close examination of law enforcement policies, judiciary and legal systems of government, correctional institutions and juvenile justice systems within

various nations in Europe, Asia, Africa and America. Examine governmental structure and its relationship to its criminal justice system. Compare similarities and differences in how countries organizes and administers its criminal justice system.

CJS 3309 Terrorism and International Security

The course is an examination of terrorism throughout the world. The course will introduce students to the numerous acts of terrorism and terrorist attacks. Students will study the history of terrorism in the 20th and 21st centuries, particularly, the terrorist acts of 1998 on the US Embassy in Kenya. Students will examine the ideologies and philosophies behind terrorist leaders. Students will study weapons of mass destruction.

CJS 3311 Community Based Policing & Information Technology

The course will examine and analyze law enforcement from both sociological and public policy perspectives. It will look at the organization and operation of historical and contemporary law enforcement agencies. It will also focus on relevant issues that affect law enforcement and the creation of policing policies in Kenya.

CJS 4130 Research Methods in Criminal Justice

This course covers the scientific approaches to the study of criminal justice. Major theoretical and philosophical underpinnings of research as well as validity and reliability

measures and ethics will be covered. Particular attention will be paid to research concepts, methodologies, and techniques appropriate for application in criminal justice environment.

Prerequisite: CJS 3309

Credit: 3 Units

CJS 4140 Police Administration

The course is an introduction to police administration. Evaluation of police operations within the police department and the beauracy. Instruments for evaluating police performance for hiring, promotion and firing. Students will be acquainted with organizational behavior.

CJS 4150 Criminal Justice Administration

This course applies management and financial principles of criminal justice organizations. Emphasis is placed on budgets, financial accounting principles and assessing the effectiveness of the activities of criminal justice organizations. Constitutional requirements, court decisions, and legislation (such as EEOC requirements) as they impact management in criminal justice organizations are discussed. Basic accounting and financial terminology, and purposes and formats of financial statements are introduced: depreciation of assets, capital budgeting, cash management, lease versus purchase, and inventory management.

Credit: 3 Units

CJS 4900 Criminal Justice Project

The course is recommended for practitioners serving in some capacity of the criminal justice system: law

enforcement, judiciary, prisons and juvenile justice system. Students will be assigned a faculty member in their area of concentration to guide their thesis project. Students will select a professional outside academia working in the field of criminal justice as a consultant to their project.

Prerequisite: Completion of ALL CJS Core Courses

Credit: 3 Units

CJS 4910 Criminal Justice Internship

The internship is fourteen weeks in duration. Students must complete 200-400 hours of on-the-job experience. Students will gain practical experience on the internal operations of a criminal justice organization. This course is student's initial exposure to the criminal justice system. Students will be placed in an authorized criminal justice agency. Students will be placed based on a certified and recommended list of agencies. The internship is coordinated and directed by an Internship Administrator at USIU. The course is suggested for non-practitioners.

Prerequisite: Completion of ALL CJS Core Courses

Credit: 3 Units

DBA : Doctor of Business Administration

DBA 7000 Business Research Statistics

This course is designed to provide basic concepts and methods of statistical analysis for processes and products. Its major focus is on probability analysis,

correlation analysis, regression analysis, analysis of variance (ANOVA), Chi square analysis, t tests, and hypothesis testing. Special emphasis will be placed on the understanding of statistical techniques in business context, the use of statistical software (SPSS) to run descriptive and inferential statistical analyses, and the correct interpretation of the results from such runs. Practical labs sessions will be held in conjunction with lectures to provide hand on experience with various software packages including SPSS and Excel.

Credit: 3 units

DBA 7010 Human Resource Management

This course examines contemporary human resource philosophies, policies and practices that focus on unique areas of human capital management in a variety of organizational settings. It focuses on decision-making processes in the development and maintenance of various program elements in human resource management. Critical HRM elements addressed include human resource planning, recruitment and selection, appraisal and performance management, training and development, compensation and incentives, governance, separation, and human resource information systems.

Credit: 3 units

DBA 7020 Entrepreneurship

This course examines the concept and value of entrepreneurship in a wider context including theoretical models of entrepreneurial behavior and their

application in various organizational contexts. It seeks to develop a critical understanding of key concepts, processes, and issues in entrepreneurship including creativity and innovation, corporate entrepreneurship, social entrepreneurship, entrepreneurial environment and opportunities, ethics and social responsibility, growth and succession in entrepreneurial ventures. Special emphasis is placed on the identification of viable business opportunities and the development of a comprehensive business plan for entrepreneurial venture startup or expansion.

Credit: 3 units

DBA 7030 Accounting and Financial Management

This course introduces the concepts and applications of accounting and financial management. It aims to provide an understanding of the practical use of accounting and financial information for decision making and the achievement of business goals. Students are exposed to a variety of topics including introduction to accounting and financial management concepts; measuring and reporting financial position, financial performance and cash flows; impact of technology, control issues, and behavioral aspects of the AIS process; specification of corporate objectives, evaluation of investment projects, working capital management, alternative sources of finance, risk, the operation of capital markets, the financing decision, the dividend decision, and the cost of capital.

Credit: 3 units

DBA 7040 Strategic Management

This course focuses on critical issues that add complexity to the management of organizations both in the public, private and social/community sectors. It examines critical issues such as social reforms, economic and financial reforms, globalization, international politics, the new world order and new technology among others, all adding to the complexity of managing organizations in today's highly turbulent business environment. The course involves in-depth examination of contemporary strategic and management philosophies, theories, policies and practices that focus on critical aspects of the discipline of strategic management. Contemporary theories of excellence in management, key concepts/paradigms, skills and knowledge presented and discussed focus on the creation of sustainable competitive advantage through examination of environmental factors that define management actions/ responses and orientation in highly dynamic business environments.

Credit: 3 units

DBA 7050 Leadership

This course examines the role and importance of effective leadership in organizations. It offers a critical review of the evolving theories of leadership and paradigm shift in leadership research perspectives including traits, behavioral, contingency and integrative approaches such as charismatic and transformational leadership models. Major emphasis is placed on leadership aspects that affect organizational performance and

success such as sources of power and influencing strategies, leadership and ethics, leadership styles and approaches, leadership motivation and effective communication. The course provides hands on applications on critical leadership decisions through case studies and projects of practical nature.
Credit: 3 units

DBA 7060 Business Research Methods

This course introduces students to the foundations of research design for business and management research. The course examines the critical elements of the research process including selection of research topic and research questions, literature review, qualitative and quantitative research designs and methodologies, report writing and disseminating research findings. Quantitative designs covered include experimental and quasi-experimental, survey, causal-comparative, evaluation, and action research; qualitative designs covered include case study, ethnography and grounded theory. Also included are advanced statistical techniques for analyzing quantitative data and testing hypothesis such as Chi-square, two way analysis of variance and covariance, multivariate analysis techniques, and econometric analysis. Special emphasis will be placed on the preparation of a draft proposal for the DBA dissertation
Credit: 3 units

Dissertation

FIN 7030/ LED7030/ MGT7030

The dissertation will be the unifying capstone of every doctoral student's learning experience. It addresses a real-world problem, bring new information to light, and make an original contribution to the field of study. The objective of the dissertation stage is to demonstrate that the student has synthesized the knowledge gained during the pre-dissertation stage and is able to apply this knowledge to the resolution of a substantial problem.

Credit: 45 units

ECO: Economics

ECO 1010 Principles of Microeconomics

Introduction to theories regarding the decision making of firms and households in market transactions.

Credit: 3 Units

ECO 1020 Principles of Macroeconomics

Introduction to theories regarding consumption, investment, money and banking and government activities

Prerequisite: ECO 1010

Credit: 3 Units

ECO 6010 Managerial Economics

Review of microeconomics and theories surrounding managerial decision-making as well as applications involving cost and risk analysis and forecasting.

Prerequisite: BUS 5050

Credit: 3 Units

EIL: English as an International Language

EIL 1000 Grammar and Writing

Advanced communicative approach to the study of the English grammar system. Addresses issues of English syntax, verb aspect, and discourse analysis. Provides opportunities for students to apply their knowledge of the English grammar system through authentic language use. Satisfies foreign language requirement for non-native English speakers only. (Undergraduate only) (WI)

Credit: 3 Units

EIL 1001 Advanced Written English

Introduction to literature and expository writing. Approaches writing through the reading of multicultural literary works written in English. Focuses on critical and analytical reading of literature and the principles of effective composition with emphasis on rhetorical patterns and the writing process. Satisfies foreign language requirement for non-native speakers of English only. (Undergraduate only) (WI)

Credit: 3 Units

EIL 1002 Advanced Oral Communications

Content-based approach to the development of fluent expression in English. Emphasizes research and oral presentation of ideas, summarization of main points in a discussion, interviewing skills, group participation, and spontaneous communication skills.

Satisfies foreign language requirement for non-native speakers of English only. (Undergraduate only)

Credit: 3 Units

ENG: English

ENG 0999 Basic Reading and Composition

Basic expository essay writing skills, including "on-demand" timed writing in class; college entry-level analytical reading skills; credit/no credit ("C" level competency required); credit does not apply to any degree program.

Credit: 3 Units

ENG 1106 Composition I

Principles of effective composition; emphasis on expository writing; analytical and critical reading of texts; competency required (grade of "C" or higher) to take ENG 2206. (WI)

Prerequisite: Passing ENG 0999 or passing the English Placement Test

Credit: 3 Units

ENG 2000 Introduction /to Creative Writing

Introduction to imaginative forms of writing: fiction, poetry, drama, screenplay, personal essay and journal. (WI)

Prerequisite: ENG 1106 or instructor's consent.

Credit: 3 Units

ENG 2206 Composition II

Principles of effective composition continued; emphasis on argumentative writing and critical reading and thinking; writing the research paper. (WI)

*Prerequisite: Competency in ENG 1106 (grade of "C" or higher) or equivalent
Credit: 3 Units*

ENG 3303 Advanced English Composition

Principles of effective composition continued; emphasis on rhetorical techniques, modes of discourse; inquiry into what is 'quality' in writing. (WI)
Prerequisite: ENG 1106 and 2206 or equivalents.

Credit: 3 Units

ENG 3304 English Language History
Development of the English language; Anglo-Saxon, Greek, and Latin roots; characteristics of Old, Middle, Modern and contemporary English.

Credit 3 units

ENG 3306 English Grammar

Prescriptive and descriptive models of grammar; some transformational grammar.

Credit: 3 Units

ENG 3307 Introduction to Linguistics

The nature of language; includes the study of phonetics, phonology, syntax, semantics, and morphology.

Credit: 3 Units

ENG 3309 Creative Writing Workshop: Fiction

Writing imaginative prose, primarily the short story (some introduction to novel writing); investigation into narrative art through reading and discussion of models and students' work.

Prerequisite: ENG 2000, or instructor's consent.

Credit: 3 Units

ENG 3310 Creative Writing Workshop: The Essay

Writing the personal essay; practice in narrative, expository, descriptive, and persuasive writing; reading and discussing models and students' work.

Prerequisites: ENG 1106 and 2206 or equivalents, or instructor's consent.

Credit: 3 Units

ENG 3311 Creative Writing Workshop: Writing for the Media

Writing for the print media, television, and radio. Internship option available.
(This course is recommended for students who work on the campus newspaper.)

Prerequisites: ENG 1106 and 2206, or instructor's consent.

Credit: 3 Units

ENG 4000 Creative Writing Workshop: Poetry

Writing poetry; practice in formal and free verse; study of poetic models, techniques, styles; reading and discussing students' work.

Prerequisite: ENG 2000, or instructor's consent.

Credit: 3 Units

ENG 4900 Creative Writing Workshop: Individual Project

Extended focus on guided, individual project: longer short story or novel, biography, screenplay, poetry collection or sequence, etc.

Prerequisite: ENG 2000, Introduction to Creative Writing, or instructor's consent.

Credit: 3 Units

ENT: Entrepreneurship

ENT 4005 Entrepreneurial Behaviour and Ethics

The course surveys theoretical perspectives and ethics that underpin the practice of entrepreneurship. Examines entrepreneurial behaviour theories and approaches including psychological, sociological and economic perspectives; key dimensions of entrepreneurial behaviour including entrepreneurial characteristics and motivation, entrepreneurial organization, entrepreneurial process and environment. The course also examines ethical behaviour and code of ethics and social responsibility as major requirements for entrepreneurship practice.

Prerequisite: BUS 1010 and MGT 3010

Credit: 3 Units

ENT 4020 Management of Entrepreneurial Ventures

Examines the nature of entrepreneurial ventures and how to manage them effectively for greater success; entrepreneurship environment and business opportunities; entrepreneurship strategies and legal forms of business ownership; special needs of entrepreneurial ventures in the approach to start-up and management in terms of marketing, production, human resource management, financial management and total quality management. Also examines methods for measuring financial performance and financing options for start-up and expansion of entrepreneurial ventures.

The course emphasizes business plan preparation as a requirement for start-up and effective management of entrepreneurial venture.

Prerequisite: MGT 3010, MKT 3010, FIN 3010

Credit: 3 Units

ENT 4040 Electronic Commerce

This course explores ways that entrepreneurial organizations can take advantage of the growing capabilities of the Internet and electronic commerce to increase the horizons for entrepreneurial ventures. It discusses the use and application of Internet and Intranet in the management of entrepreneurial ventures in functions such as marketing, retailing, operations and finance. Students learn how to develop effective on-line presentations for ventures of differing types. Legal requirements and ethical issues affecting on-line business are also discussed.

Prerequisite: IST2040 and ENT 4020

Credit: 3 Units

ENT 4050 International Dimension of Entrepreneurship

Examines the role and effects of the growing number of entrepreneurial ventures that exist worldwide including international business environment and opportunities; forms and types of international ventures; major issues affecting international trade; methods of starting and managing entrepreneurial ventures in the domestic market with international marketing capabilities; strategies for developing strategic



alliances and collaborations to facilitate start-up and growth of international entrepreneurial ventures. Also examines regulations, documentation and payment methods for import/export entrepreneurial ventures. The course emphasizes business plan preparation as a requirement for start-up and effective management of entrepreneurial ventures in the international dimension.

Prerequisite: ENT 4020

Credit: 3 Units

ENT 4060 Small Business Consulting

Prepares students to serve as consultants to a wide variety of problems facing Micro and Small Enterprises (MSEs) in today's competitive business environment. Examines the role and importance of consulting; the characteristics of a good business consultant; the consulting process including entry, diagnosis, action planning, implementation and

termination. Discusses management of change and the role of effective communication in developing and maintaining effective client-consultant relationship. The course also addresses the process and requirements for starting and managing a Small Business Consulting Firm.

Prerequisite: ENT 4020

Credit: 3 Units

ENT 6010 Entrepreneurial Behaviour

The course examines entrepreneurial behaviour theories and approaches including economic, psychological and sociological perspectives. Discusses major dimensions of entrepreneurial behaviour including entrepreneurial characteristics and motivation, organization, process and entrepreneurial environment; examines social responsibility and business ethics as key factors influencing entrepreneurial behaviour. Also discusses entrepreneurship as a

key strategy in a dynamic and highly competitive corporate environment.

Prerequisite: BUS 5070

Credit 3 Units

ENT 6020 Management of Entrepreneurial Ventures

A study of the theoretical and practical aspects of managing entrepreneurial ventures in a competitive business environment including the characteristics of entrepreneurial ventures, identification and evaluation of business opportunities, entrepreneurial strategies and legal forms of business ownership; marketing strategies, production strategies, financial and human resource management strategies for entrepreneurial ventures. Also included is an emphasis on business planning as a major requirement for start-up and effective management of entrepreneurial venture.

Prerequisite: ENT 6010

Credit 3 Units

ENT 6030 Business Consulting

The course focuses on business consulting as a method of improving problem solving and management practices in dynamic and competitive business environment. It examines the role and importance of consulting in enterprise development. It discusses the consulting process including entry, diagnosis, action planning, implementation and termination; the role of internal and external consultants as change agents; management

of change and the role of effective communication in developing and maintaining effective client-consultant relationships. The course also addresses the process and requirements for starting and managing a consulting business.

Prerequisite: ENT 6020

Credit 3 Units

ENT 6710 Entrepreneurship Internship

Directed internship in a private firm, non-profit organization or government agency for experience in the practical application of entrepreneurship. A range of 200-400 hours required depending on the organization. The students are required to submit a technical report at the end of the internship period. The report should follow the Research Handbook Format.

Prerequisite: BUS 6220

Credit 3 Units

ENT 6850 Entrepreneurship Project

Independent study under the direction of faculty advisor. Projects may include library or empirical research or analysis and written report on the entrepreneurship aspects of an appropriate business organization (private firm, not-for-profit organization, or government agency)

Prerequisite: BUS 6220

Credit 3 Units

ENV: Environmental Studies

ENV 2000 Introduction to Environmental Science

The Earth's physical resources (air, water, soil, and minerals) and human beings' impact upon them; pollution and depletion of resources; solid waste; methods of preventing, reducing, or eliminating problems. (WI)

Credit: 3 Units

ENV 2001 Sustainable Resource Management

The sustainable management of resources, agriculture, agro forestry, forestry, range lands, and fisheries. The economics environmental goals of improved management. Making things work, restoring previous damage, and improving the land. (WI)

Credit: 3 Units

ENV 2003 Environment Design

Shaping the world and being shaped by the world. The scientific foundations and principles of environmental design, implementation, and research. Psychology of design, ergonomics, materials, life cycle assessment, and methods for sustainability.

Credit: 3 Units

ENV 3100 Environmental Ethics in a Cross-Cultural Context

The ethical dimensions of environmental problems. Cultural tradition and the expanding circle. Interspecific justice, ecofeminism, theological, moral, and ethical aspects of endangered species.

Credit: 3 Units

ENV 3200 Water Use and Management

The limitations of world water resources

and increased conflicts; critical importance of conservation. Emphasis on increasing efficiency of use and reuse. Use of case studies and applied problems to examine cultural conflicts and opportunities for cooperation in water resource management.

Credit: 3 Units

ENV 3288 Field Studies

The essential tools for the environmental professional of fieldwork and field studies. Environmental restoration or research projects. Credit opportunities for field work at an established international program.

Credit: 3 Units

ENV 3300 Energy Use and Management

Energy sources both renewable and non-renewable; patterns of energy consumption; environmental impact of various energy sources; air pollution; energy allocation and distribution.

Credit: 3 Units

ENV 3500 Regional Environment

Environmental setting, history of land use, concepts and policy issues associated with renewable and non-renewable natural resource management, pollution, environmental protection and regulation.

Credit: 3 Units

ENV 3800 Environmental History

Explores the methodology and value of interpreting the history of landscapes and resources. Reviews the importance of environmental history and environmental management by

indigenous people in understanding the environmental setting of today. Uses case studies, like California environmental history 1600-2000, and emphasizes finding solutions for the future by understanding the past. (WI)
Credit: 3 Units

ENV 4000 Environmental Economics
Economics and environmental issues. Concepts and policy issues associated with renewable and non-renewable natural resource management, pollution, environmental protection, and regulation. Opportunities for green entrepreneurship are examined.
Credit: 3 Units

ENV 4100 Environmental Restoration
Scientific foundations and principles of environmental restoration, project design and implementation. Methods and techniques for restoring lands and waterways covered in class and field.
Credit: 3 Units

ENV 4200 Environmental Law
Laws, international agreements, environmental assessment, and agencies that provide for protection of the environment and their impact and effectiveness; future needs and directions.
Credit: 3 Units

FAR: Fine Arts
FAR 1000 Introduction to the Arts
Investigation into artistic perception, creativity, aesthetics, criticism and meaning; techniques and forms of

visual and performing arts of the world; includes critical thinking and individual creative projects.

Credit: 3 Units

FAR 2000 Introduction to Music
Introduction to basic music theory, basic compositional skills: vocal, instrumental and dance, enhancing singing, instrumental, listening and performance techniques.
Credit: 3 units

FAR 3000 Music of the World
Comparison of melodic, harmonic and rhythmic theories of Eastern and Western cultures; historical and contemporary listening skills developed; compositional and improvisational practices experienced through individual creative projects and excursions.
Credit: 3 Units

FAR 3001 Visual Arts of the World
Techniques and forms of sculpture, architecture, painting, etc.; recognition and analysis of artistic styles of world civilizations with emphasis on the twentieth century.
Credit: 3 Units

FAR 3030 Art in Pre-Columbian and Colonial Latin America
This is the first of a two-course sequence concentrating on the development of artistic representation in pre-Columbian and colonial Latin America. The art of Mesoamerica, as well as that of Central and South America, is studied. Emphasis is also placed upon the artistic production of Latin America in the post-conquest period. Architecture, music,

the visual and performing arts are all analyzed.

Credit: 3 Units

FAR 3031 Art in Latin America: From Independence to Modernity

This is the second of a two-course sequence, which traces the development of an original Latin American artistic expression from the late eighteenth to the late twentieth centuries. Special emphasis is placed upon the formation of national and regional identities as reflected by the artistic expressions of Latin America. Special consideration is given to art of the modern era, as well as contemporary artistic representation in all of Latin America as well as the Spanish-speaking U.S.

Credit: 3 Units

FIN: Finance

FIN 3010 Principles of Finance

The application of financial principles to problems involving the acquisition and management of funds by private and public organizations.

Prerequisite: ACT 2010 and BUS 1010

Credit: 3 Units

FIN 4010 International Managerial Finance

The course critically examines the global financial landscape and more specifically the money markets. The spot, the forward, the currency futures, the options, the inter-bank and the Euro currency –markets are fully explored. The hedging techniques are examined so as to place the student at advantaged position in the economic and transaction exposure.

Prerequisite: FIN 4040

Credit: 3 Units

FIN 4020 Corporate Finance

The management of funds in corporations; analysis of capital budgeting; risk and basic risk models; cost of capital and optimal capital budgeting; project cash flow analysis; capital structure decisions; dividend policy; financial derivatives; hybrid financing; financial distress; restructuring and liquidation.

Prerequisite: FIN 3010

Credit: 3 Units

FIN 4030 Investments

The course is designed to facilitate evaluation of various alternative investment vehicles including investments in Bonds, Shares, Real Estate, Derivative instruments, Mutual Funds, Gold and other Commodities, Collectibles, and Portfolio construction and management.

Prerequisite: FIN 4040

Credit: 3 Units

FIN 4040 Money and Capital Markets

The course surveys issues related to financial intermediaries, with an emphasis on Depository institutions, Non depository institutions and Securities markets. It addresses Asset/Liability Management, Credit Risk Management and maintenance of adequate capital.

Prerequisite: FIN 3010

Credit: 3 Units

FIN 4050 Financial Information Systems

The course is designed to train students in performing financial tasks using information technology. The course covers computer applications in various corporate finance areas. It provides basic skills for developing corporate finance models such as financial planning, funds, forecasting and, project evaluation using computer software.

Prerequisite: IST1010 and FIN 4030

Credit: 3 Units

FIN 4060 Financial Management in the Public Sector

The course is designed to equip the students with an understanding of financial management aspects of central and local government, and sources, costs and utilization of funds.

Prerequisite: ACT 4030

Credit: 3 Units

FIN 6000 Managerial Finance

Study of basic principles, theories and tools required by managers to effectively conduct managerial duties. It deals with financial, dividend decisions and working capital management

Prerequisite: BUS 5010 and BUS 5020

Credit: 3 Units

FIN 6010 Investments

Study of stocks, bonds, mutual funds, treasury and other government bonds, gold and other commodities, real estate and collectibles.

Prerequisite: BUS 5020 and FIN 6000

Credit: 3 Units

FIN 6020 International Managerial Finance

A study of finance and investment

decision making in the international environment in relationship to exchange rates and risks; various currencies; various political, tax and legal restrictions; and the restrictions of cash flow between the countries. The development of capital budget for new investments or expansion of investments of existing foreign operations, borrowing in international markets, export-import financing, and the control and organization of financial function.

Prerequisite: BUS 5020

Credit: 3 Units

FIN 6030 International Financial Markets

Examination of the implications of the globalization of financial markets, financial instruments composition of world bond and equity markets, foreign exchange markets, interest rate and currency swaps, global interest rates links, and cross currency and cross border arbitrages.

Prerequisite: BUS 5020 and FIN 6000

Credit: 3 Units

FIN 6040 Information Systems Applications in Finance

This course trains students to manage computer technology used in corporate financial, investment and banking areas. Students will build knowledge of the leading-edge applications of technology in financial service firms, such as electronic trading systems, ATMS and security valuation software packages.

Prerequisite: BUS 5020 and BUS 5080

Credit: 3 Units

FIN 6710 Finance Internship

Directed internship in a private firm, a not-for-profit organization, or a government agency for experience in the practical application of financial management.

A range of 200-400 hours required depending on the organization.

Prerequisite: BUS 6220

Credit: 3 Units

FIN 6800 Seminar in Finance

Seminar on special topics in finance

Prerequisite: FIN 6000

Credit: 3 Units

FIN 6850 Project

Independent study under the direction of a faculty supervisor. Projects may include library or empirical research or analysis and written report on the financial aspects of an appropriate business organization (private, not for profit organization or government agency).

Prerequisite: BUS 6220; FIN 6000

Credit: 3 Units

FIN7000 Corporate Finance

The course offers a rigorous theoretical and practical treatment of the major subject areas in corporate finance: unanimity, agency theory, management compensation, capital structure, dividends, application of Option Pricing Theory to the pricing of corporate liabilities, common stock, corporate bonds, mergers and acquisitions, leasing, capital budgeting, international corporate finance and some of the most recent advances in corporate finance.

Credit: 3 units

FIN 7010 Seminar in Finance

This seminar examines topics of current interest among researchers and practitioners in the field of Finance to reflect trends and developments in the discipline. It is centered around readings from recent articles and recently-published books on the selected topics. The current academic research will be covered in the areas of portfolio theory, equilibrium and arbitrage-based pricing models including CAPM, APT and option pricing models, efficient market hypotheses, corporate hedging, mergers and acquisitions, and financial markets and Institutions development.

Credit: 3 units

FIN 7020 Finance Comprehensive Examinations

The objective of the comprehensive examination in the DBA program is to provide students with the opportunity to demonstrate depth and breadth of knowledge relevant to their specific field of study. During the comprehensive exam, the student will also be expected to demonstrate that they have sufficient knowledge to begin their thesis. The process, in part, is a measure directed towards ensuring the novelty of the thesis.

Credit: 3 units

FYE: First Year Experience**FYE 1010 Planning and Strategies for Success (PASS)**

This course consists of a variety of components related to student success. Some of these components are career planning; development of

analytical, critical and creative thinking skills; research methods; reading and communication skills. Must be taken during the first year.

Credit: 3 Units

FRN: French

FRN 1000 Beginning French I

This first beginning course in a sequential series introduces students to the fundamental skills of oral, aural and written French for everyday usage. French culture and civilization will be introduced.

Prerequisite: The course is open to students who have no knowledge of French. Students that have minimal knowledge of French who express an interest in the class must contact Academic Advisors and the Coordinator to determine their eligibility.

Credit: 3 Units

FRN 1001 Beginning French II

This second beginning course builds on French 1000. It ensures that students have a firm basis in basic French by developing written and reading skills, with particular emphasis on listening and oral skills. Students will be taught more on French culture and civilization.

Prerequisite: The course is open to students who have satisfactorily completed French 1000

Credit: 3 Units

FRN 2000 Intermediate French I

The course develops oral expression, listening comprehension, reading and writing skills. Students learn the finer points of grammar and are exposed to

the active and passive voices, direct and indirect speech, the subjunctive and conditional moods and more specific French culture. The course is conducted in French. It is intended for students who wish to either complement their language studies or begin the minor. It is the required lower level elective for the minor.

Prerequisite: The course is open to students who have satisfactorily completed French 1001

Credit: 3 Units

FRN 2001 Intermediate French II

The course completes French 2000. It continues to develop oral expression, listening comprehension, reading and writing skills. It is conducted in French.

Prerequisite: FRN 2000

Credit: 3 Units

FRN 2002 Business French

The course places emphasis on spoken French in the context of skills needed in the business world. This course is recommended for students pursuing degrees in international relations and business administration. It is a conversational course.

Prerequisite: The course is open to students who have satisfactorily completed French 1001

Credit: 3 Units

FRN 2003 Tourist French

The course places emphasis on spoken French in the context of skills needed in the tourist world. The course is recommended not only for students pursuing degrees in journalism, hotel and restaurant management and

tourism but also for students who wish to participate in the Windows to the World Program. It is a conversational course.

Prerequisite: The course is open to students who have satisfactorily completed French 1001

Credit: 3 Units

FRN 2004 Conversational French

The course complements FRN 2002 and FRN 2003 continuing to place emphasis on spoken French in the contexts of today's modern world. It presents more dialogues and role playing and is focused towards the student's career goals.

Prerequisite: The course is open to students who have satisfactorily completed French 1001

Credit: 3 Units

FRN 3000 Advanced Grammar and Composition

The course advances and consolidates the grammar learnt thus far and enhances writing skills. The history and geography of France serves as a framework for writing. The course serves as a prelude for FRN 3001. It is a required upper level elective for the minor. It is conducted in both French and English.

Prerequisite: The course is open to students who have satisfactorily completed French 2000

Credit: 3 Units

FRN 3001 French Culture and Civilization

This course is a survey of the geography,

history, architecture, art, fine arts, science, culture and customs of France. It also explores the historical, social, political, economic and cultural trends in the country. The course is conducted in French. It may be taken as part of the Windows to the World Program.

Prerequisite: The course is open to students who have satisfactorily completed French 3000

Credit: 3 Units

FRN 3002 Contemporary French History

This course is a study of the history of France from The Franco-Prussian War of 1870 to the 5th republic. It looks at World War II, the roles of Marshal Henri-Philippe Petain and Charles de Gaulle, France's African and Asian colonies and the wars in Algeria and Indochina as well as the protest movements. France's entry into NATO and EEC will be the highlights. The course is conducted in French.

Prerequisite: The course is open to students who have satisfactorily completed French 3001

Credit: 3 Units

FRN 3003 Literature in France I

The course focuses on the analysis and interpretation of representative works of French literature within their cultural context. Emphasis is placed on a literary study of the Middle Ages in France. Students are expected to read, write, analyze and discuss extensively. The course is conducted in French.

Prerequisite: The course is open to students who have satisfactorily completed French 3001

Credit: 3 Units

FRN 3004 Literature in France II

The course comprises the analysis and interpretation of representative works of French Literature within their cultural context. This course focuses on the literary study of the French Renaissance. Students are expected to read, write, analyze and discuss extensively. The course is conducted in French.

Prerequisite: The course is open to students who have satisfactorily completed French 3001

Credit: 3 Units

FRN 3005 Literature in France III

The course comprises the analysis and interpretation of representative works of French Literature within their cultural context. This course focuses on the literary study of contemporary works in France, including works of Jean-Paul Sartre and Albert Camus. Students are expected to read, write, analyze and discuss extensively. The course is conducted in French.

Prerequisite: The course is open to students who have satisfactorily completed French 3001

Credit: 3 Units

FRN 4000 Francophone Culture and Civilization

This course is a survey of the geography, history, architecture, art, fine arts, science, culture and customs of French speaking nations. It also explores the historical, social, political, economic trends in French speaking nations. The course is conducted in French.

Prerequisite: The course is open to students who have satisfactorily completed French 3001

Credit: 3 Units

FRN 4001 Contemporary Francophone History

This course is a study of Francophone History from the conquests and settlements in the Americas to the present day. Emphasis will be on the colonization of Africa and Asia, with special emphasis on French Algeria, Sekou Toure's Guinea-Conakry, Leopold Sedar Senghor's Senegal, Boigny's Cote d'Ivoire, Vietnam and Cambodia. The course is conducted in French.

Prerequisite: The course is open to students who have satisfactorily completed French 4000

Credit: 3 Units

FRN 4002 Literature in Francophone Nations I

This course comprises the analysis and interpretation of representative works of French speaking nations within their cultural context. Emphasis is placed on representative works of colonial literature and the Negritude Literary Movement, influenced by the Harlem Renaissance. Included, are the works of Leopold Sedar Senghor, Aimer Cesar and Camara Laye, among others. The course is conducted in French.

Prerequisite: The course is open to students who have satisfactorily completed French 4000

Credit: 3 Units

FRN 4003 Literature in Francophone Nations II

This course comprises the analysis and interpretation of representative works of French Speaking Nations within their

cultural context. Emphasis is placed on representative works of Mariama Ba and Sembene Ousmane, among others. The course is conducted in French.

Prerequisite: The course is open to students who have successfully completed French 4000

Credit: 3 Units

FRN 4004 French and Francophone

Film The course examines different aspects of French and Francophone Africa, Caribbean and Asian history and culture through films. Students are expected to discuss and present extensively.

Prerequisite: The course is open to students who have satisfactorily completed French 3001 or 4000

Credit: 3 Units

GEO: Geography

GEO 2000 Introduction to Physical Geography

The Earth's surface features and their relationship to geographic location; location and maps, weather and climate, landforms, resources, and vegetation.

Credit: 3 Units

GEO 2100 World Regional Geography

A study of the major regions of the world and their physical, cultural, economic, and political patterns. The interaction of people and their physical environments from a geographic perspective that emphasizes the spatial distribution of phenomena. (WI)

Prerequisite: ENG 1106

Credit: 3 Units

GEO 3000 Geography and the Environment

Geographic variability of climate, landforms, vegetation, and resources and the effect of that variability on humans and other organisms; the relationship of environmental problems to geographical location; the global impact of "local" environmental problems.

Credit: 3 Units

GMB: Global Executive Master of Business Administration (GEMBA)

GMB 6000 Managerial Finance

A study of managerial mega-trends, concepts, theories and tools required by financial managers to efficiently and effectively conduct their financial decision roles. These decisions are concerned with the investment, financing, dividend and working capital decisions. The course culminates in demonstrating the reciprocal, the symmetrical and asymmetrical relationships amongst the investment, financing, dividend and working capital decisions. The course provides hands-on problem solving activities, augmented by case studies and individual research

Credit 3 Units

GMB 6010 Global Strategic Management

A study of business, corporate, and

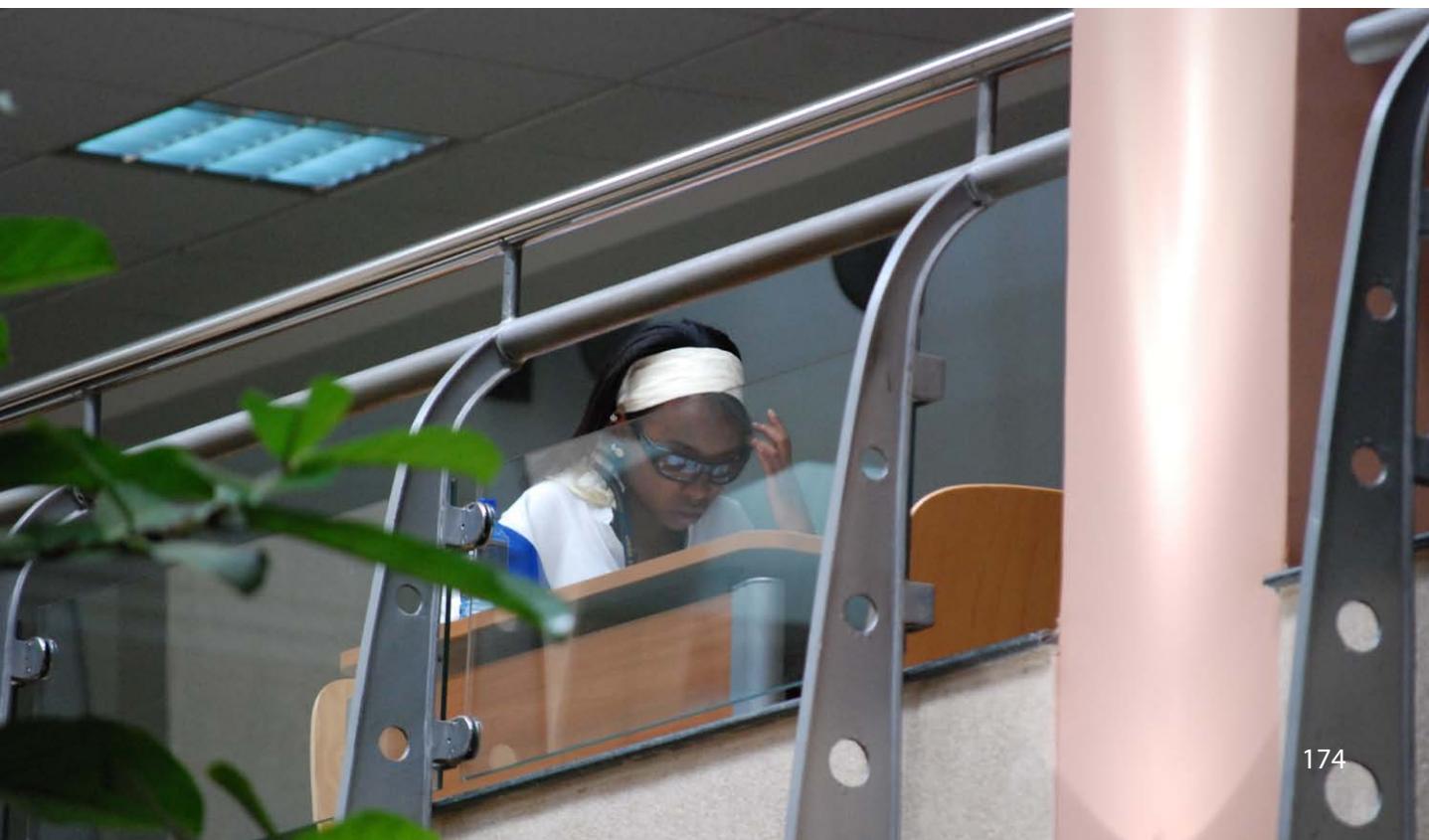
global strategy – developing an understanding of global strategy. This course is designed to provide participants with a working understanding of the complexities and challenges faced by firms doing business globally. The course will focus on international management and leadership challenges in global strategy, the importance of cross cultural awareness and understanding, global communications, and strategic implementation of global strategies. The course provides hands-on problem solving activities, augmented by case studies and individual research.

Credit 3 Units

GMB 6020: Management of

Entrepreneurial Ventures

This course is designed to provide the participant with an understanding of the linkage between the business environment and new business creation as well as learning the analytics of venture management. In addition to discussing the range of global entrepreneurial situations, students will be exposed to a practicum of managing and growing a new firm through an understanding of the context of entrepreneurship, start-up and planning issues, organizing issues, leading and control issues, hence an insight into the complex tasks faced by entrepreneurs and managers of entrepreneurial ventures. In addition, the participants will evaluate business ideas and develop a written business



plan. The course will expose participants to what entrepreneurship takes in a startup context, and how integrative, entrepreneurial execution can be successfully utilized in a variety of career and work contexts.

Credit 3 Units

GMB 6030: Accounting for Managers

A study of the use of the interpretation and application of accounting data in cost analysis, planning, decision-making, control, performance measures and management reports. The course provides hands-on problem solving activities, augmented by case studies and individual research.

Credits: 3 Units

GMB 6040: International Financial Markets

The course involves a study of the global financial markets and their implications on the wealth creation process of the various actors. It examines the global financial landscape and infrastructure as the basis of appreciating the role and contribution of international financial markets. Additionally, the course provides insight into financial arbitrage and the associated hedging techniques available to the participants in international financial markets.

Credit: 3 Units

GMB 6050 Business Ethics and Governance

A study of the legitimacy dimension of environment serving organization output. Included are: impact of societal issues on management of environment serving organizations; stakeholder

identification and analysis; ethical issues in the relationship between organizations and the environment; social responsibility strategy; legitimacy strategy; and building a socially responsive environment serving organization. The course provides hands-on problem solving activities, augmented by case studies and individual research.

Credit: 3 Units

GMB 6060: Management of Creativity and Innovation

This course is intended to help organizations harness creativity to add value to customers, firm and stakeholders alike. All organizations face the growth imperative and need to innovate continuously in order to stay ahead of the competition. Innovation demands creative thinking. Yet, many organizations have come to the realization that one of the most valuable assets they lack is creativity – both at an individual level and at an organizational level. In this course, you will learn how to drive innovation by generating creative solutions to the challenges of new product design and positioning.

You will learn tools to help you tackle almost any marketing challenge more creatively. Supported by recent studies, this course reflects a completely different approach to creativity and is grounded in the assumption that creative thinking is not different from other cognitive thinking and processes used in the best professional reasoning.

This course presents creativity, as a skill

that can be acquired and improved by practice. Included are: creativity; systematic methodologies for creative thinking; the nature of technology and innovation; technological innovation strategies and transfer; societal responsibility and technology; the interface between technology and business strategies; environment serving organization capability for technological innovation; and management of innovation projects.

Prerequisite: GMB 6010 Global Strategic Management

Credit: 3 Units

GMB 6070: Strategic Human Resource Management

A study of the theory and practice of strategic human resource management (SHRM) in relation to the challenges and opportunities facing the firm in today's rapidly changing, globally oriented, and highly competitive environment. The course focuses on the formulation of the human resource policy at the strategic level. The course examines typical functions of human resources such as recruitment, selection, training, rewarding and others from a strategic perspective. Specifically, it explores how the functions integrate with the overall strategy of the firm in order for the firm to become more effective and efficient.

Credits: 3 units

GMB6080: Global Strategic Marketing

A study of necessary skills for effective global strategic marketing including analytical decision-making tools that applies to managerial aspects of the marketing functions and tasks.

Emphasis is placed on the analytical and decision-making functions of managers in the planning and implementation of marketing strategies at all levels of an organisation. Included are: (a) external and internal analyses for business opportunities, (b) application of popular strategic options/models, and (c) planning for market- and competitive-orientation. The course provides hands-on problem solving activities, augmented by case studies and individual research.

Credits: 3 Units

GMB6090 Transformational Leadership

A study of the dynamics of transformation leadership in a global environment. Included are: the nature and characteristics of transactional and transformational leadership; relationships of power, authority and responsibility to leadership effectiveness including conflict management, ethics, decision making, risk propensity and change introduction; dynamic relationship between environment, leadership style and change strategies; the nature of change; and the relationships between power, and the roles of the change agent and the change manager. The course provides hands-on problem solving activities, augmented by case studies and individual research.

Credits: 3 Units

GMB6220 Business Research Seminar

A study of research methodology associated with various types of projects and statistical analysis. Examines

research planning and implementation process including identification of research problem and formulation of research questions, literature review, data collection and data analysis methods, and dissemination of research findings. Also included is an emphasis on the use of appropriate statistical package to analyze descriptive and inferential statistics.

Credit: 3 Units

GMB 6230 Global Experience

This course provides exposure to timely issues in global business growth and development. It also provides you an invaluable asset of on-site learning, and application of global business concepts to real-life situations around the world.

GNS: Gender Studies

GNS 2000 Introduction to Gender Studies

Interdisciplinary study of gender issues from social, historical, and cultural perspectives; analysis of feminist theory and men's roles in the feminist movement.

Credit: 3 Units

GNS 2001 Communication and Gender

Similarities and differences in male and female communication styles and patterns; emphasizes implications of gender as social construct influencing perception, values, stereotyping, language use, nonverbal communication, and power and conflict in human relationships.

Credit: 3 Units

GNS 3001 Women and Men in Cross-Cultural Perspective

Men and women from an anthropological perspective; changing gender roles in various contemporary cultures, including industrial democracies and developing nations.

Credit: 3 Units

GNS 4800 Seminar: Male and Female Creativity

Interdisciplinary and multicultural inquiry into differences and similarities between men and women in their expressions of creativity.

Credit: 3 Units

HIS: History

HIS 2000 U.S. History

Provides a survey of U.S. culture and institutions from pre-colonization to the present, with topics that include exploration and colonization, the War of 1812, the establishment of the national government, the Civil War, Reconstruction, Industrialization, urbanization, the World Wars, the Cold War, and the Post Cold War Era. Emphasizes the study of U.S. history from a multicultural perspective.

Credit: 3 Units

HIS 2005 Major Social Movements in U.S. History

Survey of 19th and 20th-century social movements including nativism, abolitionism, temperance, immigration, the women's movement, the labour movement, and the civil rights movement.

Credit: 3 Units

HIS 2010 History of Africa since 1800

This course provides students with a background of Africa in the 19th century; internal transformations; 19th century jihads; long distance trade; the Mfecane in Southern Africa; the anti-slavery movement and the decline of the slave trade; the mineral revolution in South Africa; and modernization in Egypt. It also focuses on Ethiopia in the 19th century; the scramble for Africa; imperialism and conquest; African responses to colonization; colonial administrations; the colonial impact and African resistance; social transformation and the African elite; African nationalisms; decolonization; wars of liberation in Algeria and Kenya; post-colonial Africa.

Credit: 3 Units

HIS 3000 Latin American Studies

Special Topics

Gives students with an interest in Latin American Studies greater exposure to Latin American realities. Course combines lectures, discussion sessions and audio-visual materials to present Latin America's past, present, and future dilemmas. Although issues will be analyzed and presented in a general Latin American context, Mexico will be used as a case study.

Credit: 3 Units

HIS 3005 History of Women and Men in the U.S.

The changing roles of women and men from colonial times to the present with emphasis upon how these changes affect social institutions and interaction between the sexes.

Credit: 3 Units

HIS 3010 History of Modern Europe I, 1500-1815

The major social, political, and economic forces that shaped modern Europe in the years from the Reformation through the French Revolution.

Credit: 3 Units

HIS 3011 History of Modern Europe II, 1815-the Present

The major social, political, and economic forces that have dominated modern Europe from the era of early industrialization to the present.

Credit: 3 Units

HIS 3015 20th Century Eastern Africa

A study of the historical forces that have shaped Eastern Africa. Starts with pre-colonial societies and covers such topics as European intrusion and the partition of East Africa; the establishment of colonial states in Tanganyika, Uganda and Kenya and East Africa in World War I. It also focuses on the colonial economy in Kenya, Uganda and Tanganyika; East Africa and World War II; nationalism in East Africa; the East African community; post-independence developments, the collapse of the East African Community; and inter-state political and economic relations.

Credit: 3 Unit

HIS 3020 History of Traditional Asian Civilization

The ideologies, social and political organizations, and cultural achievements that characterized the great civilizations of traditional Asia.

Credit: 3 Units

HIS 3021 History of Modern Asian Civilization

The impact of European expansion on traditional Asian societies, the political and social upheavals of the 19th and 20th centuries, and the status of contemporary society.

Credit: 3 Units

HIS 3025 History of Kenya

The course examines the historical transformation of Kenya from the onset of colonialism. Starting with a survey of the peoples of Kenya in 1890's, it deals with the interacting forces, events and people that have shaped Kenya in the 20th Century.

Credit: 3 Units

HIS 3030 History of Latin America I

Survey of the pre-Colombian civilizations, the effect of European exploration and conquest, and the shape of colonization in Latin America.

Credit: 3 Units

HIS 3031 History of Latin America II

The major social, economic, and political forces that have slowed as well as contributed to the development of modern Latin America.

Credit: 3 Units

HIS 3301 Foundations of the U.S.

Development of American culture and institutions from pre-colonization to the end of the War of 1812; discovery and exploration, colonization, the American Revolution, and the establishment of the national government.

Credit: 3 Units

HIS 3302 The U.S. in the 19th Century

Political and social transformation of the nation from 1815 to the end of the century; emphasizes political and social events which led to, and followed the Civil War.

Credit: 3 Units

HIS 3303 The U.S. in the 20th Century

The major economic, political, social, and cultural factors, which transformed a rural U.S. into a modern industrial, corporate, international power during the 20th century.

Credit: 3 Units

HIS 3304 History of California

The history of California from the period of Spanish exploration and expansion to the present.

Credit: 3 Units

HIS 4001 The Immigrant Experience in U.S. History

The experiences of the various waves of immigrants that have settled in the U.S.; the process of assimilation and acculturation, problems encountered, and the contributions of immigrants to American society.

Credit: 3 Units

HIS 4002 The Quest for Equality in U.S. History

The experiences of African-Americans, Native- Americans, Hispanic Americans, Asian Americans, and other ethnic minorities in their struggle to participate fully in American society.

Credit: 3 Units

HIS 4120 African Economic History since 1900

This course focuses on the economic history of Africa since 1900 and entails an analysis of major economic trends from the on-set of colonialism to the post-colonial era. Particular emphasis will be placed on agriculture, colonialism, colonial capitalism, industrialization, mining, indigenous capitalism, urbanization, proletarianization, commerce and attempts at continental economic cooperation. These thematic issues will be discussed in the context of theoretical debates on development and underdevelopment, imperialism and colonialism, neo-colonialism and dependency.

Credit: 3 Units

HIS 4995 Latin American Studies: Special Topics

Gives students with an interest in Latin American Studies greater exposure to Latin American realities. Course combines lectures, discussion sessions, and audio-visual materials to present Latin America's past, present, and future dilemmas. Although issues will be analyzed and presented in a general Latin American context, Mexico will be used as a case study.

Credit: 3 Units

HRM: Hotel and Restaurant Management

HRM 1020 Kitchen Organization and

Food Knowledge

Introduces students to the development of culinary practices exposing them to effective kitchen organization, equipment and their uses, knowledge of various foods and their quality specifications, and how such foods should be handled and stored before the production process.

Credit: 3 Units

HRM 3010 Food and Beverage Cost Control

Equips the students with the knowledge and skills that will enable them to interpret and provide solutions to food and beverage control problems.

Prerequisite: HRT1010

Credit: 3 Units

HRM 3015 Hotel and Catering Law

An introduction to the laws of Kenya, Hotel and Catering Law, consumer protection, law of contract, labour laws and industrial relations. Enlightens the students on the rights of the hospitality organizations, the rights of the consumers, the rights of the employees in the organization and the rights of the owners of the organization.

Prerequisite: BUS 3010

Credits: 3 Units

HRM 3020 Catering Management

This course concentrates on the understanding of food and beverages and how they should be served. It requires a good understanding of the different types of cookery, cutlery, glassware and silverware and how they should be set on the table given sample menus. The student will also learn the different service styles, and functions.

Prerequisites: HRT1010 and HRM1020

Credits: 3 Units

HRM 3025 Physical Plant Development and Maintenance

Makes the students appreciate the importance of knowing the physical layout of catering units, management of sewer systems and plumbing systems, utilities and other equipment. Gives ideas on hotel/catering operations in relation to the environment and an understanding of preventive maintenance practices.

Prerequisite: HRT 1010

Credits: 3 Units

HRM 3030 Environmental Management for Hotels

Focuses on hotel environmental systems, material and waste management, and energy and water conservation in hotels. Also covers indoor environmental management, pesticides and herbicides, and how to deal with hazardous materials.

Prerequisite: HRT 1010

Credits: 3 Units

HRM 3040 Hygiene and Nutrition

This course covers personal hygiene, food hygiene, and sanitation. It includes handling and storage of foodstuffs, processing of foodstuffs, the nutritional values of foods and related diseases.

Prerequisite: HRT 1010

Credits: 3 Units

HRM 3050 Hotel and Restaurant Managerial Finance and Accounting

The application of accounting and finance principles to the hospitality industry; special purpose journals and

ledgers, analysis and interpretation of financial statements, ratio analysis, internal control and cost management.

Prerequisite: ACT 1010

Credits: 3 Units

HRM 4010 Restaurant Development and Operations

Provides students with the fundamentals of restaurant concept development to enable them plan and develop an integrated approach for a "new restaurant" concept. Enables the students to review and integrate the key elements of a successful restaurant start-up, including; concept, marketing plans, financial projections, menu, equipment, and human resources.

Prerequisite: HRT 1010

Credit: 3 Units

HRM 4015 Food and Beverage Management

An advanced course that covers all aspects of food and beverage management, including: Management of quality, the service and its marketing; financial aspects, purchasing process, preparation methods and control systems.

Prerequisite: HRM 3020

Credits: 3 Units

HRM 4020 Front Office Management

Designed to cover the organization of different hotels' front office department; the duties and the responsibilities of the front office personnel; various front office equipment and records; various reservation systems and the check-in, check-out procedures. It also covers the

different communication systems in the hotels.

Prerequisite: HRT 1010

Credits: 3 Units

HRM 4025 Hotel Information Systems

Covers the reservation procedures, guest check-in and checkout, posting of charges, settlement management, and room status management in a hotel, end of the day auditing, guest history, ledger management, credit accounts and generation of management reports.

Prerequisite: HRM 4020

Credit: 3 Units

HRM 4030 Housekeeping and Laundry Management

Provides students with the basics of housekeeping and laundry organization charts in different hotels, standards and working procedures of the housekeeping and laundry departments, room status control systems, purchasing procedures of housekeeping and laundry equipment and materials and their inventory procedures.

Prerequisite: HRT1010

Credits: 3 Units

HRM 4900 Hotel and Restaurant Project

Interdependent study under the direction of a faculty advisor. The projects may include library or empirical research or analysis and written report on the management aspects of an appropriate organization (hotel, airline, restaurant or healthcare institution).

Prerequisite: Senior standing

Credit: 3 Units

HRM 4910 Hotel and Restaurant Internship

Directed internship in hospitality or tourism organization such as hotel, airline, restaurant or healthcare institution for experience in the practical application of hotel and restaurant management. A range of 200 - 400 hours required depending on the organization.

Prerequisite: Students must be seniors.

Credit: 3 Units

HRT: Hospitality and Tourism Management

HRT 1010 Introduction to Hospitality and Tourism Management

An overview of the hotel, restaurant, and tourism industries; their historical development, scope and present-day structures. One historical description of hospitality is the obligations people have to treat strangers with dignity, to feed them and provide them with drinks, and to protect their safety. As the world becomes increasingly aware of its vast diversity, this "spirit of hospitality" seems especially important. Welcome to Introduction to Hospitality!

Credits: 3 Units

HRT 2010 Food Production

An introduction to commercial food preparation, food safety and sanitation, standard product identification, storage and supervisory techniques in the area of large scale food production.

Prerequisite: HRT 1010

Credit: 3 Units

HRT 3010 Conventions and Meeting Management

The management of conventions and meetings is examined from both the clients' and meeting planners' perspective. The operations of conventions and meetings are analyzed from the sale to post-convention review.

Prerequisite: HRT 1010

Credits: 3 Units

HRT 4810 Seminar in Hospitality Management

Seminar on practical applications of job seeking, career development, and community service in hospitality management.

Prerequisite: HRT 1010

Credit: 3 Units

HRT 4900 Hotel, Restaurant and Tourism Project

Interdependent study under the direction of a faculty advisor. The projects may include library or empirical research or analysis and written report on the management aspects of an appropriate organization (hotel, airline, restaurant or healthcare institution).

Prerequisite: Senior standing

Credit: 3 Units

HRT 4910 Hotel, Restaurant and Tourism Internship

Directed internship in hospitality or tourism organization such as hotel, airline, restaurant or healthcare institution for experience in the practical application of hotel, restaurant and tourism management.

A range of 200 - 400 hours required depending on the organization.

Prerequisite: Students must be seniors.

Credit: 3 Units

HUM: Humanities

HUM 1000 World Civilizations

Historical, cultural, and conceptual aspects of major civilizations from the ancient world to the present.

Credit: 3 Units

HUM 1020 Interdisciplinary

Exploration: The Good Life

Replaces FYE 1020. This course is taught as a combined lecture and small seminar. Each class is organized around the following components: 1) the regions of the world –North America, Latin America, Europe, Asia, Africa the Middle East, and Oceania; 2) thematic issues, topics, and/or problems; and 3) an interdisciplinary approach. Must be taken during the first year.

Credit 3 Units

HUM 1103 African Civilization

An introduction to the major civilizations of Africa, focusing on the various traditions and ideas that shaped their origins, growth, and declines; cultural contributions of Africa to the world.

Credit: 3 Units

HUM 1105 U.S. Culture Through the Humanities

Characteristics of the multicultural experience in the civilization of the U.S. as revealed through literature, film, drama, music, painting, sculpture, and dance.(WI)

Credit: 3 Units

HUM 3005 The Arts of the U.S.

Artistic trends, landmarks and styles of a

"New World". Influence of culture wars, wealth, depressions, commercialism, abstraction, and technology.

Credit: 3 Units

HUM 3100 Cultural Perspectives on the Environment

Concepts of the environment from different cultures and groups; effects of cultural perspective on environmental activities and on the use and development of resources; consideration of cultural perspective and human needs in environmental action plans.

Credit: 3 Units

HUM 4800 Seminar: Nature and Humanity

Concepts and attitudes towards the natural world held by the humans who inhabit it; relation between human existence and the power and demands of nature.

Credit: 3 Units

Independent Studies

Independent Study is available at the undergraduate and master's level. It allows the student and instructor to plan a course having a clear relationship to the student's program. Independent



Study is to be used only in cases where the course content is not available in a regular course and where there is clear justification for offering the option.

Courses to be taken as Independent Study must be approved by the supervising faculty member and the dean or designee. All Independent Study courses are available for one to three units and will be offered on a demand basis.

The following numbers are used for Independent Study courses:
(Disciplinary prefix) 2750 Used for lower division undergraduate courses.
(Disciplinary prefix) 4750 Used for upper division undergraduate courses.
(Disciplinary prefix) 6750 Used for graduate courses at master's level.

IBA: International Business Administration

IBA 4010 International Business Operations

Introduction to world business environments, financial transactions, and international marketing. The role of the multinational enterprise is explored, including emerging trends and issues related to international management.

Prerequisite: MKT 3010; FIN 3010

Credit: 3 Units

IBA 4020 International Economics and Trade

Study of open and closed economies,

trade regimes, and regional trade agreements. Includes analysis international finance and capital flows.

Prerequisite: ECO 1020; FIN 3010; IBA 4010
Credit: 3 Units

IBA 4810 Seminar in International Business

Seminar on practical applications of job seeking, career development, and community service in international business.

Prerequisite: BUS 1010
Credit: 3 Units

IBA 4910 International Business Internship

Directed internship in a private firm, a not-for profit organization or a government agency for experience in the practical application of international business. A range of 200 – 4000 hours required depending on the organization.

Credit: 3 Units

IBA 4950 International Senior Project

Independent study under the direction of a faculty member. Projects may include library or empirical research, analysis and written report on the management aspects of an appropriate international business organization (private firm, government agency, not-for-profit organization).

Prerequisite: IBA 4010 or Senior Standing
Credit: 3 Units

IBA 6010 Legal Environment of International Business

Examination of problems of doing business in a global context, the operation and business law of various

legal systems, and of multinational rule-making bodies. Course also helps the student learn to identify potential legal problems in a worldwide context, and explore the ways various cultures view the function of law and business regulation.

Prerequisite: BUS 5060

Credit: 3 Units

IBA 6020 Transnational Strategic Management

Addition of new transnational dimensions to the core technology of strategic management. Included are: the transnational environment; aggressiveness of transnational strategy; responsiveness of transnational general management capability; responsiveness of transnational functional capability; and strategy issues in transnational environments such as strategic information, societal strategy, technology, and competitive strategy.

Prerequisite: BUS 6020

Credit: 3 Units

IBA 6030 International Economics and Trade

Examination of economic aspects of contemporary issues in a rapidly developing interdependent global economy; regional economic alliances (EEC & NAFTA); and international trade, protectionism, tariff and capital flow issues.

Prerequisite: BUS 5050

Credit: 3 Units

IBA 6060 Culture, Values and Ethics in a Global Society

Examines the relationship of culture, values, and ethics within the global

business environment and the ability of managers to respond effectively to society, ethical, and cross-cultural managerial issues. Included are: the dimensions of culture; national and ethnic cultures; thinking patterns, value systems and reality models of different cultures; and the alignment between environment, manager, and culture. Addresses the development and implementation of strategies that build socially responsive and responsible global organizations.

Prerequisite: BUS 5070

Credit 3 units

IBA 6710 International Business Internship

Directed internship in a private firm, a not-for-profit organization or a government agency for experience in the practical application of international business.

A range of 200 – 4000 hours required depending on the organization.

Prerequisite: BUS 6220

Credit: 3 Units

IBA 6800 Seminar in International Business

Seminar on special topics in International Business. The topics will include issues of concern in globalization, trade, politics, finance, investments, projects' management, marketing, law, etc. The lecturer will provide a list of the topics at the beginning of the course

Credit: 3 Units

IBA 6850 International Project

Independent study under the direction of a faculty advisor. Projects may include

library or empirical research or analysis and written report on the management aspects of an appropriate international business organization (private firm, government agency, not-for-profit organization).

Prerequisite: Bus 6220

Credit: 3 Units

IRL: International Relations

IRL 2000 Foundations of International Relations

This course offers a strong foundation in the study of world politics. It introduces students to the concept of theories and the relevance of explaining world politics theoretically. It surveys the canonical theories of IR; Realism, Liberalism and Marxism and the ways in which such theories approach some central topics in IR including sovereignty, power, war, peace, IPE, environmental issues, humanitarian intervention, International Law, Terrorism etc. It is a good basis from which to appreciate the theoretical schools of thought in the study of international relations.

Prerequisite: ENG 2206

Credit: 3 Units

IRL 2005 Comparative Foreign Policy

Constant and variable factors determining foreign policies of major powers from a comparative perspective, including various techniques employed by states at the bilateral and multilateral levels.

Prerequisite: IRL 2003

Credit: 3 Units

IRL 2010 International Organization

This course offers a survey of leading international organizations and their impact on world politics. It introduces students to the history of International Organizations and samples types of International Organizations. It then concentrates on the history and problems of the United Nations and introduces students to the theoretical and applied survey of the United Nations System since 1945 with a particular emphasis on the agendas, procedural rules, deliberations, and decision-making processes of its main organs. It also looks at UN roles in various challenges such as peacekeeping, mediation and challenges to calls for its reform.

Prerequisite: IRL 2000

Credit: 3 Units

IRL 2100 Introduction to Human Rights

This course will introduce students to both theoretical and practical issues in the human rights field. In doing so, it will give students grounding in the basic principles of human rights. It will provide an understanding of the historical development of human rights and critically analyze issues of rights and responsibilities and interdependence of rights. Students will also be exposed to real cases of conflicting rights and how relevant institutions have dealt with these. The course will also examine issues of human rights and war and human rights and foreign policy. It will provide an overview of the international and African human rights systems, human rights promotion including monitoring and enforcing

human rights and human rights issues in organizations. Finally it will examine issues arising in economic, social and cultural rights.

Prerequisite: IRL 2000

Credit: 3 Units

IRL 2220 Gender and International Relations

This course offers a comprehensive overview of feminist scholarship and feminist contributions to international relations. It also provides students with an in-depth discussion of how IR feminist scholars have sought to rethink key concepts and central areas of concern in this field. Key traditional concepts that IR feminist scholars seek to uncover and the hidden assumption includes state sovereignty, foreign policy decision making, use of military force, war and international security. The role of gender in International Relations theory is also examined.

Prerequisite: IRL 2000

Credit: 3 Units

IRL 3003 Research Methods in International Relations

Study of major types or research, methods of data collection and treatment; applied critical analysis of source materials; mechanics of writing research papers.

Prerequisite: IRL 2010

Credit: 3 Units

IRL 3000 Comparative Political Systems

Political systems: federal and unitary, parliamentary and presidential, party

politics and electoral systems; emphasis on such major powers as United States, Great Britain, France, Germany, Russia, China, and Japan.

Prerequisite: IRL 2010

Credit: 3 Units

IRL 3005 Contemporary Theories and Ideologies in International Relations

This course is a continuation of IRL 2000. It introduces students to contemporary theoretical debates including critical theory, feminism, post-modernism, gender issues, constructivism etc. Students will be exposed on how these theories approach IR from different perspectives. Students will explore how these theories approach world politics. They will also be able to understand the link between producing theories in International Relations and engaging in politics. The course will also survey major ideologies and systems of modern governments with special emphasis on democracy, authoritarianism, capitalism, democracy etc.

Prerequisite: IRL 2010

Credit: 3 Units

IRL 3010 Development Issues in Africa

The course is a study of development and under-development issues in Africa. The course engages a historical perspective and examines trends in the development process in Africa. It includes aspects of socio-politico-economic, infrastructure, modernization and industrialization policies. It further examines the demographic and security issues that have a bearing to development in Africa. This will include

aspects of food security, hunger and development as well the impact of poverty on development. The course further compares development patterns in developing and developed nations and examines the factors that contribute to the disparity between the developing and developed nations. This will include aspects of culture, educational systems, advancement of science and technology and exploration of natural resources. The course further examines the role of the international organizations in the development of Africa and the place of African countries in these organizations.

Prerequisite: IRL 2010; ECO1020

Credit: 3 Units

IRL 3015 Introduction to Peace and Conflict Studies

This course is intended to provide students with an introduction in the field of peace and conflict studies. It offers an analysis of issues and theories about peace, violence and conflict. Peace and conflict is defined from a theoretical perspective. The course also presents the different typology of peace and violence and analyzes the changing dynamics and the new trends of peace and conflict studies from the different perspective.

Prerequisite: IRL 2000

Credit: 3 Units

IRL 3021 African Philosophy and Ideologies

This course explores African political ideologies and how they have evolved in a historical context. The course will examine the nature and role of ideology in pre-colonial African societies,

colonialism and its influence on the development of a radical brand of corrective and emancipatory ideologies; the political philosophies of African nationalist leaders – Leopold Senghor and negritude, Kwame Nkrumah and the ideology of pan-Africanism, Julius Nyerere and Ujamaa socialism, Abdel Nasser and anti-imperialism, Amilca Cabral and the ideology of national liberation. Finally, the course will examine the impact of Western political thought on African philosophy and ideologies.

Prerequisite: IRL 3005

Credit: 3 Units

IRL 3045 Politics of Regionalism in Africa

This course explores the historical stages of the evolution of politics of regionalism in Africa and the contemporary challenges the phenomenon faces. Among the various topics to be examined include: the struggle for unity in colonial and immediate post-colonial Africa, the formation of the Organization of African Unity (OAU) and politics of regional economic integration; the emergence of Regional Economic Communities (RECs) and politics of sub-regional integration; Complex Political Emergencies (CPEs) and the evolution of security regionalism in Africa (OAU/AU & RECs); the transition from OAU to the African Union (AU), and regional institution building for conflict intervention, development and preventive diplomacy.

Prerequisite: IRL 2010; ECO1020

Credit: 3 Units

IRL 3060 African International Relations

A survey of relations among selected African nations, and among African nations and other regions of the world; the role of ideology, foreign economic and political pressures, and personality on African international policies.

Prerequisite: IRL 3005

Credit: 3 Units

IRL3100 Diplomacy

Diplomatic practices among major powers and developing nations in historical perspective. A detailed look at the applications of contemporary diplomacy and its impact on international politics.

Prerequisite: IRL 2010; IRL 2005

Credit: 3 Units

IRL3110 Simulation Exercise

This course seeks to introduce students to the practical understanding of taught theoretical knowledge. It exposes students to the practice of diplomatic mannerisms such as etiquette, negotiation and mediation, arbitration, dressing and speech delivery. Students will be further exposed to the research and drafting of documents such as letters of credence, policy statements, policy papers, composite briefs, diplomatic notes, protest notes, bilateral and multilateral agreements and the diplomatic diary. The exercise involves understanding and simulating the rules of debate and conference

procedures and drafting of conference documentation as required. It focuses on simulating and debating the different contemporary issues and presenting comprehensive non-violent solutions on the same.

Prerequisite: IRL 3100; IRL 3200

Credit: 3 Units

IRL 3200 Negotiation & Mediation

This course explores the theoretical aspects of intervention in disagreements. It is explored in three ways: Negotiation, Mediation and Simulation. Negotiation will explore basic negotiating skills with a lot of emphasis on individual efforts as opposed to institutions. Mediation will concentrate on third party intervention with an in-depth exposure on problem solving skills within small groups. The Simulation will apply these techniques into practice while encompassing other theoretical aspects learnt in relevant

Prerequisite: s.

Prerequisite: IRL2010

Credit: 3 Units

IRL 4010 Geopolitics

This course examines the interplay between geography and international politics, and how power is related to geographical proximity to certain natural resources. It analyses how theories of geographical control affect the behaviour of countries aspiring to become big powers and how small

powers use their geographical location to their advantage.

Prerequisite: IRL 2000

Credit: 3 Units

IRL 4020 International Law

This course seeks to introduce students to the basic concepts and understanding of the role and function of public international law. It introduces students to the doctrines, theories, concepts and rules of international law, the similarities and differences between international law and domestic law, the relevance of international law to international relations, the relationship between power and the use and abuse of international law and the limitations of international law.

Prerequisite: IRL 2010

Credit: 3 Units

IRL 4030 International Political Economy

The course is a study of international economic relations that includes economic nationalism versus free trade versus protectionism and activities of multinational corporations. The course engages in a historical survey of the development of international economic relations and gives the current situation. Throughout the course there is a detailed examination of how the African position is defined within the international economic setting. The course further examines international economic negotiations and negotiations skills, poverty and aid in Africa and the relationship between energy/oil and the economy. The course further analysis

the major actors within the international economic setting and the influence they yield in international economic relations.

Prerequisite: IRL 3000

Credit: 3 Units

IRL 4035 Environmental Politics

This course is an examination of the global ecosystem and a survey of the ecological damage and the international cooperative efforts to protect the world natural environments. It includes a study of the theories of negotiation, compliance, problem identification and regime effectiveness and a look at the linkages between environment and security, free trade and environment and the future of environmental governance.

Prerequisite: IRL2010

Credit: 3 Units

IRL 4040 Africa-Asia Relations

The forces that have, and continue to, shape the interactions between the peoples of Africa and those of Asia. It analyses common experiences and contacts that Africa and Asia have had and continue to have, the concept of the African-Asian solidarity, and responses to international forces.

(IRL 2010; IRL2005)

Credit: 3 Units

IRL 4045 Security Studies and Strategies

This course provides a survey of the nature and significance of security in international relations. It includes the analysis of security concepts, relevant sectors (military, environmental, economic, societal, and political), terrorism, private security companies, and

conflict prevention

Prerequisite: IRL 20003

Credit: 3 Units

IRL 4055 Africa-middle East Relations

This course is a survey of how African countries have related to developments and issues in the countries of the Middle East. The impact of the volatility of the Middle East, its peoples, politics and economies, on different regions and countries will be examined.

Prerequisite: IRL2010

Credit: 3 Units

IRL 4065 East Africa in World Affairs

This course focuses on the position of the East African countries in world affairs individually or collectively. How each of the countries deals with its neighbors as well as with forces outside the region such as those from Europe, North America, Middle East, and Asia.

(Pre: IRL 2005; IRL2010)

Credit: 3 Units

IRL 4120 International Humanitarian Law

This course seeks to address the need to find proactive steps to forestall the escalation of armed violence and ensure knowledge of and respect for International Humanitarian norms. IHL addresses legal thinking, promotes justice in armed conflict, International Law, Human Rights, and the Geneva Conventions on the Law of Wars. IHL has the fundamental goal of protecting individual's fundamental rights during times of armed conflicts. The student will learn the history and purpose of IHL, other laws of

war, types of armed conflicts and the conduct of hostilities, the question of Prisoners of war and the wounded, actors of IHL, its implementation and violations to provide a scholarly grounding. This knowledge will equip an IHL student to work in conflict situations, amongst refugees, during reconstruction resettlement and variety of development programmes.

Prerequisite: RL4020

Credit: 3 Units

IRL 4150 Area Studies

Survey of the politics of the world's regions with a view to explaining and understanding their impact on foreign policy and international politics.

Prerequisite: IRL 2010; IRL3003

Credit: 3 Units

IRL 4151 Field Study

The primary objective of the study visit is to provide students with the opportunity to have a first-hand experience visiting sites (and institutions) of relevance to conflict-prevention, conflict resolution and peace-building in the Horn of Africa, the Great Lakes region and the Middle East. The study will also provide the students with the practical opportunity to test their conceptual and theoretical understanding of security and development. The supervisor of this study will guide discussions on relevant actors, initiatives and the history of security and development processes in the region visited. The supervisor will spend the first part of the semester preparing students - training them to optimize their research, and logistical preparation. Students are required to



submit a practical report of 3,500 - 4,000 words based on a topic relevant to the theme of the study visit.

Prerequisite: IRL 3003

Credit: 3 Units

IRL4220 Refugee Studies

In the wake of numerous internal conflicts and civil wars, there is a rapid increase of refugees throughout the world. This course introduces students to the basic concepts and understanding of refugees. It introduces students to the history of refugee recognition (before and after the 20th Century), some basic concepts and rules of international refugee law , the root causes of refugees, the various stages of refugee flight and challenges, the responses to refugees by the refugee regimes, the impact and challenges of refugees on host communities, the various dilemmas affecting refugee protection over the past fifty years and comparative refugee policies within states with particular emphasis on the Kenya Refugee Act 2007. The course uses a lot of country and individual case studies and multimedia materials so as to give a student a better understanding of the course.

Prerequisite: IRL 4020

Credit: 3 Units

IRL 4800 Critical Issues in Kenyan Foreign Policy

The course is a study of Kenya's Foreign policy orientation and the bases of its foreign policy towards states in the East African region, African states generally, the United States of America, Europe and the rest of the world. The course

examines the fundamental principles of Kenya's foreign policy and the process and strategies towards achieving the set policy targets. The course further examines the rationale of Kenya's foreign policy towards these regions after it attained independence, during the cold war period and the current period. This will involve an analysis of the development and trends in policy towards these regions over the said periods. The course will further examine the emerging trends in Kenya's Foreign policy and the constraints that influence foreign policy formulation and implementation. The course will further examine current foreign policy documents that are becoming vital in the process of foreign policy. This will include Vision 2030, several sessional papers and the Poverty Reduction Strategy Paper.

Prerequisite: IRL2005; IRL 2010

Credit: 3 Units

IRL 4811 Critical Issues in Africa

This seminar surveys the challenges facing Africa into the 21st Century. It critically examines the main themes and problems that Africa must contend with, including economic and political liberalization, the impact of technology on African states, the impact and role of technology, ethnicity and demographic changes, urbanization and the use of human resources. The course projects these themes into the future and survival of Africa as a viable entity in the International system.

Prerequisite: IRL2010

Credit: 3 Units

IRL 4850 Studies in Contemporary International Crisis

The aim of this course is to explore contemporary international crisis. It offers students with tools to analysis serious challenges facing the world today such as political unrest, financial and economical instability, environmental issues, conflicts, communicable diseases, access to education, governance and corruption, international terrorism, violation of Human Rights, migration, sanitation and access to clean water, fuel and food. The course also critically analyzes the causes and impact of these challenges both at the local, regional and international level.

Prerequisite: IRL 2000

Credit: 3 Units

IRL 6010 Peace and Conflict

This course examines violence and nonviolence in the modern world. The course treats nonviolence as both a way of life and as a practical approach to conflict resolution. Through an examination of the political, religious, cultural, and gendered dimensions of violence and nonviolence, the course aims to better understand the causes of war, terrorism, and political violence, as well as the praxis required to build a more peaceful and just society.

Credit: 3 Units

IRL 6015 Conflict Resolution

This course offers alternative mechanisms in conflict resolution spectrum. Students will be exposed to theories and analysis of conflict and the different stages of addressing conflict

such as resolution, management and transformation. Other specific topics to be examined include; preventive diplomacy (track I, II and III); the theory and practice of non-violence; management of nonviolent and violent conflicts; conflict prevention; promoting conflict prevention through democracy, good governance and peace education; the concept and practice of peace building, pre-conflict and post-conflict peace building; the role of specific actors in conflict processes in developing countries – the state, influential individuals, International Organizations, NGOs, social movements and Multinational Corporations.

Credit: 3 Units

IRL 6255 Africa / US Relations

This is an advanced course on the relations of various African countries with the United States. It engages in an analysis of the importance Africans attached to their contacts with Americans. This touches on the period of colonialism in Africa, anti-colonialism, Africa's position in the Cold War and the problem of dependency. It will also examine developments in the African-US relations in the post-Cold War period

Credit: 3 Units

IRL 6250 Africa in International Affairs

This is an advanced course examining how various African countries and regions responded to other regions of the world. It explores Africa's position in the world arena, starting with different colonial experiences and the anti-colonial struggles. It looks at how different African countries responded to external challenges which included

the Cold War and post Cold War developments, engagements in regional organizations, and crises.

Credit: 3 Units

IRL 6215 International Humanitarian Law

International Humanitarian Law, also known as the law of armed conflict or the law of war, is a body of rules that, during conflict, protects persons who are not ab initio part of the conflict or are no longer participating in the conflict. The course introduces students to the distinction between Ius ad Bellum and Ius in Bello, the history of efforts to regulate conduct during hostilities, Henri Dunant and his Souvenir de Solferino that inspired the formation of the International Committee of the Red Cross (ICRC) and Inter-state efforts to regulate hostilities giving birth to the 4 Geneva Conventions of 1949 and Additional Protocols of 1977 (with an introductory talk on Additional Protocol III of 2005 establishing an additional emblem, the red crystal). The course will further develop the students understanding of the classifications of the types of armed conflict, means and methods of warfare, war crimes and efforts to repress them from the Nuremberg and Tokyo Tribunals to the International Criminal Tribunal for the former Yugoslavia (ICTY), International Criminal Tribunal for Rwanda (ICTR), Special Court for Sierra Leone and the 1998 Rome Statute establishing the International Criminal Court (ICC).

Credit: 3 Units

IRL 6095 Intercultural Communication

The study focuses on the theories of intercultural communication with emphasis on international instruments to promote common purposes and ideas and to prevent conflicts and hostilities among culturally diverse nations.

The course further seeks to examine the mechanisms of international communication and the ways in which they can be enhanced or improved.

Credit: 3 Units

IRL6065 Human Rights Law and Disarmament

This course will provide students with a critical and analytical insight into human rights and disarmament issues within a global context. The course will introduce students to the history and evolution of human rights, the proponents, custodians and supervisors of human rights such as the UN, core treaties relating to human rights such as the International Covenant on Economic, Social and Cultural Rights, the Universal Declaration of Human Rights and the Paris Principles on National Institutions. The students will then embark on an in depth analysis of regional human rights efforts such as the African Charter on Human and Peoples' Rights, the European Convention on Human Rights and the American Convention on Human Rights. The course will then narrow down so as to address key issues afflicting the African continent as regards Human Rights via case studies.

Credit: 3 Units

IRL 6055 Theories of Development

and underdevelopment

The course is an advanced study of development and under-development issues in Africa. The course engages a historical perspective and examines trends in the development process in Africa. It includes aspects of socio-politico-economic, infrastructure, modernization and industrialization policies. It further examines the demographic and security issues that have a bearing to development in Africa. This will include aspects of food security, hunger and development as well the impact of poverty on development. The course further compares development patterns in developing and developed nations and examines the factors that contribute to the disparity between the developing and developed nations. This will include aspects of culture, educational systems, advancement of science and technology and exploration of natural resources. The course further examines the role of the international organizations in the development of Africa and the place of African countries in these organizations. The course allows for the examination of pivotal issues in developing nations; focuses on compatibility, conflict and reconciliation theories of development.

Credit: 3 Units

IRL 6240 Post-coloniality in Africa

This course aims to introduce students to the major competing perspectives and challenges of post-coloniality in Africa. The specific topics to be covered

in the course include: Introduction to colonial and post-colonial discourses; Discursive Violence and Counter-Discourses on African Development; Worldviews of the First Generation of African Leaders and the Shaping of African Post-colonial States; Traditional and Modern Political Authorities; African Heritage and Occidental / Islamic Philosophical Traditions; Ethnicity & Identity Politics; The Economic Ramifications of the Crises of Post-coloniality and the Ideological Mindset/ Approach of Neo-liberal Institutions; Solving the Crises of Postcoloniality: African Leaders' Perceptions and Actions; African Solutions to African Problems: The Rhetoric and Politics.
Credit: 3 Units

IRL 6235 Advanced International Political Economy

The course is an advanced study of international political economy (IPE). It will review the theoretical approaches and contending perspectives on IPE. It will further examine issues of economic nationalism versus free trade and protectionism, as well as activities of multinational corporations, the debate on entire economies in the global South and the issue of foreign aid. The course engages in a historical survey of the development of international economic relations and reviews the contemporary situation. There will be a detailed examination of how the African position is defined within international political economy. The course further examines international economic negotiations

and negotiations skills, poverty and aid in Africa and the relationship between energy/oil and the economy. The course will further analyze the major actors within the IPE and the influence they yield in international economic relations.

Credit: 3 Units

IRL 6285 The Foreign Policy of Kenya

The course is an advanced study of Kenya's Foreign policy orientation and the bases of its foreign policy towards states in the East African region, African states generally, the United States of America, Europe and the rest of the world. The course examines the fundamental principles of Kenya's foreign policy and the process and strategies towards achieving the set policy targets. The course further examines the rationale of Kenya's foreign policy towards these regions after it attained independence, during the cold war period and the current period. This will involve an analysis of the development and trends in policy towards these regions over the said periods. The course will further examine the emerging trends in Kenya's Foreign policy and the constraints that influence foreign policy formulation and implementation. The course will further examine current foreign policy documents that are becoming vital in the process of foreign policy. This will include Vision 2030, several sessional papers and the Poverty Reduction Strategy Paper.

MOD 6050 Program Management and

Fundraising

This course is meant to equip students with program management, fundraising and proposal writing strategies in non-profit organization. The course will introduce students to the essentials of project management and the project life cycle including project identification, planning, implementation and evaluation. Topics include: project charter, network diagramming, scope management, stakeholder identification, cost management and scheduling. The course will explore fundraising and grant writing knowledge including but not limited to the following: identifying fundraising needs and goals; designing a viable fundraising program (campaign); creative fundraising activities; grant writing; understanding grant requirements and their relationship to the nonprofit organizations.

Credit: 3 Units

IRL 6705 Field Research

The primary objective of the study visit is to provide students with the opportunity to have a first-hand experience visiting sites (and institutions) of relevance to conflict-prevention, conflict resolution and peace-building in the Horn of Africa, the Great Lakes region and Middle East. The study will also provide the students with the practical opportunity to test their conceptual and theoretical understanding of security and development. The supervisor of this study will guide discussions on relevant actors, initiatives and the history of security and development processes

in the region visited. The supervisor will spend the first part of the semester preparing students-training them to optimize their research, and logistical preparation. Students are required to submit a practical report of 8,000 words based on their theses topic.

IRL 6710 IRL Internship

This is a supervised internship in an Non-Governmental Organization, Inter-Governmental Organizations, Multinational Companies and Governments for experience in practical application of International Relations theories. 400 are hours required for Credit but students can be interns for a longer period depending on the organization. Interns are expected to submit a 10, 000 words reflective report to the organization and to the International Relations program at USIU.
Credit: 3 Units

IST: Information Systems and Technology

IST 0999 Computer Competency

The objective of the course is to ensure a minimum level of computer usage proficiency. This will include the use of a word processor, and a spreadsheet as well as basic computer concepts.

Credit: 0 units

IST 1010 Introduction to Information Systems

Overview of the basic components of processing systems, namely environment, software, hardware, people, behavior, tasks, and connectivity.

Review of various application programs such as word processing, spreadsheets, databases and graphics, and an operating system.

Prerequisite: Pass IST 0999 or pass the Computer Competency Test.

Credit: 3 Units

IST 1020 Introduction to Computers and Information Systems

(IST1010 repacked for IST majors)

Emphasis should be on advance features of Word, Excel, Access and Power-point. An introduction to computer concepts, applications, and information systems. Topics include the use of software, such as Ms windows, spreadsheet, database management, graphics, word processing and computer communications via the Internet. Students develop beginning level skills with common applications in order to use a computer as a tool, make informed decisions concerning computer-generated information, and obtain basic information systems concepts and terminology. Students will have substantial hands-on time in both dedicated classrooms/labs and open lab environments. This is a general computer literacy course.

Pre-requisites: IST0999 or Pass in Placement Test

Credit: 3 Units

IST 2010 Computer Organization and Programming

Principles of computer hardware and software technology will be presented. Topics will include CPU architecture, memory, registers, addressing modes, busses, instruction sets, multiprocessors versus single processors; peripheral

devices; Operating systems modules – processes, process management, memory and file system management; examples and contrasts of hardware architectures and operating systems. Introduction to assembly language fundamentals. Number systems, machine language, and assembly language. Procedure calls, stacks, interrupts, and traps. Assemblers, linkers, and loaders.

Prerequisite: IST1010

Credit: 3 Units

IST2020 Introduction to Programming

Introduction to programming techniques and logical constructs. Data types statements and expressions. Decision constructs (e.g., if-then-else statements). Repetition and loops. Simple data structures definition and manipulation. Structured programming concepts. Introduction to object-oriented programming concepts.

Prerequisite: IST1010, IST2010

Credit: 3 Units

IST2040 Information Technology and Applications

End- user systems verses organization information systems: analysis of knowledge work and its requirements. Software functionality to support group productivity. Access to organization data and external data. Designing and implementing a user interface using package software. Developing and using small information systems for individuals and groups using database and expert systems software.

Prerequisite: IST1010

Credit: 3 Units

IST2030 Fundamentals of Programming Languages

This course acts as a guide to understanding computer languages design in general. This course presents concepts and structures governing the design and implementation of modern programming languages, run-time representations of traditional block structured languages, typing systems, abstraction and procedure mechanisms, and storage management. It also introduces language design issues and language translators. The course provides more thorough understanding of why certain programming language features provide more support for the production of reliable programs, while others are fraught with ambiguity or other problems. It also provides a deeper understanding of how programming languages are compiled, what actually happens when a program is executed on a computer, and how the programming language design affects these. Topics include theoretical point of view of different aspects of programming languages – lexical units (alphabet and vocabulary), syntax (grammar rules) and semantics (the meaning of a program) are introduced. From practical point of view specific programming constructs and components of programming languages are discussed: data (literals and variables), operators, expressions, assignment statements, selection statements and iterative statements, subroutines, modules and programs.

Prerequisite: IST1020,

Credit: 3 Units

IST 2050 Electronic Business Strategy, Architecture and Design

Course focuses on organizational strategy and networked information technologies to implement a rich variety of business models connecting individuals, businesses, governments and other organizations to each other. The course provides an introduction to e-business strategy, and the development and architecture of e-business solutions and their components. Topics will include: e-commerce economics, business models, value chain analysis, technology architectures for e-business, design of solutions for the internet, site design, intranets and extranets, EDI, payment systems, support for inbound and outbound logistics. Transborder data flows, legal and ethical issues, disaster planning and recovery.

Prerequisite: IST2010, IST2020

IST 2060 Introduction to Data Structures (using C/C++)

The notion of an abstract data type (ADT) is central to the design and analysis of computer algorithms. This course introduces abstract data types, and presents algorithms and data structures for implementing several ADT's. It emphasizes the efficiency of algorithms as evaluated by asymptotic analysis of running time. Topics include linear ADTs, hash tables, heaps, trees, graphs; sorting, as well as algorithm design techniques. The programming assignments will be given in the C++ language. The course content include Algorithm Analysis (basic concepts

of algorithms, modeling runtimes, recurrences, Big-Oh notations). Algorithm Analysis (basic concepts of algorithms, modeling runtimes, recurrences, Big-Oh notations). Linear Data Structures (Pointers, Linked Lists, Stacks, Queues). Trees (Binary trees, Binary search trees. Trees (Binary trees, Binary search trees). Hash Tables. Heaps (Binary heaps, Applications). Sorting (Insertion sort, Shell sort, Merge sort, Quick sort). Sorting (Insertion sort, Shell sort, Merge sort, Quick sort). Graph Data Structures and Algorithms Algorithm Design Techniques [Subject to time constraints] (Greedy algorithms, Divide and Conquer, Dynamic Programming).

Prerequisite: IST2010, IST2030

Credit: 3 Units

IST 2230 Introduction to Computer Fundamentals and Programming

This course will put emphasis on fundamentals of programming and control structures. The course also introduces programming in C. Topics include introduction of rudimentary concepts about computers, and the fundamental methodologies and approaches to computer programming in the C/C++ programming languages. The topics covered include the general characteristics of computers, techniques of problem solving using the computer, informal methods to designing algorithms, the C/C++ programming language, and writing, debugging and testing computer programs. In-depth problem solving and programming methodologies

using C/C++, considerable emphasis is put on algorithm design as well as on programming in C/C++. Design of algorithms before you can write programs in C/C++ is emphasized.

Prerequisite: IST1020

Credit: 3 Units

IST 3020 Principles of Operating Systems

Review of Assembly Language. Procedure calls, stacks, interrupts, and traps. Assemblers, linkers and loaders. Network Operating systems, Distributed Operating Systems, and Real Time Operating systems. Design and performance of operating systems: monolithic/layered/ virtual machine/micro kernel. Mapping and binding of addresses. Organization of multiprogramming and multiprocessing systems: interrupts, process model, and interlocks. Resource allocation model and problem of deadlocks. Scheduling and synchronization. Linking and loading, shared libraries, swapping. Real memory management: monoprogramming, multiprogramming, partitions. Virtual Memory: paging, segmentation. I/O control, device drivers and device independence. File systems: file concepts, directories, file and directory operations, implementation issues, disk space management, file storage, directory structure, file protection. The laboratory to include experiments and exercises in Unix/Linux and Windows.

Prerequisites: IST2010, IST2020, IST2030

Credit: 3 Units

IST 3030 Computer Programming for Business

Course focuses on organizational strategy and networked information technologies to implement a rich variety of business models connecting individuals, businesses, governments and other organizations to each other. The course provides an introduction to e-business strategy, and the development and architecture of e-business solutions and their components. Topics will include: e-commerce economics, business models, value chain analysis, technology architectures for e-business, design of solutions for the internet, site design, intranets and extranets, EDI, payment systems, support for inbound and outbound logistics. Transborder data flows, legal and ethical issues, disaster planning and recovery. Creating static dynamic and active World Wide Web (WWW) documents. Study of different Web programming and scripting languages, including Java. Students will be expected to build a simple web-based information system.

Prerequisite: IST2010, IST2060

Credit: 3 Units

IST 3050 Introduction to Security Systems

This introductory course covers fundamental issues and first principles of security and information assurance. The course looks at the security policies, models and mechanisms related to confidentiality, integrity, authentication, identification, and availability issues related to information and information systems. Other topics covered include

basics of cryptography (e.g., digital signatures) and network security (e.g., intrusion detection and prevention), risk management, security assurance and secure design principles, as well as e-commerce security. Issues such as organizational security policy, legal and ethical issues in security, standards and methodologies for security evaluation and certification are also covered.

Prerequisite: IST2010

Credit: 3 Units

IST 4010 Advanced Information Systems

Overview of executive information systems, expert systems, and distributed systems at the operational, tactical and strategic levels; includes user/system interaction, systems planning, hardware and software, management, maintenance, security, and evaluation.

Prerequisite: IST 2040

Credit 3 Units

IST 4020 Systems Analysis and Design

Concepts, philosophies, and trends in systems analysis and design; systems development life cycle; process modeling and prototyping; computer support for systems development / methodologies; system implementation and its relationship to the construction and delivery phases of the life cycle.

Prerequisites: IST 2040, IST4010

Credit: 3 Units

IST 4030 Data management systems

Data structures and file organization; data description languages. Integration of disk access time, block size, file structure, normal forms, linked lists,

query types, tree structures, and performance specifications into the data base; design of relational database management systems, characteristics of vendor supplied database software packages.

Prerequisites: IST 2040, IST 3020, IST 4020

Credit: 3 Units

IST 4040 Decision Support Systems

Characterization of decision models under risk and uncertainty; analysis of transportation, allocation, and distribution problems with mathematical programming; queuing and simulation models; decision support systems for quantitative analysis of manufacturing and service operations; fundamentals of expert systems and intelligent decision support systems.

Prerequisite: IST 2040, MTH 2999

Credit: 3 Units

IST4050 Global Information Systems

Overview of trans-national telecommunications, teleprocessing, data communications and distributed information systems at operational, tactical and strategic levels; distributed systems, hardware, software, design, management, security and evaluation.

Prerequisite: IST2040

Credit: 3 Units

IST 4060 Telecommunications and Networks

Overviews of telecommunications fundamentals, including the structure of local and international telephone networks, data networks and integrated services digital networks. In-depth study



of layered communication architectures in local area networks (LANs) and wide area networks (WANs). International telecommunication standards and standards organizations. Installation, configuration, integration, and management of networks and will be practiced.

Prerequisites: IST 2040; IST 4010; IST 4050

Credit: 3 Units

IST 4070 Object-Oriented Programming

Introduction to advanced data structures and algorithms - arrays, records, lists, and trees, and associated methods for

data manipulations. In-depth study of object-oriented programming: definition of objects and classes and methods. Graphic classes and graphical user interface components. Files and streams.
Prerequisites: IST 2040, IST 4010, IST 4020
Credit: 3 Units

IST 4900 Information Systems Project

Contemporary developments in the presentation of managerial information. Trends in relational database systems and the applications development tools. Independent business application development project including requirements analysis, design and

implementation, and presentation (oral and written).

Prerequisite: IST 4060, IST 4070 and IST 4080

Credits: 3 Units

IST 4910 Information Systems Internship

Internship in a IS/ IT related department in an organization like Internet Service Providers, computers companies, parastatals, research organizations, business organizations, banks, universities, Schools, NGO or any other organization approved by faculty department chair or Dean. A minimum of 120 hours is required.

(Grading is credit/ no credit)

Prerequisite: IST 2020, IST 4020, IST 4080

Credits: 3 Units

IST 6000 Information Systems Management

Managing the Digital Firm. Information Systems in the Enterprise; Information Systems, Organizations, Management, and Strategy; the Digital Firm: Electronic Commerce and Electronic Business. Managing Hardware Assets; Managing Software Assets; Managing Data Resources. Telecommunications and Networks; the Internet and the New Information Technology Infrastructure. Redesigning the Organization with Information Systems; Understanding the Business Value of Systems and Managing Change. Managing Knowledge: Knowledge Work and Artificial Intelligence. Enhancing Management Decision Making. Information Systems Security and Control. Ethical and Social Impact of Information Systems;

Managing International Information Systems.

Prerequisite: BUS 5080

Credit: 3 Units

IST 6020 Data and Information Services Management

This course discusses the utilization and development of computer systems to manage data assets of the organization. Issues in harnessing data repositories, database resources, internal and external information feeds will be discussed.

Prerequisite: IST 6000

Credit: 3 Units

IST 6030 Telecommunications and Network Applications

Students will be exposed to review of LAN and WAN technologies, local and international networks and telecommunication standards. Course will include discussions on significance of network management on business operations and decision making.

Prerequisite: IST 6000

Credit: 3 Units

IST 6060 Managing Electronic Business

Introduction to e-Business and e-Commerce. Internet and World Wide Web Development. e-Business and e-Commerce Overview. e-Business Models. Building an e-Business: Design, Development and Management. Online Monetary Transactions: Credit-Card Transactions. Digital Currency. e-Wallets. Peer-to-Peer Payments. Micropayments. Business-to-Business (B2B) Transactions. e-Billing. Developing Payment Standards. Internet Hardware, Software and Communications. Internet

Security. Internet Marketing: Branding. Internet Marketing Research, e-Business Advertising, e-Business Public Relations. Business-to-Business (B2B) Marketing on the Web. Search Engines. Affiliate Programs. e-Customer Relationship Management. Legal Issues: Privacy on the Internet. Cybercrime. Internet Taxation. Regulating the Internet on an International Level.

Prerequisite: IST 6000, IST 6030

Credit: 3 Units

IST 6710 Informational and Technology Management Internship

Directed internship in a private firm or not-for-profit organization, or a government agency for experience in the practical application of information and technology.

Prerequisite: BUS 6220

Credit: 3 Units

IST 6850 Information and Technology Management Project

Independent study under the direction of a faculty supervisor. Projects may include library or empirical research or analysis and written report on an appropriate information and/or technology organization (private firm, not-for-profit organization, or government agency).

Prerequisite: BUS 6220

Credit: 3 Units

JPN: Japanese

JPN 1000 Beginning Japanese I

First course in a sequential series; basic language skills of listening, speaking, reading, and writing. Basic greetings, numbers, time expressions; "desu" (be), its

conjugation and sentence pattern; verbs and sentence pattern for movement; transitive and intransitive verbs for daily activities; how to write and read in Hiragana letters. (Course is open to students who have no knowledge of Japanese.)

Credit: 3 Units

JPN 1001 Beginning Japanese II

This is the second course in a sequential series. The attempts to master basic language skills continue: mentioning, means, period of time, various types of quantity; adjectives; verbs for existence; non-volitional verbs; superlative and comparative sentences; how to read and write in Katakana letters.

Prerequisite: JPN 1000

Credit: 3 Units

JPN 2000 Intermediate Japanese I

The course focuses on further development of grammar and communication skills, both oral-aural and written. Among others, it focuses on Te-form, Nai-form and basic verb forms, and their uses in expressing wishes, requests, prohibitions, obligations, capabilities, repeated actions etc. (Course not open to native speakers of Japanese.)

Prerequisite: JPN 1001 or permission from the instructor.

Credit: 3 Units

JPN 3000 Intermediate Japanese II

This is the second course of Intermediate Japanese in a sequential series. It focuses on further development of grammar and communication skills, oral, aural and written. It centres on Ta-form and Plain form of verbs and on the mastery of

various phrases that go with the forms. Various types of compound sentences, relative clauses and conditional are also included. (Course is not open to native speakers of Japanese)

Prerequisite: JPN 2000 or permission from the instructor.

Credit: 3 Units

JPN 4000 Advanced Japanese I

This is the first course of Advanced Japanese in a sequential series. It focuses on further development of grammar and communication skills, both oral-aural and written. Among the contents covered are verb forms such as potential / ability form, volitional form, conditional form, various applications of all the forms learned, and conjectural expression. (The course is not open to native speakers of Japanese)

Prerequisite: JPN 3000 or permission from the instructor.

Credit: 3 Units

JPN 4001 Advanced Japanese II

This is the second course of Advanced Japanese in a sequential series; further development of grammar and communication skills, both oral-aural and written. Passive verb, nominalization, polite request, causative verb, various expressions that go with different verb forms are among other topics covered. (Course is not open to native speakers of Japanese)

Prerequisite: JPN 4000 or permission from the instructor.

Credit: 3 Units

JPN 4002 Japanese Culture and Civilization of Japan

This is the last course of Japanese for the minor. Polite, deferential, and humble expressions of Japanese are explored. Some aspects of Japanese culture, society and civilization are delved into. Students may participate in Windows to the World Program as part of the course. (Course is not open to native speakers of Japanese)

Prerequisite: JPN 4001 or permission from the instructor.

Credit: 3 Units

JRN: Journalism

JRN 2103 Fundamentals of Photography

This course develops an understanding of the scientific, technical and creative principles of still photography. The use of the 35mm camera. Basic aspects of photographic composition. Among practical topics covered will be: focusing, framing, shutter & motion, depth of field, metering, the use of flash, shooting portraits and darkroom techniques.

Equipment: 35 mm camera and flush unit; film; darkroom and chemicals

Credit: 3 Units

JRN 1105 Introduction to Broadcast Media

Basics of media production: TV camerawork, audio, microphones, lighting, videography, and basic recording of sound. Elementary aspects of staging, make up, camera direction, and props, used on basic training and other practical projects. Tutorial and laboratory use of elementary media production

equipment and techniques. Course materials cover both radio and television writing.

Credit: 3 Units

JRN 1106 History and Theory of Public Relations

Focus on this course will be on an intensive examination of the practice of public relations. Topics include the organization and management of public relations agencies; planning and executing multimedia public relations campaigns, special problems, the management of public opinion; research and evaluation techniques in public relations, in addition to the function of institutional public relations for government or industry.

Credit: 3 Units

JRN 2106 Principles of Broadcasting

Writing for broadcast media, elements of radio and television program productions, radio and television news reporting, live coverage of events on location. Definitions of terms and the process of electronic media communication, and characteristics of radio. Characteristics and roles of television and radio, television and radio studio layout, radio and television program pre-production, production and post-production, animation, cartoons, puppets, new technologies, sound recording, news stories, features, audio and audio-visual documentary programs.

Prerequisite: JRN 1105

Credit: 3 Units

JRN 2109 History and Theory of

Advertising

This course aims to provide students with knowledge of the principles and techniques used in the practice of advertising to sell goods, services and ideas. It considers the development of advertising, its functions and varieties, basic advertising research, basic media strategy, media markets and audience for newspapers and magazines, television and radio, in addition to other media services, preparing advertising copy layout, development of advertising campaigns and budgeting.

Prerequisite: JRN 1106

Credit: 3 Units

JRN 2201 Introduction to Print Media

The concept and nature of news as a product, qualities and desirable qualifications of a news reporter, sources of news, types of news events, the Inverted and hourglass news writing styles, gate-keeping, and interview techniques.

Credit: 3 Units

JRN 2223 Theories of Mass Communication

Introduction to the concepts and theories of mass communication: mass communication and culture; new media theory; normative theory of media and society; media structures and performance; media economics and governance; media organisation; the production of media culture; media content; processes and model of media effects; news and political communication. *Credit: 3 Units*

JRN 3000 News Reporting and Writing

Emphasis will be on reporting, the gathering of information and turning that raw information into readable, informative and compelling stories for a newspaper audience. Issues covered include news theory, research, story structure and deadline writing. Story components such as the Intro/Lead, attribution, the nut graph and back grounding are covered. The art of interviewing is taught and tested. Beats such as the police, the courts, sports, business reporting, local government, parliament, education, health, and covering press conferences are introduced. Equipment: Computer lab
Co-requisite: the Gazette
Credit: 3 Units

JRN 3002 Introduction to News Editing

News gathering and editing theories and techniques, policies and philosophies, page layout, printing production and design. Professional orientation for journalism, public relations and advertising including in-house publications and journals, newsletters and press releases. Co-requisite: the Gazette.

Equipment: Computer lab

Prerequisite: JRN 3000

Credit: 3 Units

JRN 3006 International Mass Media

This course develops the student's knowledge and understanding of global mass communication. In analyzing international media theories and systems, it addresses the practice and study of journalism from a variety of international perspectives. It recognizes global trends in information

flows and media ownership, and examines similarities and differences in journalism activities and techniques. A study of News Agencies as agents of globalization is incorporated. Finally, the course introduces the student into functioning as an international correspondent.

Credit: 3 Units

JRN 3007 Media Law and Ethics

This course explores the social role of journalism and the journalist from legal, historical, ethical, and economic perspectives. Select case studies are from legal, ethical and professional points of view. On legality, the course will equip the student journalist with a working knowledge of media law relevant to their distinctive callings. Libel laws, trespass/privacy and government-related laws as they pertain to Kenya, will be examined. On ethics and professionalism, the course covers such perennial controversies as truth, journalism's first obligation; who journalists work for; objectivity; independence; proportionality; monitor of power; engagement versus relevance; and the dynamics between Press freedom and the protection of individual and community rights.

Prerequisite: JRN 3000

Credit: 3 Units

JRN 3009 Community Media

A critique of approaches to alternative media, based on critical theory and theories of popular culture. The application of the critique to alternative media, to have some impact on issues such as access, cultural development,

trading and production, in rural and/or community settings, feasibility studies of rural newspapers, radio stations, rural video production, and other projects.

Prerequisite: JRN 3000

Credit: 3 Units

JRN 3010 Television and Video Production I

A course on audio-visual media, and evaluation of programs. Students' work as individuals and in groups on a variety of programs and in different talent and production roles. Tutorial and lab exercises require students to have basic media production skills. Knowledge of production equipments and camera techniques such as camera shots, movements, angles and picture composition. Knowledge of script writing, lighting equipment, television studio and control room, electronic editing, post-production work and practical assignments.

Equipment: TV studio, editing suites

Prerequisite: JRN 2106

Credit: 3 Units

JRN 3011 Online Journalism

This course serves as an introduction to the practice of journalism on the web. It provides an overview of the technologies involved in building a web application, including skills learning. Students will learn about journalistic issues relating to credibility, ethics and standards on the web. History and context of new media publishing, finding and evaluating information online, hypertext and writing for new media, site architecture and design, digital images, digital cameras, scanning,

a case study on the future of web-based journalism.

Equipment: Computer lab

Prerequisite: JRN 3000

Credit: 3 Units

JRN 3016 Public Communication

This course focuses on developing communication skills with an emphasis on topic research, patterns of organisation and speech preparation, speech delivery techniques, interpretive communication skills, and analysis of popular speeches, radio and TV presentation techniques. Attention will be given to theories of motivation and leadership in communication. This course also aims at inculcating practical, oral and written skills as well as listening and speaking skills.

Credit: 3 Units

JRN 3014 Corporate Media Management

Attention is focused on managerial communication practices and skills, organization and financing of media house services, criticisms and evaluation of media services. Also covered are communication channels, networks and organizational communication techniques. This course also explores media house management structures, procedures, policies, and goals of news operations within print and broadcast media. It delves into the mechanics of news making as an industry; business models, technology, relationships with program consumers, and the impact of the increasing complexity and competition. Such changes put a premium on management planning

and standards; all of which are essential in creating a unique and differentiated presence in the program marketplace.

Prerequisite: JRN 1106

Credit: 3 Units

JRN 3018 PR & Organizational Communication

This subject introduces students to contemporary Kenyan and international public relations and organizational communication practice. Students develop an understanding of contemporary public relations in the context of international and external organizational communication and in the relationship between practice and theory.

Prerequisite: JRN 1106

Credit: 3 Units

JRN 3020 Development Journalism

Are the journalists doing enough toward the development of a society that is undergoing serious reconstruction? Can journalism be used to actually benefit and inspire its audience? This course envisions the needs of a developing country. It focuses on communities doing things for themselves. A part from its traditional beats, journalism is also about highlighting what people are doing to help transform their lives, be it alongside government or on their own. The idea in this course is to avoid feeding media consumers with stories about crime, calamity and scandal on a daily basis. But the basic professional skills of reporting are respected, taking into account the marketplace and the special target audience.

Credit: 3 Units

JRN 3024 Communication Research

This course aims to teach students the theory and practice of audience research methods and public opinion polls. The subject examines the techniques used in media research; how researchers define topics, structure their research, control and measure variables and how they utilize these variables to develop conclusions concerning media audiences. The subject examines issues in planning, research, reviewing literature, developing research instruments and obtaining data, analyzing data and completing research projects with written reports, observations and findings.

Prerequisite: ENG 2206 Concentration course not done by all.

Credit: 3 Units

JRN 3028 Business Reporting

This course introduces the tools and terms of business journalism so that students can report business stories in a readable and understandable language. Students will be exposed to different business beats. They will be taught to develop sources and analyze data: charts, graphs, financial reports, economic indicators and on-line resources. A major emphasis is on writing well-crafted, lively stories that explain business concepts without relying upon the twin crutches of jargon and cliché.

Prerequisite: JRN 3000

Credit: 3 Units

JRN 3025 Human Rights Reporting

Develops knowledge on how the media often impinges on individual human rights. The course also focuses on the

challenges of reporting human rights abuses in Kenya and overseas. Class will discuss the history of the concept of human rights and innovations in the enforcement of human rights law. Particular stress will be laid on the practical and ethical challenges facing reporters and investigators who cover human rights, in the course of duty. These include subjects such as refugee status, police tactics, tribal profiling, court procedures, and the moral responsibility of multinational business for human rights.

Prerequisite: JRN 3000

Credit: 3 Units

JRN 3026 Gender Reporting

This course provides a theoretical and historical framework for understanding the complexities of cultural heritage, tensions among social classes, gender and sexual prejudices. The objective is to cover these subjects with greater sophistication and originality, and to prepare students for work in an increasingly global society. Among issues covered are: cultural feminist media studies, stereotyping, pornographic media content, role of gender in positioning the spectacular in relation to images – film, television, photo coverage of males versus females, and the place of women in society

Prerequisite: JRN 3000

Credit: 3 Units

JRN 3027 New Media Production

The course integrates traditional journalism with new media storytelling skills and techniques and hands-on professional experience. Students add web publishing to their print or broadcast

skills. web publishing software, digital photography, audio; audio-visual, and video production and interactive tools. Technology training is balanced with an extensive study of the issues that separate Web-based journalism from other forms of media.

Equipment: Lab, digital cameras, web space

Prerequisite: JRN 3011

Credit: 3 Units

JRN 3301 Feature Writing

Develops techniques of feature article writing skills, knowledge of types of feature articles, documentary-film review, book review, movie reviews, studies the operations of cinema theatre industry, personal column, editorial comment, sports features and writing of obituaries.

Prerequisite: JRN 3000

Credit: 3 Units

JRN 3321 Radio Production I

Theory of oral-aural communication, tools of production, control room, types of microphones, sound recording equipment, acoustics, tape recorders/ cassettes, sound effects, editing, voicing, program formats –interviews, talk shows, magazines, features, documentaries, script writing, presenting, and practice in the studio.

Equipment: Radio studio

Prerequisite: JRN 2106

Credit: 3 Units

JRN 3901 Principles of Advertising

History and theory of advertising, marketing function of advertising, types of advertising - radio, television,



newspapers, magazines, informal advertising, and advertising as communication. The advertising agency, advertising design, research in advertising, public relations advertising, measuring effectiveness of advertising, gender and other issues in advertising, portrayal of women, ethics.

Prerequisite: JRN 2109

Credit: 3 Units

JRN 3911 Principles of Public Relations

Public relations principles and practices, including writings and using media releases and public service announcement, media liaison, crisis communication management, handling media conferences and creating the public relations campaigns.

Prerequisite: JRN 3018

Credit: 3 Units

JRN 3922 Photojournalism

Equipment: computer lab, digital cameras, scanner, photographic paper, colour printer

Reporting the news and telling stories with the camera. Stresses recognition, development and creation of news photographs and the skills of the photo editor. Provides experience in shooting and digital editing. Incorporates skills such as photo-story and photo-essay production; transmitting electronic images and judging photographs for publication. Students are also exposed to research, law and ethics as it applies to the photojournalist.

Prerequisite: JRN 2103

Credit: 3 Units

JRN 4011 Mass Media Criticism

Radio, television, music, the recording industry, the theatre, books, articles and other forms of modern entertainment and information, viewed through the theory of modern and classical criticism

lectures and critical practical yielding papers. Students work on critical formats in print and non-print and the requirements for publication and broadcast.

Credit: 3 Units

JRN 4012 Writing for Visual Media

Script-writing for audio-visual screen, a television documentary, features, magazines, news bulletins, writing editorial commentaries, the screen language, developing the story-line – plot, characterization, setting, sound recording, scenes, music. The storyboard techniques, piecing it together, production and post-production.

Credit: 3 Units

JRN 4025 Creative Writing

Develops knowledge and skills of the building blocks of creative writing. Fictionalized writing based on creative interpretation of perceived events in society and creatively developing plots/themes with a view to understanding the elements of fiction writing. Analysis of plots, themes, characterization; setting, timing and environment.

Perceiving and developing incidents, episodes, suspense, dialogue, flashbacks, story beginnings, story endings and humor.

Prerequisite: ENG 2206

Credit: 3 Units

JRN 4027 Broadcast Documentary

This is an advanced level course in documentary video-film, which involves shooting on location, script writing and editing for broadcast media. Each

student will undertake the writing of a major project for film or broadcast media. The course will cover writing proposal and production treatment; elements, characteristics, plot and narrativity; as well as the development of a story idea through a shooting script.

Prerequisite: JRN 3321 & JRN 3010

Credit: 3 Units

JRN 4029 Radio Production II

This course provides an intensive practical experience, which emphasizes professional independence and creativity of the student. Students will create and produce radio magazine programs, radio dramas and radio documentaries. In addition, students will undertake the production of sound effects and multi-task recordings.

Prerequisite: JRN 3321

Credit: 3 Units

JRN 4030 Television and Video Production II

This is an intermediate level course designed to give students with knowledge of video and television production skills and techniques. The course covers television production and direction, elements of visual style, picture composition, television graphics and set design as well as the use of television production facilities and equipment. Special attention is paid to the writing, production and presentation of broadcast news and public affairs programming.

Equipment: TV studio, editing suites

Prerequisite: JRN 3010

Credit: 3 Units

JRN 4031 Print Media Production

This is a hands-on opportunity to experience print journalism. It is the practical convergence zone of all those journalistic principles already learnt in earlier principal courses. Students plan, report, write and produce a quarterly newspaper/magazine that focuses primarily on campus life and in-depth stories emanating from the broader Nairobi cosmopolitan. Under the supervision of faculty and guest practicing journalists, student editors make the assignments and handle layout and copy editing, while others work as general assignment reporters. This course will sharpen your reporting, writing and editing skills. It will prepare you for newspaper jobs and help you stretch and produce quality journalism. Co-requirement: the Gazette production. Equipment: Computer lab
Prerequisites: JRN 3000, JRN 2103 & JRN 3301
Credit: 3 Units

JRN 4032 Public Relations Ethics

Event promoters and access to news assemblers, relationship between politicians or officials and the media, election campaigns and pseudo-events, efficient supply of suitable material, power and influence of source, good public relations, dependency of media on limited sources, and mutual self-interest in news coverage.
Credit: 3 Units

JRN 4033 Advertising and Media Audiences

The study of advertising within media economics, studies of audience effects, popular culture, and media economic policy.

Prerequisite: JRN 2109

Credit: 3 Units

JRN 4034 Broadcast Script Writing

The student will analyze and practice the craft of scriptwriting for film, stage television, video and radio. This will include study and exercises in story construction, premise, theme, characterization, dialogue and action. The student will be required to develop a minor and major script as well as weekly projects relating to the lecturers.

Prerequisite: JRN 2106

Credit: 3 Units

JRN 4040 Television and Video Production III

An over view of TV as a media genre, basic definitions, characteristics, concepts, roles of TV, TV studios, TV program production, animation, cartoons, puppets, new technologies – cable TV, satellite communication, videotapes, camera.

Prerequisite: JRN 4030

Credit: 3 Units

JRN 4401 Editorial Writing

The course develops the students' editorial appreciation and editorial writing. The subjects include the nature and functions of various types of editorial and other opinion pieces, local and international editorial policies of newspapers, writing editorial and other opinion pieces for newspapers and magazines, selecting and managing Letters to the Editor column.

Equipment: Computer lab

Prerequisite: JRN 3301

Credit: 3 Units

JRN 4900 Journalism Project

Extended individual research or project under the direction of a faculty member and approved by the department chair or dean. Projects may include library or empirical research, analysis and written or oral presentation of a report on a topic in the student's major field.

Prerequisite: Students must be seniors

Credit: 3 Units

JRN 4910 Journalism Internship

Internship in business, school, non-profit organization, volunteer organization or in another group or organization approved by the faculty department chair or dean. Must be in the student's major area of study. A minimum of 120 hours required. (Grading is credit/no credit)

Prerequisite: Students must be seniors

Credit 3 units

LED: Leadership

LED 7000 Strategic Leadership and Change Management

This course examines the environmental forces and processes influencing organizational change and how these influences affect the strategies, structures and contexts within which contemporary organizations operate. It examines leadership from three perspectives. The first is the nature of leadership examining examples of leadership style and decision making. The second covers the linkages and differences between leadership and management. The third profiles leaders

and the characteristics associated with leadership. The course deals with topics as varied as leadership styles, good and bad leadership, and how leaders make decisions and solve problems.

Credit: 3 credits.

LED 7010 Seminar in Leadership and Change Management

This course focuses on the theoretical and practical use of Leadership and agents of change. The course provides students with theory and application from the individual and organizational perspective to conduct doctoral research and/or participate in leadership activities. The workplace is analyzed for its adaptation to manage change, define its culture, utilize group dynamics and team building, integrate Leadership practices and theories, and create leadership potential.

Credit: 3 credits.

LED 7020 Leadership Comprehensive Examinations

The objective of the comprehensive examination in the DBA program is to provide students with the opportunity to demonstrate depth and breadth of knowledge relevant to their specific field of study. During the comprehensive exam, the student will also be expected to demonstrate that they have sufficient knowledge to begin their thesis. The process, in part, is a measured directed towards ensuring the novelty of the thesis.

Credit: 3 units

LIT: Literature

LIT 1105 Introduction to World Literature: Fiction, Poetry, and Drama

Readings in the main genres of literature (fiction, poetry, and drama) throughout the cultures of the world; includes consideration of oral literature; introduction to critical approaches to literature. (WI)

Credit: 3 Units

LIT 1106 African Fiction

Introduction to the African Novel A survey of the development of the African novel from its beginnings to 1970. This is a reading course in the African novel; students are required to read one novel each week for ten weeks, as well as read closely and do an oral presentation and term paper on one particular novel during the quarter. Class time is devoted to discussions of a different novel each week, and students are expected to have read that novel, or substantial portions thereof, before coming to class. (WI)

Credit: 3 Units

LIT 1107 Introduction to African Literature

A survey of African literature in several genres, including folk tale, novel, short story, poetry, drama, and epic, from the English, French, Arabic, and native language traditions. This course serves as an introduction to the riches of African literature in various genres and traditions. (WI)

Credit: 3 Units

LIT 2215 Approaches to Literature

Introduction to literary criticism; consideration of traditional approaches as well as contemporary: historical, moral-philosophical, formal, psychological, mythological, feminist, etc. (WI)

Credit: 3 Units

LIT 2220 Literature and Culture

Literature as the record and expression of a culture's values and beliefs; an inquiry into the symbiotic relationship between a culture and its literature; intercultural, thematic approach to literary works. (WI)

Credit: 3 Units

LIT 2225 Introduction to Shakespeare

Reading, viewing, and interpreting selected comedies, tragedies, and sonnets; introduction to Shakespeare criticism; exploration of the "authorship question;" consideration of Shakespeare's place in the canon. (WI)

Credit: 3 Units

LIT 3001 Latin American Fiction I

Fiction from the earliest years of colonization up to the mid-nineteenth century; includes narratives of indigenous people. (WI)

Credit: 3 Units

LIT 3002 Latin American Poetry I

Poetry from the earliest years of colonization up to the mid-nineteenth century; includes narratives of indigenous people. (WI)

Credit: 3 Units

LIT 3003 Poetry Across Cultures

Comparative study of representative

poetry from the world's cultures; emphasis on close reading and interpretation; exploration of historical and cultural significance; consideration of issues of translation. (WI)

Credit: 3 Units

LIT 3020 International Perspectives
on the Novel Investigation of the genre of the novel and its intersection with and manifestation of individual and cultural meaning. (WI)

Credit: 3 Units

LIT 3330 Literature for Children and Adolescents

Traditional and modern writings for children; includes fanciful tales, realistic stories, fairy folk tales, myths, hero-stories, legends, and fables. (WI)

Credit: 3 Units

LIT 3340 Myths, Rituals, and Archetypes

Study of repeated motifs and analysis of archetypal patterns as they occur throughout literature; includes study of Biblical and other sacred texts, and classical and mythological literature. (WI)

Credit: 3 Units

LIT 3351 Masterpieces of World Literature: Major Works from the World's Cultures

Readings in and study of selected widely acknowledged literary works from the world's cultures; exploration of the notion of the literary masterpiece. (WI)

Credit: 3 Units

LIT 3775 Post-Colonial Writing in English

Survey of important writers of the former British colonies of Africa; Australia, New Zealand and the South Pacific; Canada; the Caribbean; and South and South-East Asia; exploration of historical, cultural and contemporary concerns related to colonial legacies.

(WI)

Credit: 3 Units

LIT 4001 Latin American Fiction II

Fiction from the mid-nineteenth century up to the present; short story and novel; includes narratives of indigenous people. (WI)

Credit: 3 Units

LIT 4002 Latin American Poetry II

Poetry from the mid-nineteenth century up to the present; includes poetry of indigenous people. (WI)

Credit: 3 Units

LIT 4003 Latin American Drama

Survey of Latin American drama from colonial times to the present; includes consideration of theatre of indigenous people. (WI)

Credit: 3 Units

LIT 4007 Major Works of British and U.S. Literature

Intensive study of selected British and U.S. Literary masterpieces across the genres of fiction, drama, and poetry; comparative study of differences and similarities between British and U.S. literatures. (WI)

Credit: 3 Units

LIT 4010 Specialized Seminar in

Regional Literature

In-depth exploration of literature and its relationship to culture and region. Regions to be considered will rotate each time the course is offered through Africa, Europe, Asia and the Pacific, Latin America, and North America. (WI)

Credit: 3 Units

LIT 4785 African Authors Seminar

In-depth consideration of the works of one or two significant writers (novelist, poet, dramatist, or short story writer); his, her, or their contribution to the life and letters of Africa (WI)

Prerequisite: LIT 1105 or equivalent

Credit: 3 Units

LIT 4815 Oral Literature

In-depth consideration of oral literature as a separate genre; investigation into contemporary oral literature (e.g. folk tales, urban legends, jokes, etc.); examination of oral literature of selected indigenous peoples. (WI)

Credit: 3 Units

LIT 4820 Sacred Literatures of the World

In-depth study of the scriptures and religious writings of various world cultures, i.e. Taoist, Buddhist, Hebraic, Christian and Islamic. Focus on literary features that cause the literature to be regarded as inspired and sacred. (WI)

Prerequisite: LIT 1105 or equivalent.

Credit: 3 Units

LIT 4825 Contemporary Literary Critical Theory

Exploration of the theory and

application of literary criticism. Study of contemporary critical theories such as structuralism, deconstruction, feminist theory, and others. Includes consideration of the philosophical, political, and linguistic assumptions and implications. (WI)

Prerequisite: LIT 2215 or equivalent.

Credit: 3 Units

MGT: Management**MGT 3010 Overview of Management Practice**

Examination of management processes, structure and behavior, focusing on the changing nature of management in response to turbulent internal and external environments; various theories are integrated into applied dimensions of successful business practices; emphasis on global management perspectives.

Prerequisite: BUS 1010

Credit: 3 Units

MGT 4010 Dimensions of Leadership and Management

Multidisciplinary perspectives on the role of leadership and management in society; review of the differences and similarities between leadership and managerial mindsets and behavior; the theoretical and applied aspects of leadership and management in social, cultural, and organizational contexts; the motivation of people and the role leaders and managers play in creating quality of work life and enhanced productivity.

Prerequisite: MGT 3010

Credit: 3 Units

MGT 4020 Organizations and Organizational Behavior

Introduction to the concept of the business entity as an environment serving organization (ESO) with economic and social responsibilities; explores organization structures, systems, staffing and management processes; covers theoretical and applied aspects of behavior in organizations, including organizational change and development.

Prerequisite: MGT 3010

Credit: 3 Units

international competition.

Prerequisite: MGT 3010

Credit: 3 Units

MGT 4050 Total Quality Management

A study of philosophical and conceptual approaches to quality management espoused by leading theorists and practitioners such as Demming, Juran, and Crosby. Practical aspects of TQM theory, and an introduction to a framework for developing, implementing, and continuously improving upon an organizational quality culture.

Prerequisite: MGT 3010

Credit: 3 Units

MGT 4030 Cross-Cultural Management

Examines the challenges and opportunities of managing cultural diversity in organizations with emphasis on the transnational enterprise; introduces phenomena of globalization, culture and organizational cultures, and cultural synergy; develops intercultural awareness and strategies for hedging cultural gaps.

Prerequisite: MGT 3010

Credit: 3 Units

MGT 6010 Human Resource Management

A study of the theory and practice of human resource management in relation to the challenges and opportunities facing the firm in today's rapidly changing, globally oriented, and highly competitive environment. The course focuses on strengthening employee-management relations and creating a productive work environment. Major topics covered include job analysis, staffing, training and development, performance appraisal, compensation management, labour relations, workplace safety and health. Also included is a discussion on managing human resources in an international business.

Prerequisite: MGT 5070

Credit 3 units

MGT 4040 Human Resource Management

A study of the theoretical and practical aspects of human resource management including job analysis and design, recruiting, retention, training, appraisal, and compensation systems and employee health and safety; emphasis on contemporary issues such as changing governmental and legal requirements, increasing demands for more highly skilled workers and

MGT 6020 Human Resource Development

The course examines effective human resource development (HRD) practices

as a key factor in today's dynamic and competitive business environment. Topics covered include the role and structure of HRD function; employee training, education, and development; systematic approach to training process including needs assessment, planning, implementation and evaluation; training methods and techniques; adult learning process and principles; costing training programs and services. Also included is an emphasis on contemporary issues in HRD such as increased globalization and development of a learning organization.

Prerequisite: MGT 6010

Credit 3 units

MGT 6030 Labour Relations Management

A study of the theoretical and practical aspects of labour relations management in a changing business environment including factors influencing effective employee-management relationships, the role of labour unions; collective bargaining process; conflict management and negotiation; employee discipline and counselling. Also included is an emphasis on labour laws and regulations regarding employment, labour disputes, compensations, wages, retirement benefits, and industrial training.

Prerequisite: MGT 6010

Credit 3 Units

MGT 6710 Human Resource Management Internship

Directed internship in a private firm, non-profit organization or government agency for experience in the practical application of human resource

management. A range of 200-400 hours required depending on the organization.

Prerequisite: BUS 6220

Credit 3 Units

MGT 6850 Human Resource Management Project

Independent research under the direction of a faculty advisor. Projects may include library or empirical research or analysis and written report on the human resource management aspects of an appropriate business organization (private firm, not-for-profit organization or government agency).

Prerequisite: BUS 6220

Credit: 3 Units

MGT 7000 Global Strategic management

This course examines new transnational dimensions to the core technology of strategic management and includes the transnational environment; aggressiveness of transnational strategy; responsiveness of transnational general management capability; responsiveness of transnational functional capability; and strategy issues in transnational environments such as strategic information, societal strategy, technology and competitive strategy. 3 credits.

MGT 7010 Seminar in Strategic Management

This course is designed to study strategy and related issues that affect the success of the entire organization. This course introduces the theory and tools of critical and effective strategic analysis, and thinking. It concentrates

on current theoretical and empirical research relating to emerging areas of knowledge in the strategic management field. It reflects the emphasis of current research on strategic and organizational phenomena. 3 credits.

MGT 7020 Management Comprehensive examinations

MKT: Marketing

MKT 3010 Principles of Marketing

An introduction to the study of the marketing function in the business enterprise. A study is made of market segmentation and the creation of market demand to serve profitably the needs of customers. The key elements in marketing strategy are studied - product planning and promotion - with customers and competitors as dominant reference points.

Prerequisite: BUS 1010

Credit: 3 Units

MKT 3020 Marketing Information Systems

This course equips the students to understand marketing projects and functions using computer technology. The students are introduced to marketing decision support systems for tasks as product pricing, distribution choices, promotion planning.

Prerequisites: IST 2040 and MKT 3010

Credit: 3 Units

MKT 4010 International Marketing

An analysis of key international marketing activities and functions. Topics include environmental constraints,

exporting, international product planning, and international selling and advertising. The various concepts are integrated through the development of a complete international plan for the marketing of a product in another country.

Prerequisite: MKT 3010

Credit: 3 Units

MKT 4020 Marketing Research

Examines marketing research information as an information-providing activity for the purpose of management decision making. Provides an understanding of what marketing research is, what kinds of information it can provide, and how it is used by marketing managers.

Prerequisite: MTH 2210, MKT 3010

Credit: 3 Units

MKT 4030 Marketing

Communications and Buyer Behavior Examines methods that organizations use to communicate with customers and prospects, including personal selling, advertising, sales promotion, public relations, and other forms of promotion. Evaluates the characteristics of each form of promotion in varying marketing situations for formulating communications strategies and tactics.

Prerequisite: MKT 3010

Credit: 3 Units

MKT 4040 Global Marketing Strategy

Investigates marketing techniques and programs as developed and implemented on an international scale. Evaluates international marketing strategies, special goals, and decision-

making processes that are part of marketing internationally.

Prerequisite: MKT 3010

Credit: 3 Units

MKT 4050 Services Marketing

An examination of the unique aspects of services. Study of the role of the marketing manager and the service/sales team's responsibility to develop and implement market plans as part of the corporation's strategic and operational plan.

Prerequisite: MKT 3010

Credit: 3 Units

MKT 6000 Managerial Marketing

Focuses on the necessary skills to be an effective global marketing manager including analytical decision-making tools that apply to managerial aspects of the marketing functions and tasks. The course will address the skills needed to be a persuasive oral and written communicator of corporate marketing information

Prerequisite: BUS 5030

Credit: 3 Units

MKT 6010 Marketing Communications Strategy

Examination of strategies that organizations use to communicate with customers and prospects, including personal selling, advertising, sales promotion, public relations, and other forms of promotion. Focuses on managerial aspects of communications design, development, and appraisal, and on decisions made to stimulate

demand and develop total marketing communications programs.

Prerequisite: BUS 5030; MKT 6000

Credit: 3 Units

MKT 6020 Marketing Research

Examination of marketing research information as an information providing activity for the purpose of management decision making, alternative research designs and their relative strengths and weaknesses; and the major types of measurement techniques and data collection methods.

Prerequisites: BUS 5030 and BUS 5090;

MKT 6000

Credit: 3 Units

MKT 6040 Global Marketing Strategy

Investigation of marketing techniques and programs as developed and implemented on a global scale, the extent of standardization of marketing programs across several countries; and the selection of appropriate entry strategies for foreign markets.

Prerequisites: BUS 5030; MKT 6000

Credit: 3 Units

MKT 6050 Information Systems Applications in Marketing

The course covers various aspects of designing information systems so as to make marketing decisions. It also covers aspects of planning and designing the marketing information systems to leverage company wide data from other functional areas in order to efficiently create competitive advantage.

Prerequisites: BUS 5080; BUS 5030

Credit: 3 Units

MKT 6710 Marketing Internship

Directed internship in a private firm, a not-for-profit organization or a government agency for experience in the practical application of marketing management. A range of 200-400 hours required depending on the organization.

Prerequisite: BUS 6220

Credit 3 Units

MKT 6800 Seminar in Marketing

Seminar on special topics in marketing.

Credit: 3 Units

MKT 6850 Project

Independent research under the direction of a faculty advisor. Projects may include library or empirical research or analysis and written report on the marketing aspects of an appropriate business organization (private firm, not-for-profit organization or government agency).

Prerequisite: BUS 6220

Credit: 3 Units

MOD: Executive Master of Science in Organisational Development (EMOD)

MOD 6000 Managerial Accounting for Non Accountants

The study of managerial accounting principles including foundations of accounting and managerial uses of accounting data in cost analysis, planning, decision-making, control and performance measures.

(Credit: 3 Units)

MOD 6010 Organizational Theory and

Behavior

Inquiry into individual behavior in organizations, group dynamics in organizations and organizational processes. Topics include organization behavior theories and approaches; diversity and management across cultures; individual differences and values; group dynamics and decision making; leadership and effective communication; and organizational change; practical application, individual research and case studies are emphasized.

Credit: 3 Units

MOD 6020 Strategic Management in Profit and Non-Profit Organizations

This course explores the issues of defining corporate mission, objectives, and goals. Participants focus on the analysis of the firm's external and internal environment to identify and create competitive advantage in a global context. The course emphasizes the cultural, ethical, political, and regulatory issues faces any global business environment and the need for leadership for a successful management of strategic change.

Credit: 3 Units

MOD 6030 Leadership and Management of Change

A study of the dynamics of transformation leadership and management of change in environment serving organizations. Included are: the nature and characteristics of transactional and transformational leadership; relationships of power,

authority and responsibility to leadership effectiveness including conflict management, ethics, decision making, risk propensity and change introduction; dynamic relationship between environment, leadership style and change strategies; the nature of change; and the relationships between power, and the roles of the change agent and the change manager. The course provides hands-on problem solving activities, augmented by case studies and individual research.

Credit: 3 Units

MOD 6040 Strategic Human Resource Management

A study of the theory and practice of strategic human resource management in relation to the challenges and opportunities facing organizations in today's rapidly changing, globally oriented, and highly competitive environment. The course focuses on key aspects of managing human resources in domestic and multinational organizations, emphasizing the link between human resource policies and practices and organizational strategy. Topics include human resource planning, job analysis, staffing, the legal environment, training, performance appraisal, compensation, employment relations, health and safety, labour relations, and recent developments and future trends.

Credit: 3 Units

MOD 6050 Project Management and Fund-Raising

The course provides overview of

project management, proposal writing and fund-raising strategies in non-profit organizations. This course will explore fund-raising and grant writing including but not limited to the following: identifying fund-raising needs and goals; designing a viable fund-raising program (campaign); creative fund-raising activities; grant writing; understanding grant requirements and their relationship to the non-profit. Emphasis will be given to the essentials of project management and the project life cycle including project identification, planning, implementation and evaluation.

Credit: 3 Units

MOD 6060 Business Ethics and Corporate Social Responsibility

The course examines the relationship of values, ethics and corporate social responsibility within the global business environment and the ability of leaders and managers to respond effectively to society and ethical issues. Included are: the dimensions of culture and ethical behavior; corporate social responsibility models and approaches; arguments for and against corporate social responsibility; codes of ethics and governance structures. Addresses the development and implementation of corporate social responsibility strategies and programs in multicultural environments.

Credit 3 units

MOD 6070 Organization Development and Consulting

The course provides overview of

organizational development (OD) as a planned process of change and the role of OD practitioner or consultant as a change agent. It focuses on the major elements of OD process including entry and contracting, diagnosis, action planning, intervention and evaluation. Heavy emphasis is placed on diagnosis and diagnostic techniques as well as OD interventions including human process, techno structural, and human resource management interventions. The course provides hands-on diagnostic activities, augmented by case studies and individual research.

Credit: 3 Units

MOD 6220 Organization Development Research Methods

The course is designed to review research methodology associated with various types of projects and statistical analysis. Examines research planning and implementation process including, identification of research problem and formulation of research questions, literature review, data collection and data analysis methods, and dissemination of research findings. Emphasis is placed on action research, survey, and case study research designs and evaluations methods. Also included is an emphasis on the use of appropriate statistical package to analyze descriptive and inferential statistics. The major objective is to develop a project proposal on a relevant organizational development topic.

Credit: 3 Units

MOD 6850 Organization Development Project

Independent study under the direction of a faculty advisor. Projects may include library or empirical research or analysis and written report on the leadership and management of an appropriate organization (private firm, not-for-profit organization, or government agency).

Credit: 3 Units

MTH: Mathematics

MTH 1105 Algebra in Practical Context

Study of various topics in algebra including properties of real numbers, linear equations, and inequalities; polynomials, rational expressions, exponentials and roots, quadratics equations, systems of linear equations; applications of algebra to everyday problems.

Credit 3 units

MTH 1109 College Algebra

Concepts and theories in modern algebra with emphasis on functions, graphical methods, and theory of equations; includes study of quadratic equations, complex variables, systems of equations and inequalities, polynomial functions, logarithmic and exponential functions, arithmetic and geometric progressions.

Prerequisite: MTH 1105 or pass Mathematics Placement Examination.

Credit 3 units

MTH 1115 Algebra and Trigonometry

Elementary algebraic and transcendental functions and the universe; graphs; the solution of linear, quadratic, logarithmic, exponential and trigonometric identities.
Prerequisite: MTH 1105 (or pass Mathematics Placement Examination) and one year of high school geometry
Credit 3 units

MTH 1205 Introduction to Mathematical Modelling

A course on mathematical functions and how to use them to model real world systems. Models will be drawn from business, ecology, economics and other areas. Matrices, polynomial functions, sequences and series, exponential and logarithmic functions, basic probability, and elementary simulations will be studied and applied.
Prerequisite: Knowledge of basic algebra and passing the Mathematics Placement Exam.
Credit 3 units

MTH 1305 Calculus for Business and the Behavioural Sciences

A course in elementary differential and integral calculus that stresses applications in business, the behavioural sciences, and related areas. Limits, derivatives, and integrals will be defined and applied to elementary functions.
Prerequisite: At least two years of high school algebra and passing the Mathematics Placement Exam.
Credit 3 units

MTH 2010 Probability and Statistics

Population and sample sizes, classification of data, data tabulation, and graphical representation. Data aggregation measures: mean, median, mode, spread range, variances and co variances. Quartiles, percentiles, standard deviation. Definition of probability. Sample spaces and events. Conditional probability. Random variables, Poisson, exponential, and normal distributions. Markov and Chebychev inequalities. Limit theorems. Bi-variate distributions, correlation and regression.

Prerequisite: MTH 1109

Credit 3 units

MTH 2210 Introduction to Applied Statistics

Descriptive statistics, measures of central tendency and dispersion, skewness, moments and kurtosis, and correlation.
Prerequisite: MTH 1109

Credit: 3 Units

MTH 3301 Foundations of Mathematics

Comparisons of mathematical systems with emphasis on the real numbers, numeration systems, and their historical development; topics in geometry, set theory, and probability and statistics
Prerequisite: MTH 1109

Credit 3 units

NET: Networking

NET 4010 Client-Server and Distributed Systems

Review of the strategic perspective for



implementing client-server computing. Survey of client-server database servers. Database programming languages and tools for developing client-server applications. Distributed databases, distributed systems hardware, software, design, management, security and evaluation.

Prerequisite: IST 4060

Credit: 3 Units

NET 4020 Network Management

Review of LAN and WAN technologies. Network organization. Managing of telecommunication networks, cost-benefit analysis, and evaluation of different network options. Managing the Internet. Simple Network Management Protocol. Web-based network management. Network management

software and network monitoring tools.

Prerequisites: IST 4060, NET 4010

Credit: 3 Units

NET 4030 Internet Architecture and Protocols

In-depth study of internetworking concepts, architectures, and protocols. The Internet protocol (IP) and the transport control protocol (TCP). Client-server interaction and the socket interface. Application layer protocols of the TCP/IP protocol suite. Creating static dynamic and active World Wide Web (WWW) documents. Study of different Web programming and scripting languages, including Java. Students will be expected to build a simple web-

based information system.

Prerequisites: IST 4060, NET 4010

Credit: 3 Units

NET 4040 Telecommunication Applications

Review of: modulation techniques and bandwidth. Noise, attenuation, and crosstalk. Guided transmission media. Unguided transmission media. Traditional telephone services. Telephone network data services. Digital transmission systems. Telecommunications connections. Physical topology. Telecommunications transmission methods. Telecommunications signal compression. Telecommunications and television services. The race for television services. Television technology. Video recorders and players. Cable television. Digital television. High-speed data services. Packet switching and internet access. Internet protocols and connectivity. Broadband services with local loops. Broadband services with coaxial cable. Broadband services with dbs satellite. Virtual private networking. X.25 services. Frame relay services. Frame relay and x.25 comparisons. VPNs for small business.

Prerequisite: NET 4030; IST 4060

Credit: 3 Units

NSC: Natural Science

NSC 2205 Human Physiology

Functions of the systems of the human body and their relation to homeostasis; includes disease prevention and cure, health, wellness, and nutrition.

Credit: 3 Units

NSC 2212 Life, Environment and Society

For the non-science major; important scientific issues affecting society; topics include the origin of life, health issues, necessities of life, energy and environmental problems.

Credit: 3 Units

NSC 2215 Introduction to Physical Mechanics

Introduction to topics in physics for the non-science major: discusses the motion of objects and Newton's laws, temperature, electromagnetic waves and sound waves.

Credit: 3 Units

NSC 2216 Introduction to Earth Sciences

Introduction to topics from chemistry, geophysics, geology, and astronomy; discusses the structure of atoms, the periodic table, chemical reactions, earth's geophysical structure and earthquakes, and universe, galaxies and solar systems.

Credit: 3 Units

NSC 3304 Biology and the Environment

Introduction to biology that stresses the relationship of living things to their physical and biotic environments; biological molecules and processes, cell structure and function, evolution, heredity, and genetics; species, diversity of life forms, ecosystems, and the interdependence of ecosystem components. (WI)

Credit: 3 Units

PHE: Physical Education

PHE 3306 Physical Growth and Development

Physical growth and maturation; motor development of the individual from birth to maturity; changes in motor patterns of children and adults; and methods of evaluation of motor skills performance, and the selection of appropriate movement experiences.

Credit: 3 Units

prominent philosophers in various cultures from ancient times to the present.
Credit: 3 Units

PHL 3310 Ethics and Value Theory

Basic theories along with an investigation of several current controversies in practical contexts. (WI)

Prerequisite: ENG 1106

Credit: 3 Units

PHL 3500 Epistemology and Gender

Philosophical implications of the sociology of knowledge; special emphasis on the role of gender in forming our picture of the world.

Credit: 3 Units

PHL: Philosophy

PHL 1104 Introduction to Philosophy

Selected major topics in theories of reality and knowledge as well as from applied areas such as ethics, politics, aesthetics, and religion. Multicultural content. (WI)

Prerequisite: ENG 1106

Credit: 3 Units

PHL 4220 Asian Philosophy

Consideration of some of the main schools of Hindu, Buddhist, Taoist and other Asian traditions.

Credit: 3 Units

PHL 3306 Comparative Philosophy

Cross-cultural exploration of perspectives originating in Africa, Asia, Latin America, and the Middle East.

Credit: 3 Units

PHL 4230 African Philosophy

The course is about the discourse of philosophy in Africa. It exposes students to the general problems that are involved in conceptualizing "African philosophy" as well as the work that has been done in African philosophy as scholarly undertakings. It situates African philosophy in the wider context of world philosophy.

Credit: 3 Units

PHL 3307 Major Movements in U.S. Philosophy

Inquiry into culturally influential views including Puritanism, Pragmatism, Transcendentalism and evolutionary thought among others.

Credit: 3 Units

PHL 3309 Major Figures in Philosophy

Examination of the thought of

POL: Political Science

POL 2000 Introduction to U.S. Politics

Foundation of American politics _ the Constitution, federalism, the three

branches of government, political parties, political values, public opinion, interest groups. (WI)

Prerequisite: ENG 1106

Credit: 3 Units

POL 2105 Principles of Public Administration

The study of the fundamental concepts of public administration; its interdisciplinary nature and scope; the ethics of public service; and the major tools, techniques and methods involved in the conduct of public administration.

Credit: 3 Units

POL 2201 Introduction to Political Science

The course introduces students of political science as a field of academic inquiry thus placing emphasis on understanding basic concepts of politics, scope and theories of explaining complex political phenomenon. Questions such as what is politics, the role of the state and fundamental theoretical and analytical tools of politics are explained. Furthermore, the course introduces students to a number of different theoretical approaches of analysing politics especially how the state and society relates. Why study politics, power and the role of the state are also examined.

Prerequisite: HUM 1000; ENG 1106

Credit: 3 Units

POL 2505 State and Local Politics

The study of the politics at the state and municipal level; the constitutional and legal basis for state and local politics; American federalism; policy formulation

and implementation; and citizen participation.

Credit: 3 Units

POL 3000 Western Political Thought

This course includes the study of the basis and development of major Western political ideas from classical era to modern times. The roots of Western political notions on Greco-Roman and Judeo-Christian thought. The European medieval influence; and modern liberal ideas from Renaissance to the Industrial Revolution. The Twentieth-century traditional political ideas, such as Existentialism and Marxism are also covered.

Credit: 3 Units

POL 3005 Non-western Political Thought

The study of political ideas as expressed in Ancient Asian philosophies; the influences of traditional African and native American political concepts; and institutions as sources of modern political theories and ideologies.

Credit: 3 Units

POL 3110 Public Policy Formulations

The study of the formulation and implementation of public policy; rational choice and public goods approaches; issues concerning public demand and institutional assessment; externalities; collective decision-making; and systemic theory and cybernetic models.

Credit: 3 Units

POL 3120 Public Personnel Administration

The study of managerial tools for public

personnel; its specific nature; the phenomenon of bureaucratic inertia and cooperate interests as variables; effective public administration: case study analysis.

Credit: 3 Units

POL 3125 Municipal Administration

The study of specific issues involved in local level administration; analysis of the institutional mechanisms for citizens participation; administration of transportation, sanitation, housing, public safety, schools, and planning.

Credit: 3 Units

POL 3350 The U.S. Presidency

Study of the Presidency as a person and as an institution. Includes the expansion of the power and influence of the office both nationally and internationally.

Credit: 3 Units

POL 3500 The Federal Judiciary and the Constitution

The role of the federal judiciary in interpreting the Constitution, particularly the Bill of Rights, due process, and equal protection under the law.

Credit: 3 Units

POL 3505 Political Parties and Interest Groups in the U.S.

The development and function of political parties and interest groups in the American political system. Examines attempts at political reform and efforts to control the influence of interest groups.

Credit: 3 Units

POL 3510 The U.S. Congress

The study of the structure and functions of the United States Congress; its constitutional foundations; legislative processes; formal and informal operations; congressional staff; and electoral issues.

Credit: 3 Units

POL 4005 Constitutional Law

The study of the United States Constitution; its origins and development, as reflected in the decisions of the Supreme Court; the Amendments; checks and balances and the separation of powers; the Federal System; the Bill of Rights; and contemporary challenges for the constitutional order.

Credit: 3 Units

POL 4010 Race, Ethnicity, Class, and Gender in U.S. Politics

The struggle for inclusion and the current role of various racial, ethnic, and socioeconomic groups as well as women in the U.S. political system.

Credit: 3 Units

POL 4020 The Politics of Gender

Inquiry into the relationship between politics and gender: the Constitution, the equal rights amendment, the women's movement, gender advocacy, the "men's movement"; the media's role.

Credit: 3 Units

POL 4025 Peace, Conflict and Cooperation

The study of the theoretical and practical bases of peaceful resolution of disputes;

theoretical aspects of conflict and its place in the contemporary international system; and peace promotion and cooperation.

Credit: 3 Units

POL 4030 Theories of Revolution

This course covers the study of philosophical, traditional, and historical roots of revolutionary ideas; their development into avenues for political action; and the consequences of various theories of revolution in the contemporary era.

Credit: 3 Units

POL 4035 Theories of Democracy

The study of the origins and historical development of the philosophy of democracy; its applications in contemporary life; and the study of pluralists and liberal political doctrines is covered in this course.

Credit: 3 Unit

POL 4040 Non-Traditional Political Ideas

The study of contemporary political thought, such as Neo-Marxist, Critical Theory, Hermeneutics, structuralism and post-structuralism, liberation theology, feminism and gender studies, post-modern political thought, psychology and identity-based politics.

Credit: 3 Units

POL 4110 Public Budgeting Systems

The study of characteristics of planning the public sector; financial reports; output assessment; programming;

budget preparation; performance monitoring; and evaluation are presented in this course.

Credit: 3 Units

POL 4500 Contemporary Political Issues

The study of the major controversial political issues of the day like terrorism; force; nuclear power; protectionism and the free market; trade issues; and proliferation of weapons of mass destruction.

Credit: 3 Units

PSY: Psychology

PSY 1101 Introduction to Psychology

Introduction to the scientific study of behavior and mental processes including areas of human development, learning, cognition, memory, motivation and emotion, personality, abnormal psychology, stress and health, states of consciousness, cultural diversity.

Credit: 3 Units

PSY 1105 Developmental Psychology

Survey of maturational and learned behavior and their interaction as they develop through the life span.

Credit: 3 Units

PSY 1110 Experimental Psychology

Introduction to the scientific method as used in psychology. Includes the formation of hypotheses, design of research, conduct of one or more studies, statistical analysis of data, and writing up of results. Critical interpretation of research findings is emphasized.

Prerequisites: PSY 1101, PSY 1105 & MTH 2210
Credit: 3 Units

PSY 1171 Introduction to Health Psychology

The course will cover the discipline, concepts and principles of psychology and human behavior in understanding how the mind, body and behavior interact in health and disease. Topics will indicate health promotion and primary prevention of illness, health enhancing and health damaging behaviors; psychosomatic illness and other behavior-related medical illnesses will be covered.

Credit: 3 units

PSY 1185 Introduction to Chemical Dependency

Historical perspectives on alcohol and drug abuse and their impact on the community. Changes in social attitudes and policies. Includes definitions of alcohol and drug dependencies, the disease concept of alcoholism, general models of treatment and recovery, effectiveness of recovery programs, and community responses to dependency problems.

Credit: 3 Units

PSY 2105 Social Psychology

Interdisciplinary introduction to the social aspects of individual behavior. Particular emphasis on interactional analysis and development of the self as well as attitudes, motives, aggression, values, social perception, and interpersonal relationships.

Prerequisite: PSY 1110

Credit: 3 Units

PSY 2120 Psychology of Learning

Survey of historical and contemporary theories, systems and research in learning. Includes the study of programmed learning and the use of the principles of learning to explain animal and human behavior.

Prerequisite: PSY 1101, PSY 2105

Credit: 3 Units

PSY 2125 Human Sexuality

Sexual behaviors and attitudes in contemporary societies; physiological and sexual functions and dysfunctions; role of values and cultural mores.

Credit: 3 Units

PSY 2181 Psychopharmacology and Addiction

Examination of the physiological effects of alcohol and other drugs. Includes how drugs are metabolized, their effects on the central nervous system and behavior and the addiction process.

Prerequisite: PSY 1185

Credit: 3 Units

PSY 2182 Treatment Methods and Modalities of Chemical Dependency

Various ways people recover from alcohol/drug abuse. In-depth examination of various models of intervention and treatment and the rationales behind them. Consideration of the individual differences in male and female needs and the needs of special populations.

Prerequisites: PSY 1185, 2181

Credit: 3 Units

PSY 2183 Theories and Techniques of Chemical Dependency Counseling

Theories of counseling and the implementation of therapeutic strategies, including techniques of rapport building, relationship skills, goal setting, implementation of treatment programs and referral skills. Discussion of values and ethics in counseling.

Prerequisites: PSY 1185, 2181

Credit: 3 Units

PSY 3105 History and Systems of Psychology

Examination of the historical roots of psychology in relation to contemporary psychology and its foundations in philosophy and science.

Prerequisite: PSY 1101 & PSY 2105

Credit: 3 Units

PSY 3110 Psychology of Personality

Background, theory, and research related to selected issues in current personality theory. Discussion of psychoanalytic, neo-psychoanalytic, humanistic/existential, cognitive and behavioral approaches.

Prerequisite: PSY 1101 & PSY 3105

Credit: 3 Units

PSY 3115 Abnormal Psychology

Introduction to the scientific study of the range and variety of psychological disorders including anxiety, mood and personality disorders, stress and adjustment, schizophrenia, substance use and addictions. Emphasis on identification, symptomatology, etiology and therapeutic intervention, including biological, psychosocial, and cultural

viewpoints.

Prerequisite: PSY 3110, 1101

Credit: 3 Units

PSY 3125 Multicultural Diversity in Psychology

Examines the cultural context of behavior, personality development, family structure and values. Attention to the interface between African-American, Asian/Pacific Islander American, Latino, and Native American communities and the field of psychology.

Prerequisite: PSY 1105 & PSY 3110, 1101

Credit: 3 Units

PSY 3130 Physiological Psychology

Introduction to the physiological systems of the body as they relate to behavior. Emphasis on the nervous systems (central, autonomic, and somatic), the muscular systems (striated, smooth, and cardiac), and the glandular systems (endocrine and exocrine)

Credit: 3 Units

PSY 3135 Psychology of Communication

Study of the human communication process including the techniques used in government, business, industry, education, athletics, arts, and leisure systems.

Credit: 3 Units

PSY 3140 Introduction to Counseling

Survey of counseling theories and related techniques of treatment, comparison and contrast of differing approaches. Attention to basic issues such as change, human relationships,

communication, and values and ethics in the change process.

Prerequisite: PSY 3110, PSY 3115 & PSY 3125 recommended. PSY 1101

Credit: 3 Units

PSY 3142 Introduction to Industrial and Organizational Psychology

Focuses on history and development of industrial organizational psychology, current trends in research, and the application of psychological principles and methods to problems in the work environment including prediction of job performance, selection, performance appraisal, personnel training, work motivation, job satisfaction, leadership, organizational development, and ethical considerations.

Prerequisite: PSY 1101

Credit: 3 Units

PSY 3143 Psychology at Work I:

Measuring Organizational Characteristics
Introduction to the concepts and measurement of job satisfaction, organizational climate and culture, organizational values, organizational commitment, and productivity. Covers methods and techniques (including surveys, interviews, and the use of archival data), and ethical principles involved in psychological work in organizations.

Prerequisite: PSY 3142

Credit: 3 Units

PSY 3150 Courtship and Marriage

The role of interpersonal relationships in dating, courtship, and marriage.

Considers factors related to mate selection, the transition into marriage, and the stability and satisfaction of marital relationships.

Credit: 3 Units

PSY 3160 Introduction to Marriage and Family Therapy

A comprehensive introduction to the field of marriage and family therapy including major MFT theories and approaches, career options, graduate school preparation, and future directions of the field.

Prerequisite: PSY 3140

Credit: 3 Units

PSY 3171 Social Psychology of Health Care

A critical examination of the application of Sociological theories and research to health promotion. Scientific study of processes of influencing change in lifestyles in individuals and groups.

Prerequisite: PSY 1171

Credit: 3 Units

PSY 3172 Understanding Grief, Loss and Bereavement

The course will provide an overview of the societal and individual norms and attitudes regarding the process of dying and subsequent bereavement process. Emphasis will be placed on the normal expressions of grief and experiential exercises to gain basic insight and understanding of grief. Basic skills for supporting the bereaved will be covered.

Prerequisite: PSY 3140

Credit: 3 Units

PSY 3181 Trends and Issues in Chemical Dependency

Identifies the special problems, issues and concerns of modern living to which the helping professions address themselves. Focus on the social psychological dynamics of special population groups, e.g. aging, disabled, women, gays, adolescents, and children from alcoholic families. Development of skills to communicate effectively with members of diverse populations.

Prerequisite: PSY 1185

Credit: 3 Units

PSY 3182 Group and Family Counseling with the Chemically Dependent

Introduction to the dynamics of group interaction. Emphasis on the group process as a means of changing behavior. Use of group therapy in chemical dependency treatment and aftercare, including support group dynamics of the alcoholic/addict family, and the use of family therapy.

Prerequisite: PSY 1185, 2183

Credit: 3 Units

PSY 3711 Independent Study or Research

Investigation of a topic area in psychology selected by the student under the guidance and supervision of a member of the faculty.

Prerequisite: PSY 4105, 4110

Credit: 1-3 units

PSY 4105 Statistics for Psychology

Statistical methods as used in psychology. Includes elementary probability distributions, sampling, tests of hypotheses, regression and correlation, and contingency analysis. Considerable student practice in computation. Possible introduction to computer technology.

Prerequisite: PSY 3125 and MTH 2210

Credit: 3 Units

PSY 4109 Test and Measurements in the Behavioral Sciences

Construction, administration, scoring and evaluation of personality, interest, and general and special ability tests. Includes a survey of published tests and discussion of reliability, validity, and item analysis.

Prerequisite: PSY 4105

Credit: 3 Units

PSY 4110 Research Methods

This course examines the research designs with methodology as well as basic data analysis techniques employed by social researchers. APA style and mechanics of writing research papers will be covered.

Prerequisite: PSY 4105 & PSY 4109

PSY 4117 Cognitive Psychology

A survey of cognitive psychology, which examines how information of the world is gained, represented and transformed as knowledge, stored, and used to direct attention and behavior. Topics include perception, pattern recognition, attention, memory, imagery, language functions, thinking and problem solving, human intelligence and artificial intelligence.

Prerequisite: PSY 1101 & PSY 4109

Credit: 3 Units

**PSY 4142 Psychology at Work II:
Prediction and Measurement of
Human Performance**

Introduction to psychological aspects of selection, job performance measurement, and performance evaluation. Focuses on the concepts relevant to those efforts, and the effective and ethical development, use, and interpretation of predictor and criterion measures of human performance in the organizational setting.

Prerequisite: PSY 3142

Credit: 3 Units

**PSY 4143 Social Psychology in an
Organizational Context**

Exploration of human interactions in organizations from the psychological perspective. Includes the study of role behavior, normative aspects of work group behavior, goal setting theory, decision making, and power relationships.

Prerequisite: PSY 3142

Credit: 3 Units

**PSY 4144 Communication and
Leadership**

The course examines how leaders use communication and covers the relationship between leadership and communication styles. The communication skills needed by organizational leaders, how leaders use communication to facilitate change

in organizations and how individuals' gender, race and/or ethnicity affect leadership and communication behaviors.

Prerequisite: PSY 3135

Credit: 3 Units

PSY 4171 Behavioral Health Therapy

A variety of behavioral counseling techniques used to treat health related disorders will be covered. An experiential approach will be used to provide students with an opportunity to obtain experience with the techniques. Topics covered include stress and stress management techniques, relaxation, cognitive approaches, promotion of health and wellness and management of specific diseases.

Prerequisite: PSY 3140

Credit: 3 Units

**PSY 4172 HIV – AIDS Testing and
Counseling**

The course will cover knowledge and facts about HIV AIDS. An experimental approach will be used to explore various assessment procedures for assessment / testing, prevention and counseling topics to be covered include the clinical manifestation and management of HIV AIDS, VCT and other protocols.

Prerequisite: PSY 3140

Credit: 3 Units

**PSY 4181 Fieldwork in Chemical
Dependency**

Focus on learning by doing. Generally, includes student participation in two practicums under an approved

supervisor, each lasting 10 weeks, and two internships, each ten weeks also. A 30-hour workweek at an agency is typical.

Prerequisite: Completion of the 6 Chemical Dependency Minor Courses.

Credit: 3 Units

PSY 4711 Professional Workshop

Investigation of a particular topic, problem, or issue in psychology.

Prerequisite: All core courses PSY 4105, 4110

Credit: 1-3 units

PSY 4900 Psychology Project

Extended individual research or project under the direction of a faculty member and approved by the department chair or dean. Projects may include library or empirical research, analysis and written or oral presentation of a report on a topic in the student's major field.

Prerequisite: Students must be seniors

Credit: 3 Units

PSY 4910 Psychology Internship

Internship in business, school, nonprofit organization, volunteer organization or in another group or organization approved by the faculty department chair or dean. Must be in the student's major area of study. A minimum of 120 hours required. (Grading is credit/no credit)

Prerequisite: All core courses. Students must be seniors. PSY 4105, 4110

Credit 3 units

PSY 6002 Methods of Research

Examines tools used by psychologists in the process of organized inquiry. It is shown that the basics are the same,

whether in formal research or applied contexts. Presentation of the types of design, the internal and external validity of designs, characteristics of adequate measures, the ecology of experiments, and the advantages of materialistic science. Methods of inquiry as applied to individuals, couples, and families are covered.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6002 Methods of Research

Examines tools used by psychologists in the process of organized inquiry. It is shown that the basics are the same, whether in formal research or applied contexts. Presentation of the types of design, the internal and external validity of designs, characteristics of adequate measures, the ecology of experiments, and the advantages of materialistic science. Methods of inquiry as applied to individuals, couples, and families are covered.

Prerequisite: BA Psychology

Credit: 3 Units

PSY 6014 Qualitative Methods of Research

Examination of various methodologies such as phenomenology, symbolic interactionism, ethno methodology, and systems and historical approaches to research drawn from psychology, social psychology, sociology, and anthropology.

Prerequisite: PSY 6002

Credit: 3 Units

PSY 6020 Measurement in Psychology

Reviews traditional trait-oriented

and behavior-oriented perspectives on assessing human behavior; the development of assessment methodologies including interviews, self-reports, and ratings by others, self-monitoring, and direct observation. Includes reliability and validity, and accuracy and generalizability. Provides the conceptual and methodological under-pinnings for future courses in assessment and useful for clinical, industrial, educational or laboratory contexts.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140, 6004

Credit: 3 Units

PSY 6025 Program Evaluation

Examines the practice of program evaluation in organizational and clinical settings. Includes: evaluation models; ethical issues; the impact of the broader, external environment on the conduct of evaluation studies; the design of evaluation studies; special methodological issues specific to program evaluation; writing the evaluation report; and the dissemination of the evaluation results to those concerned. Special attention to quasi-experimental designs and their analysis.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140, 6002

Credit: 3 Units

PSY 6110 Personality and Affect

Investigation and critique of psychoanalytic, humanistic, existential, cognitive, behavioral, biological, socio-cultural and object relations theories of personality and affect. Review of current research on mood associated with

emotional reactions. Explores empirical foundations, assessment, research literature and clinical applications.

Prerequisite: BA (Psychology) or PSY 1101, 3110, 3115, 3140

Credit: 3 Units

PSY 6111 Introduction to Psychopathology

A historical view of the concepts of mental health and psychopathology are presented. Primary focus on the diagnosis and prognosis of disturbed behavior. Uses multi-axial system of the DSM as the central organizing structure of the course. Discussion of basic theoretical and treatment issues and future trends.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6112 Social Psychology

An interdisciplinary approach to the study of human behavior with the major focus on the development of research and theories in areas such as learning, the self as process, person perception, attitudes, affiliations, aggression, and altruism.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6114 Life Cycle Developmental Psychology

Review of human behavior for each of the stages of life-childhood, adolescence, early and middle adulthood and old age. Specific focus on the various theories of human development and discussion of contemporary issues and trends.

*Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140
Credit: 3 Units*

PSY 6116 Issues of Chemical Dependency

An introduction to chemical dependency, including diagnosis, treatment and prevention.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6117 Cognition and Learning

The purpose of this course is to examine the processes of cognition and learning such as perception, information processing, reasoning, problem solving, decision making, memory, reaction time and unlearning. It also examines the role of retardation, giftedness and talented, IQ and EQ in cognition and learning.

Prerequisite: BA Psychology, PSY 6111

Credit: 3 Units

PSY 6126 Diversity and the Family

Examines diversity in the family including issues of ethnicity, race, religion, gender, gender-roles, sexual orientation, and social class. Blends systemic theory, research, and practice, as students learn to work with diversity issues in families, and with families having differing cultures, values and needs. Includes consideration of African American, Hispanic, Native American, Filipino, Asian, inter-racial and other ethnic/racial populations.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6128 Individual and Family Life-Cycle Development

Studies developmental issues and life events from infancy to old age and their effect upon individuals, couples, and family relationships. Focus on theory, research, and application of individual and family developmental psychology. Examination of continuous and discontinuous changes, e.g. courtship, early marriage, childbirth, childhood, adolescence, divorce, blended families, parenting, and the family in the later life.

Prerequisite: PSY 6114

Credit: 3 Units

PSY 6130 Cultural and Ethnic Diversity in Clinical Practice

Integration of cultural/ethnic diversity and the delivery of psychosocial services to members of the Latino, African-American, Asian/Pacific Islander American and Native American communities. Discusses the cultural context of behavior, personality development, family, values, psychopathology, assessment, and the delivery of psychotherapy/counseling services. May include field experiences.

Prerequisite: PSY 6110

Credit: 3 Units

PSY 6206 Adult Psychopathology

Examines the range and variety of psychopathological disorders based on the DSM-IV; the dynamic understanding of the conflict/defense model of neurotic forms of adjustment, development of personality disorders and the etiology, symptoms, dynamics,

treatment, and prognosis of psychoses, schizophrenia, mood disorders, and borderline phenomena.

Prerequisites: PSY 6110, 6114, 6111

Credit: 3 Units

PSY 6208 Child Psychopathology

Examines theoretical and empirical findings related to the assessment, etiology, correlates, and development of the major categories of childhood psychopathology based on DSM-IV. Includes internalizing disorders, externalizing disorders, and severe developmental, individual, family, school and peer correlates of the behavioral problems.

Prerequisites: PSY 6110, 6114

Credit: 3 Units

PSY 6210 Clinical Interviewing Techniques

Studies the basic issues in the client-therapist interaction process. Focuses on different phases of the interview process with a special emphasis on the initial stages, personality assessment and treatment planning. Includes role playing, group supervision. Must be taken with PSY 6211 lab.

Prerequisite: PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6211 Clinical Interviewing Techniques Lab

Individual supervision and evaluation of a minimum of two cases through audio or videotaped interviews. The student receives supportive and corrective feedback concerning her/his assessment and interviewing style, communication

techniques, counter transference issues/biases, and diagnostic, assessment, and treatment implications for each case being presented. Must be taken with PSY 6212.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 1 unit

PSY 6214 Theories and Techniques of Individual Psychotherapy

An examination of the theory and techniques of major psychotherapy approaches and an introduction to basic components of the psychotherapeutic process. Advanced individual psychotherapy, with particular emphasis on cognitive, behavioral, psychodynamic, interpersonal and existential therapy. Skill in the multi modal assessment process. Knowledge of current research on individual interventions. Integration of theory and practice of psychotherapy interventions. The course will include lecture, audiovisual aids, and role-playing.

PSY 6215 Psycho-dynamic Psychotherapy

An examination of basic issues in psycho-dynamically oriented psychotherapy. Discussion of the different phases of treatment as well as the concepts of insight, free association, transference, counter transference, some aspects of brief therapy and crisis intervention. Use of cases and demonstration.

Prerequisites: PSY 6110, 6114, 6214

Credit: 3 Units

PSY 6217 Cognitive and Other

Behavioral Therapies

Behavior therapy approaches with a heavy emphasis on the cognitive therapies of Ellis, Beck, Meichenbaum, D'Zurilla, Mahoney, and Cautela. A critical review of the approaches, including their philosophical and empirical basis and research related to each is presented. Assessment procedures related to each approach are included. In-class exercises and demonstrations, however proficient use of procedures will require additional training.

Prerequisite: PSY 6110, 6214

Credit: 3 Units

PSY 6219 Group and System Interventions

A critical overview of principles, issues, and practical applications of various techniques in group psychotherapy, including application of different theoretical and psychotherapeutic models to groups; issues and stages in group formation and development, cohesiveness, transference and counter transference, strategies and specific interventions for outpatient and inpatient populations. Role-playing, case discussions, and intensive group participation.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6220 Professional Ethics and the Law

Examination of legal issues and professional ethics concerning psychotherapists and clinical researchers

including: child and elder abuse reporting laws, danger to self and others reporting, confidentiality, privileged communication, patient's rights and involuntary commitment.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6240 Therapy with the Chemically Dependent Family

Examines definitions of chemical dependency relative to the family. Discussion of etiology, medical aspects, evaluation of the family and treatment approaches, legal aspects, special populations, community resources and referral processes. Education and prevention relative to the family.

Prerequisite: PSY 6116

Credit: 3 Units

PSY 6242 Applied Psychotherapeutic Techniques in Chemical Dependency

Introduction to chemical dependency counseling. Includes assessment of patients and their needs, treatment planning, group and individual therapy techniques with the chemically dependent person.

Prerequisite: PSY 6116

Credit: 3 Units

PSY 6245 Substance Abuse in Diverse Populations

An examination of high-risk groups and groups with special needs in the treatment and prevention of chemical dependency. Includes perspectives of women, African Americans, Spanish-speaking Americans, adolescents and Native Americans.

Prerequisite: PSY 6242, 6116

Credit: 3 Units

PSY 6248 Counseling Practicum I

Observation and supervision of field work in a private or public agency, which includes face-to-face interaction with a supervisor and weekly class on campus. Requirements include assessment and intervention with individuals and groups; a total of 500 hours is required. Course must be taken twice for a total of 8 Units

Prerequisite: All core courses and Personal therapy

Credit: 3 Units

PSY 6249 Counseling Practicum II

Observation and supervision of field work in a private or public agency, which includes face-to-face interaction with a supervisor and weekly class on campus. Requirements include assessment and intervention with individuals and groups; a total of 500 hours is required. Course must be taken twice for a total of 8 Units

Prerequisite: All core courses and Personal therapy

Credit: 3 Units

PSY 6250 Clinical Practicum

Supervised fieldwork concurrent with the clinical placement. Includes experience in psychological assessment, diagnosis and individual and group psychotherapy and other work typically performed by a clinical psychologist. Weekly meetings on campus with a member of the clinical psychology faculty. A minimum of 1,000 hours of supervised experience is required for

completion of the practicum sequence. Course must be taken three times for a total of 12 Units

Prerequisite: Approval of the coordinator of clinical training.

Credit: 3 Units

PSY 6255 Field Placement in Chemical Dependency

Placement of students in the chemical dependency concentration at treatment centers for alcoholism or drug treatment. Experience in intervention, research, education, and administration.

Prerequisite: PSY 6116

Credit: 3 Units

PSY 6256 Psychopharmacology for Psychologist

Focus on the drugs commonly seen in the practice of psychology, including drugs of abuse as well as psychotropic medications. Discussion of the role of the psychologist in relation to drugs.

Prerequisite: PSY 6116, 6240, 6242, 6245, 6256

Credit: 3 Units

PSY 6257 Psychopharmacology and Biological Basis of Behavior

Presentation of the neurological system of the body. Consideration of the biological explication of mental processes, including learning, motivation and mental disorders. An examination of the drugs commonly seen in the practice of psychology, including drugs of abuse and psychotropic medications. Discussion of the role of the psychologist in relationship to the use of these drugs.

Prerequisite: PSY 6116

Credit: 3 Units

PSY 6260 Integrated Methodology I

Studies the interface of scientific and religious knowledge through the development of integrative methodology between psychology and religion. Through the use of the case study method, the pastoral and psychological perspectives are identified and applied to clinical practice. Seminar repeated for a total of 3 Units

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6262 Consciousness and Spirituality

Examination of extraordinary states of consciousness from biological, psychological and phenomenological perspectives. Focus on both naturally occurring and induced states of awareness. Explores both traditional and contemporary spiritual aspects of the self in relation to higher levels of consciousness. Particular emphasis on the integration of the spiritual and psychological in the unfolding of the self.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6264 Stress and Tension Control Through Progressive Relaxation

Seminar in the principles of tension control and practice in progressive relaxation for meeting life's stresses. Psycho physiological control is acquired over cognitive as well as autonomic functions. Emphasis on prophylactic

applications.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6266 Principles of Stress and Tension Control for the Clinician

Principles of progressive relaxation for controlling tension, especially as manifested in psychiatric and psychosomatic disorders. Specific clinical applications include phobias, anxiety states, insomnia and depression, gastrointestinal disorders, high blood pressure, headaches and bodily pains. Includes consideration of the prevention of stress-tension disorders.

Prerequisite: PSY 6264

Credit: 3 Units

PSY 6268 Psychological Practice in Gerontology

Examination of the psychology of gerontology including therapeutic techniques in dealing with elderly persons within the context of individual, group and family therapy. Also covers etiology of problems of the elderly, assessment, evaluation, and treatment approaches for elderly persons. Legal and ethical issues and community resources are discussed.

Prerequisite: PSY 6114

Credit: 3 Units

PSY 6270 Evaluation and Assessment of Elderly Persons

Examination of issues regarding the assessment of elderly persons. Course is designed to provide training in the assessment instruments used to diagnose psychological, neurological,

and other problems common in the elderly population.

Prerequisite: PSY 6268

Credit: 3 Units

PSY 6306 Epistemology and History of MFT Theory

Examination of the historical development, epistemological, theoretical, foundations, and current conceptual directions of the field of marriage and family therapy. Focuses on cybernetics, general systems theory, postmodernism, and social constructionism and their impact on the field. The work of Gregory Bateson and other philosophical pioneers is covered, along with a general history of the field.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 2 Units

PSY 6308 Interviewing Techniques

An introduction to communication processes which are fundamental to interviewing and psychotherapy of individuals, couples and families. Includes skills such as empathy, listening, question asking, probes, assessment of clients from an individual and systemic perspective, and treatment planning across the beginning, middle, and ending phases of therapy. Includes lectures, role-playing.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6310 Ethics, the Law, and MFT: Professional Issues

Reviews guidelines for APA, AAMFT and CAMFT in the practice of psychology

and marriage and family therapy, including issues of: child and elder abuse assessment and reporting, privileged communication, confidentiality, patient's rights and involuntary commitment and concerns specific to the MFT profession.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6312 Theories of Marital and Family Therapy

Examination of the major models/schools of family therapy theory: historical models such as intergenerational, multigenerational; structural-strategic; and cognitive-behavioral models. Also focuses on family systems theory and its unique theoretical assumptions.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6313 Family Therapy Techniques

Examination of the major techniques of family therapy, with lectures, observation and demonstrations. Includes a weekly lab of supervised videotaped training. Provides a systemic approach to the assessment, diagnosis and treatment of families.

Prerequisites: PSY 6308, 6312, 6312

Credit: 3 Units

PSY 6314 Theories and Techniques of Individual Psychotherapy

A critical survey of theoretical concepts, contributions, and specific techniques of various psychotherapeutic perspectives, including but not limited to the psycho-dynamic, gestalt, existential-

humanistic, cognitive-behavioral and integrative models of change. Emphasis on case presentations, role-playing, and treatment options applied to the major behavioral disorders.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6315 Marital and Divorce Therapy

Exploration of various theories of marital relationships (e.g. psychoanalytic, cognitive-behavioral, structural-strategic, Bowen Theory, etc.) and related interventions for dealing with a variety of marital and divorce problems, e.g. dual-career, multicultural, violent, alcoholic, remarriage. Course includes assessment and intervention of spouse and partner abuse. Instruction through lecture, discussions, role-playing, and videotapes.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6316 Sex Therapy in Marriage and Family Therapy

This course is designed to give the student a basic introduction and understanding of sex therapy assessment, theory and intervention. Basic sexual dysfunctions and difficulties are covered along with major behavioral and systemic treatment approaches.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6317 Parent-Child Therapy Techniques

A survey, from a variety of models, of the current research, theory, and

techniques of parent training and parent-child therapy. The emphasis is on viewing and working with children from a family systems perspective. The course also exposes students to working with child abuse and family violence, developmental issues for children and families, and cultural influences in the realm of parenting.

Prerequisites: PSY 611, 6114

Credit: 3 Units

PSY 6319 Survey of Assessment Procedures

A survey of the major assessment techniques in clinical practice. Includes intellectual, personality, projective, and family assessment techniques. Emphasis on how to read and understand a psychological assessment report.

Prerequisite: PSY 6110

Credit: 3 Units

PSY 6320 MFT Assessment Procedures

A survey of the major assessment techniques in MFT clinical practice. Includes intellectual, personality, and couple and family assessment techniques. Emphasis is on administering and interpreting major assessment instruments used by family therapists for identification of mental health problems in individuals, couples, and families.

Prerequisite: PSY 6319

Credit: 3 Units

PSY 6321 Psychology of Health and Illness

Focuses on the exploration and expansion of knowledge of concepts in psychology of health and illness.

Normality and dysfunction within persons and families facing chronic illness will be covered. The role of ethnicity, cultural diversity, class, race, poverty and sexual orientation will be examined as it relates to health, illness and the medical system.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6322 Loss, Grief and Bereavement

Focuses on loss, several variations as both conceptualized and as manifested in dynamic practice and/or larger community clinical settings. The course is primarily experimental, specifically, psychologist- in training studying key theories (Freud, Bowlby, Worden) and conceptualizing/or applying the theory to casework with clients who are currently experiencing loss in one of its many manifestations. The experimental element of the course will involve presentation of a case to the class that focuses on the loss history and the therapist's navigation with the client of the rough terrains of attachments, separation and grief. Special focus will be given to children's responses to loss and to consideration of multicultural issues round the grieving process.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6323 Health Education and Promotion

An examination of the knowledge, concepts, practices and current research in the major areas of health education

and promotion. Specific trends, developmental issues and appropriate clinical applications will be discussed and demonstrated.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6324 Counseling With Medical Population

Provides an overview of counseling as it relates to health psychology, as well as discuss various issues related to counseling with individuals with a variety of health concerns. Clinical assessment approaches and interventions for specific illnesses will be explored.

Prerequisite: PSY 6321

Credit: 3 Units

PSY 6325 Behavioral Medicine Techniques

The goal of this class is to understand the theory and practical implementation of a variety of behavioral medicine techniques used to treat health related disorders. The course will also provide participants with an opportunity to obtain personal experience with the techniques that will help them to understand some of the possible outcomes. Familiarity with alternative forms of medicine, including practices of other cultures will be explored.

Prerequisite: PSY 6321

Credit: 3 Units

PSY 6350 Marriage and Family Therapy Practicum

Observation and supervision of marital and family therapy in an approved clinic

or public agency and a course involving case presentations, live and videotape supervision of therapy experiences. The practicum program requires 500 hours. Of direct client contact, 250 of which must be with couples or families; students receive 100 hours of individual and group supervision, at least 50 hours of which are based on direct observation, videotape or audiotape. Students must be enrolled in a practicum course until all requirements are complete. Course must be taken a minimum of 4 times for a minimum total of 12 Units

Prerequisite: PSY 6312, 6313

Credit: 3 Units

PSY 6402 Organizational Behavior

Inquiry into individuals and groups within organizations; behaviors of organizations; goal setting, rewards, work, stress, leadership, power, influence, politics, organizational design and structure, decision making, creativity, communication, and organizational change; case studies; didactic and experiential approaches.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6404 Leadership Theory and Research

Survey of leadership theory and research; characteristics of leaders, theories of leadership origins, and psychological and social correlates.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6405 I/O Psychology: Basic Skills

This course has a dual focus, that being two of the most basic requisite skill areas for the I/O Psychologist, job analysis and individual assessment. On the strength of these two informational bases rest many organizational programs and critical personnel decisions. Theoretical and conceptual grounding in, and practice in, job and task analysis using a variety of methods. Examination of measurement questions in an I/O setting, with exploration of reliability theory, commonly used test construction strategies, item analysis models, differential weighting procedures, and selection, use, and interpretation of appropriate methods for individual ability, aptitude, and vocational interest assessment.

Prerequisites: PSY 6006, PSY 6020, PSY 6408

Credit: 3 Units

PSY 6408 Industrial/Organizational Psychology

Examines the theoretical and conceptual roots of I/O Psychology, the significant persons and classics of I/O Psychology literature and the breadth of concerns. Includes an overview of methods, techniques, and instrumentation, ethical considerations, current issues, and future trends in research and practice.

Prerequisite: PSY 6401, 6402

Credit: 3 Units

PSY 6410 Ethics, the Law, and I/O Psychology

Case study approach to ethical and legal considerations, implications, and constraints on the practice of I/O Psychology, organizational development activities, and organizational consultation.

Prerequisite: BA (Psychology) or PSY1101, 1105, 1110, 3110, 3115, 3140, 6401, 6402
Credit: 3 Units

PSY 6412 Group Dynamics

Relevant psychological theories and research on group behavior. Attention to issues of leadership, authority, small groups, communication, interaction styles, change ameliorative factors. Includes extensive experiential exercises.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140

Credit: 3 Units

PSY 6414 Stress in the Human Experience

Review of individual, group, organizational and extra-organizational stressors. An integration of theories, research and practice from many disciplines into a framework that has relevance for those concerned with stress and work issues as well as with the implementation of stress management programs.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3115, 3140

Credit: 3 Units

PSY 6415 Leadership and Decision-Making

Examination of decision-making as one of the most important recurrent human activities. Identifies steps in the decision-making process and how to acquire decision-making skills; it explores decision theory, and the leadership role in relation to prescriptive and normative decision-making.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140, 6402, 6404

Credit: 3 Units

PSY 6416 Personnel Selection

Introduction to selection models and their applications to business and industry. Performance criteria and predictive performance measures. Examination, critique, and validation of selection instruments. Development of an understanding of selection procedures and the use of selection instruments, including screening, interviewing, and decision making in selection.

Prerequisites: PSY 6002, 6014, 6408

Credit: 3 Units

PSY 6418 Team Building

Applied and theoretical aspects of improving performance of ongoing work groups and increasing interpersonal effectiveness. Attention to use of diagnostic questionnaires, team-development activities, and group-processing techniques. Highly experiential.

Prerequisite: BA (Psychology) or PSY 1101, 1105, 1110, 3110, 3115, 3140, 6405, 6412

Credit: 3 Units

PSY 6420 Social Psychology of Negotiation and Bargaining

Examination of influence and negotiation concepts and central problems and processes in negotiation through actual practice and behavioral experimentation combined with training in effective diagnosis. Analysis of case studies of real-world problems to discover techniques applicable to problems involving interactive competitive decision components. Use of role-playing to handle strategic and tactical negotiation decisions.

Prerequisite: PSY 6212, 6418.

Credit: 3 Units

PSY 6424 Organization Theory

Examination and comparison of alternative models of organizational systems. The movement from Weberian top-down rational models to those of loosely coupled systems. The effects in a multicultural and multiple stakeholder environments on organizational structure and function. Current research and future directions.

Prerequisite: PSY 6408

Credit: 3 Units

PSY 6425 Organizational Development I

Overview of the field of organizational development, and the role of the internal or external consultant as a change agent. Exploration of the roots of OD, focusing on the contributions of various disciplines and key personalities. Individual readiness and preparation for the role of change agent. Presentation of taxonomy of OD interventions. Heavy emphasis on diagnosis and diagnostic techniques and instrumentation, with hands-on diagnostic activities, augmented by case studies and individual research. Central to the course is the OD Code of Ethics established by the Organizational Development Institute.

Prerequisite: PSY 6408

Credit: 3 Units

PSY 6426 Organizational Development II

Continuation of study and practical experience in organizational development, with focus on techniques and methods used in post-diagnostic

interventions. Examination of a variety of intervention models, and several established OD systems and their instrumentation. Case study of successful and unsuccessful OD interventions. Individual research and experiential exercises. Both the necessity for, and techniques of evaluation in OD are emphasized. Exploration of international practice, emerging issues, and the future directions of OD.

Prerequisite: PSY 6425

Credit: 3 Units

PSY 6430 Motivation and Productivity

Theory and research, including classical and contemporary literatures; design of incentive and reward systems; the role of central I/O Psychology concerns (e.g., selection, appraisal, job stress, job redesign), with respect to motivation; alternative perspectives on productivity; the relationship among productivity, performance, and job satisfaction; productivity improvement interventions; current crises and concerns in productivity, future outlook.

Prerequisite: PSY 6408

Credit: 3 Units

PSY 6440 Human Resource Development

Preparation for a key role of the psychologist in organizations; training and management development. Focuses on the key elements in preparation, design, and delivery of training. Includes needs analysis and identification of training objectives, design considerations, and integration of training goals with learner needs.

Prerequisite: PSY 6408

Credit: 3 Units

PSY 6700 Workshop

Investigation of a particular topic, problem, or issue in psychology. Area selected for study varies each quarter.
Prerequisite: PSY 6002, Prerequisite: for the topic selected.

Credit: 3 Units

PSY 6701 Clinical Psychotherapy

The purpose of this course is to review the traditional psychotherapeutic orientations and the key principals within each approach. It gives students opportunities to discuss the practical application of these theoretical orientations in terms of patient treatment planning, and study the treatment considerations as relates to presenting problem and the major DSM-IV-TR diagnoses; while identifying practical and the applicable therapeutic process to utilize in treatment.

Prerequisite: BA Psychology

Credit: 3 Units

PSY 6702 Cognition and Learning

The purpose of this course is to examine the processes of cognition and learning such as perception, information processing, reasoning, problem solving, decision making, memory, reaction time and unlearning. It also examines the role of retardation, giftedness and talented, IQ and EQ in cognition and learning.

Prerequisite: BA Psychology

Credit: 3 Units

PSY 6703 Neuropsychology and Biological Bases of Behavior

The purpose of this course is to review

principles of neurotransmission, and investigate the role of pharmaceuticals in the treatment of mental disorders. Students will explore current research and psychopharmacological treatment of depression, anxiety, schizophrenia, insomnia, bi-polar disorder, attention-deficit disorder, and dementia.

Prerequisite: BA Psychology

Credit: 3 Units

PSY 6704: Clinical Psychopathology I: Assessment and Diagnoses

The purpose of this course is to examine the procedures of ethical assessment, diagnosis and treatment planning and includes ethical considerations for intellectual, personality, couple and family assessment techniques. Students will engage with topics such as: the processes of assessment, placement in the different levels of care, counseling sessions' treatment planning in varied modalities, community resources mobilization, multidisciplinary team case consultations and ethical documentation.

Prerequisite: BA Psychology

Credit: 3 Units

PSY 6705: Case Conceptualization: Risk Assessment, Crisis Intervention, Partner and & Family Violence

The purpose of this course is to provide an in-depth focus on the symptoms, diagnoses, and treatment of psychological disorders is presented, utilizing the multi-axial system of the DSM-IV-TR. This includes Anxiety disorders, Mood Disorders, Psychotic

Disorders, Personality Disorders, Disorders in Childhood and other major psychological disorders; including prevalence, symptoms and other criteria utilized to diagnose disorders and indications for determining priorities for treatment planning will be introduced.
Prerequisite: BA Psychology
Credit: 3 Units

PSY 6706 Evidence Based Treatment: Brief Therapy

The purpose of this course is to focus on the core concepts and skills of short-term psychotherapy, including critical issues essential to brief therapy. Students' role practice brief models of motivational interviewing, cognitive therapy, behavior therapy, solution-focused therapy, interpersonal psychotherapy and dynamic psychotherapy. The course will focus on skill development in a case-oriented learning style including experiential training.
Prerequisite: BA Psychology
Credit: 3 Units

PSY 6707 History and Systems of Psychology

The purpose of this course is to explore the history and systems of psychology from its early origins in philosophy, religion, medicine, and physiology. Particular attention will be given to the contributions of psychoanalysis, structuralism, functionalism, behaviorism and gestalt psychotherapy and how these approaches have found expression in the current movements' psychology.

Individual contributions of various psychologists and review of various historical eras will also be examined.
Prerequisites: BA Psychology
Credit: 3 Units

PSY 6708 Advanced Neuropsychology

The purpose of this advanced neuropsychology course is to focus on understanding human brain-behavior relationships. Emphasis will be placed on commonly used approaches in the assessment and measurement of human behavior and how the human brain is responsible for cognition, language, memory, spatial processing, emotion, and personality. Students will gain understanding of principles of brain organization, individual differences, and professional and clinical issues in neuropsychology.

Prerequisites: BA Psychology
Credit: 3 Units

PSY 6709: Multicultural Perspectives in Assessment and Treatment

The purpose of this course is to integrate cultural and ethnic diversity within the psychotherapeutic and psychosocial context within African and other multicultural populations. Learners will explore the cultural context of behavior, personality development, family, values, psychopathology, assessment, and the sensitivities of delivery of psychotherapy/counseling services from the African and other cultural perspectives.

Prerequisite: BA Psychology
Credit: 3 Units

PSY 6710 Clinical: Psychopathology

II: Case Conceptualization and & Treatment

The purpose of this course is to provide an in-depth focus on the symptoms, diagnoses, and treatment planning, based on further developing case conceptualization skills. Identifying treatment modalities, treatment priorities, and treatment goals utilizing written treatment plans.

Prerequisite: BA Psychology, PSY 6704, PSY 6705

Credit: 3 Units

PSY 6711 Clinical Research and Statistics

The purpose of this course is to give a continuation in critical thinking in the synthesis of research studies, with a focus on empirical research in Psychology. Students will be exposed to topics to include: psychology research, nature of science, observational, experimental, and case study designs; formulating research questions; measurement strategies; scaling and coding; internal and external validity; naturalism in research; quasi-experiments; archival research; physical traces; data collection; interpreting results; program evaluation; professional writing; and ethics.

Prerequisite: BA Psychology, PSY 6002

Credit: 3 Units

PSY 6712: Psychological Trauma and Violence: Victims and Perpetrators

The purpose of this course is to provide an overview of grief theories, traumatic bereavement, and post-traumatic stress (PTSD) disorder theory. Various psychological, personality, socio-cultural,

and environmental factors affecting grief & PTSD reactions will be presented. The course will emphasize diagnostic assessment using DSM-IV criteria and evidence-based interventions to address PTSD and complicated grief reactions. Prerequisite: BA Psychology, PSY 6220, PSY 6701, PSY 6704, PSY 6705, PSY 6710 Credit: 3 Units

PSY 6713 Process of Group Therapy

The purpose of this course is to provide a practical application of principles and applications of various effective process and content interventions in group psychotherapy. Learners will explore issues such as: group start up, stages in group formation, and cohesiveness; as well as common challenges and goals for the group therapist. The course will give the learners opportunities to engage in role play and intensive group participation will support the practical learning objectives to prepare for effective facilitation as a group therapist.

Prerequisite: BA Psychology, PSY 6220, PSY 6701, PSY 6704, PSY 6705

Credit: 3 Units

PSY 6714 Health Psychology: Substance Use Disorders & Other Chronic Illnesses

The purpose of this course is to go over the various definitions and theories of health disorders such as diabetes, HIV/AIDS, alcoholism, substance abuse and substance dependence disorders, the major classes of substances (e.g. stimulants, opioids), assessment and treatment approaches, differential diagnostic and co-morbidity issues with other psychological disorders, and

populations at highest risk for alcoholism, substance abuse and dependency problems.

Prerequisite: BA Psychology, PSY 6220,

PSY 6704, PSY 6705, PSY 6710

Credit: 3 Units

PSY 6715 Clinical Skills Lab: In Vivo

The purpose of this course is to focus on clinical interviewing, diagnosis and psychotherapeutic skills. It includes on-campus training, including video tape of simulated therapy sessions of a 4 person lab, acting therapist, acting client and 2 observers plus instructor who videotapes, a playback for feedback, and rotation of the actors.

Prerequisite: PSY6220, PSY 6701, PSY

6704, PSY 6705, PSY 6710

Credit: 3 Units

PSY 6716: Clinical Research Practicum & Course Project

This is a capstone course in completing a brief research project on a topic within clinical psychology to provide practice in writing a research proposal and study based on use of archival data or a case study. The standard format of a five chapter document, reflecting the introduction, literature review, methodology, results and discussion sections, utilizing the APA style of writing with minimum of 3000 to 5000 words, or approximately 30 pages in length, will be required.

Prerequisite: PSY 6002, PSY 6711

Credit: 3 Units

PSY 6771 Clinical Practicum I

The purpose of this course is to support and instruct the student in gaining practical hands-on training and

supervised experience in an approved therapy clinic/centre. The practicum program requires 200 off campus contact hours with individuals or groups at an approved practicum site. Weekly group supervision and case presentations will be included in class.

Prerequisite: PSY 6220, PSY 6701, PSY

6703, PSY 6704, PSY 6705 PSY 6710

and completion of required 25 hours of personal therapy

Credit: 3 Units

PSY 6772 Clinical Practicum II

The purpose of this course is to support and instruct the student in continuing to gain practical hands-on training and supervised experience in an approved therapy clinic/center. The practicum program requires 200 contact hours off campus with individuals or groups at an approved practicum site. Weekly group supervision and case presentations will be included in class.

Prerequisite: PSY 6771

Credit: 3 Units

PSY 6773: Clinical Practicum III

The purpose of this course is to support and instruct the student toward more advanced practical hands-on training and supervised experience in an approved therapy clinic/center. The practicum program requires 200 contact hours off campus with individuals or groups at an approved practicum site. Weekly group supervision and case presentations will be included in class.

Prerequisite: PSY 6772

Credit: 3 Units

*Personal Therapy: 25 Hours of Personal

Therapy are required prior to PSY 6771, Clinical Practicum I.

PSY 6820 Research Practicum

Supervised experience conducting research in the area of Psychology and Family Studies. Provides opportunities for students to gain experience in designing research studies, data entry and analysis, and preparing research for publication. Course may be repeated.

Prerequisite: PSY 6002, Prerequisite: for the topic selected.

Credit: 1-3 units

PSY 6990 Master's Thesis

The design, implementation and analysis of a study or experiment in psychology under the supervision of a thesis committee.

Prerequisite: PSY 6002, Prerequisite: for the topic selected.

Credit: 3 Units

PSY 7701 Adult Psychopathology

The purpose of this course is to provide an in-depth look at the major DSM-IV-TR disorders of adulthood, enabling students to practice diagnostic skills and case conceptualization through the use of case vignettes, as well as to apply models and techniques of psychological theories to cases, using both individual and group therapy interventions for the different disorders affecting adulthood.

Prerequisites: PSY 6710

Credit: 3 Units

PSY 7702 Evidence Based Treatment: Cognitive Behavioral Therapy and Behavior Modification

The purpose of this course is to describe

the progress and insights gained through clinical research in the area of cognitive and behavioural interventions. Students will understand concepts of cognitive-behavioural (CBT) and behavioral interventions in treatment such as the principles and procedures of behavior management, procedures in remediating adaptive behaviours and applications of cognitive and behavioural techniques to a diverse clinical population.

Prerequisites: PSY 6710

Credit: 3 Units

PSY 7703 Child and Adolescent Psychopathology

The purpose of this course is to provide an in-depth look at the major DSM-IV-TR disorders of infancy, childhood and adolescence, enabling students to practice diagnostic skills and case conceptualization through the use of case vignettes, as well as to apply models and techniques of psychological theories to cases, using both individual and group therapies. The course covers issues affecting vulnerable children, as well as pediatric populations, in addition to providing a focus on issues of attachment, physical, sexual, emotional abuse and neglect, as well as maladaptive and harmful behavior in children and adolescents.

Prerequisites: PSY 6710,

Credit: 3 Units

PSY 7704 Evidence Based Treatment:

Applied Person Centered Therapy and Existential Therapy

The purpose of this course is to look at evidence-based studies on person-

centered and existential therapies, examining such concepts as personality theory and disturbance, focus of evaluation, authenticity and the fully-functioning person, the actualizing tendency, the role of therapist expertise and skills, the client's frame of reference and self awareness. The course also examines how these two approaches reveal strengths and weaknesses in each other as well as augment therapeutic practice.

Prerequisites: PSY 6710

Credit: 3 Units

PSY 7705 Writing Psychological Evaluations, Reports and Clinical Notes

The purpose of this course is to entail a detailed process of learning to write psychological evaluations, reports and clinical case notes. It will involve active learning processes involved in writing background information, testing results, diagnostic formulations, recommendations and therapeutic summaries. The course will examine the ethical issues to consider when writing reports and notes and how to incorporate diagnostic formulations into written documents.

Prerequisites: PSY 6710

Credit: 2 Units

PSY 7706 Objective Personality

and Behavioral Assessments and Psychometric Lab I

The purpose of this course is to introduce students to the major approaches and techniques for psychological assessment in clinical practice. The course will cover principles

of test construction and relevant psychometrics as well as the history, theories and methods of personality and psychopathology assessment. Particular attention will be given to the administration, scoring and interpretation of the MMPI-2, the MCMI-III, MBTI, DISC, SASSI-3, BDI-2, and BAI. Brief instruments for screening, case conceptualization, and treatment planning will also be considered. Prerequisites: PSY 6710, PSY 7701 Credit: 4 Units

PSY 7707 Evidence Based Treatment: Applied Psychodynamic & Object Relations & Jungian Therapy

The purpose of this course involves an examination of the concepts and issues in psychodynamically oriented psychotherapy and Object relations theory and therapy. Discussion of the different phases of treatment as well as the concepts of insight, free association, transference, counter-transference, symbiosis, self concept development, differentiation and individuation, projection, introjections and defence mechanisms.

Prerequisites: PSY 6710

Credit: 3 Units

PSY 7708 Cognitive and Neuropsychological Assessments and Psychometric Lab II

The purpose of this course is to examine assessments of cognitive and neuropsychological strengths and weaknesses of children and adolescents, and cognitive deficits and cognitive functions that remained intact with young and older adults. It

includes a competency-based laboratory component for administration, scoring, and interpretation of intelligence and neuropsychological tests
Prerequisites: PSY 6710, PSY 7701, PSY 7706,
Credit: 4 Units

PSY 7709 Evidence Based Treatment: Advanced Group Therapy

The purpose of this course is on group supervision and training students in developing skills to become effective group leaders, supervisors or facilitators. Students are trained in group supervision skills, to prepare them for practicum placement and career settings where they will utilize experiential training in observer roles with simulation group role play exercises in every class throughout the semester. The small class size allows for adequate time for increased practice in group therapy techniques and instructor feedback.

Prerequisites: PSY 6710, PSY 7701
Credit: 3 Units

PSY 7710 Evidence Based Treatment: Addiction and Chemical Dependency

The purpose of this course involves examination of the empirically validated and effective modalities currently available for managing chemically dependent individuals and groups including treatment of alcohol abuse, nicotine and stimulant addiction, hallucinogens, and other addictive drugs. Focus of the course will be on learning evidenced based treatments for intervention and relapse prevention. The course will explore the latest in treatment research findings, assessment and outcome research and will correlate these with the DSM-IV-TR Multi-

Axial diagnostic criteria.
Prerequisites: PSY 6710
Credit: 3 Units

PSY 7711 Projective Assessments and Psychometric Lab III

The purpose of this course is devoted to understanding the administration and interpretation of individual projective tests as diagnostic instruments under the supervision of faculty. It also compares objective and projective testing.

Prerequisite: PSY 6710
Credit: 4 Units

PSY 7712 Special Populations: Gerontology Learning and Developmental Disabilities

The purpose of this course is an overview of the issues affecting the elderly and individuals with learning and developmental disabilities. Focus of the course includes issues relating to ethics and capacity to consent, assessing and working challenging behaviour, differential diagnosis and adapting approaches to meet the needs of the client and caregivers.

Prerequisites: PSY 6710
Credit: 3 Units

PSY 7713 Advanced Clinical Research and Statistics

The purpose of this course is to include an in-depth examination of the Statistical methods used in psychological research including the statistical distribution, sampling, hypothesis testing correlation and regression analysis, parametric and nonparametric approaches to data analysis. The course also involves considerable student practice in

statistical analysis computation and use computer technology in research.
Prerequisites: PSY 6712, PSY 6713
Credit: 3 Units

PSY 7714 Evidence Based Treatment: Trauma and Bereavement Interventions

The purpose of this course is to examine the specific application of assessment, intervention, and evaluation strategies to families and individuals confronting a major loss. Assessment and differential treatment selection within the context of various vulnerable populations will be explored. This course will focus on understanding the impact of anticipated and traumatic loss and grief on individuals, and the family system, and will look at the development of continuing bonds. Current theories of trauma and bereavement will be explored as they reflect more general social and psychological theories and social and political trends tasks of the grief process including anticipatory grief, symptoms of uncomplicated and complicated grief, the interface of trauma and grief, and associated risk will be explored.

Prerequisites: PSY 6710, PSY 7701
Credit: 3 Units

PSY 7715 Evidence Based Treatment: Couples and Family Therapy

The purpose of this course is to highlight assessment, diagnosis, and intervention strategies for couples and families, and children according to various integrative models. This course includes didactic and audiovisual presentations, role-play simulations, and case studies. Major theoretic approaches will be examined,

including cognitive-behavioral techniques, structural family therapy and psychodynamic approaches.
Prerequisites: PSY 6710, PSY 7701
Credit: 3 Units

PSY 7716 Community and Rural Psychology

The purpose of this course is to provide a critical look at the large and growing numbers of underserved people in African society that are unable to access mental health services despite significant need, due to issues of extreme poverty, social exclusion, lack of psychological knowledge, ill health and discrimination. With the increasing focus on providing clinical psychology training in Kenya, and with the resultant increase in access to psychological therapies for those middle-income groups who can access private practice, the risk is that the gap between the different socio-economic groups will polarize even further. This course therefore raises attention to the important role of clinical psychologists within community and rural organizations/charity sectors, providing both direct and indirect interventions with hard-to-reach groups within the community, through the provision of psychological therapies, as well as through providing training and supervision to other professionals working directly with those groups in order to increase psychological knowledge, prevention and sustainability.

Prerequisites: PSY 6709, PSY 6710
Credit: 3 Units

PSY 7721 Doctoral Practicum I

This is the first of three clinical practicum placements requiring 200 hours of

training. During the practicum, hours are tracked and evaluations are completed by site supervisor and USIU faculty and monitored by the Clinical Training Coordinator. Weekly classes serve as group supervision, including case presentations and development of psychotherapeutic skills.

Prerequisites: PSY 6706, PSY 6709, PSY 6710, and verification of 25 hours of personal therapy

Credit: 3 Units

PSY 7722 Doctoral Practicum II

The purpose of this course is to increase skill acquisition and application in therapeutic practice. This is the second of three clinical practicum placements, requiring 200 hours of training. During the practicum, hours are tracked and evaluations are completed by site supervisor and USIU faculty and monitored by the Clinical Training Coordinator. Weekly classes serve as group supervision, including case presentations and development of psychotherapeutic skills.

Prerequisites: PSY 7721

Credit: 3 Units

PSY 7723 Doctoral Practicum III

This is the last of three clinical practicum placements, requiring 200 hours of training. During the practicum, hours are tracked and evaluations are completed by site supervisor and USIU faculty and monitored by the Clinical Training Coordinator. Weekly classes serve as group supervision, including case presentations and development of psychotherapeutic skills.

Prerequisite: PSY 7722

Credit: 3 Units

PSY 7731 Dissertation I

The doctoral dissertation provides evidence of scholarly competence representing an original contribution to Psychology. This course prepares students to write the research proposal. This will include introduction, the literature review and methodology, as well as IRB requirements. This course also will emphasize the ethical guidelines of APA and APA writing style. Students will coordinate with their dissertation chair and committee members regarding the specific topic and progress, while this course ensures the standards of requirements for all dissertations.

Prerequisites: All prior course work, successful passing of comprehensive examinations and confirmation letter of advancement to candidacy.

Credit: 3 Units

PSY 7732 Dissertation II

This course follows on from PSY7730 (Dissertation I) to continue to guide students through the completion of their doctoral dissertation. This course will focus on finalization of the research proposal, particularly focusing on Chapter 3, methodology for data collection and data analysis. The course will also emphasize APA ethics in research and APA writing style. Students will coordinate with their dissertation chair and committee members regarding the specific topic and progress, while this course ensures the standards of requirements for all dissertations.

Prerequisites: PSY7731
Credit: 3 Units

PSY 7733 Dissertation III

This course will focus on Chapter 3, Chapter 4 results, and Chapter 5 discussion, with the goal of the student completing the dissertation by the end of this semester, including the oral defense. Students will coordinate with their dissertation chair and committee members regarding the specific topic and student progress, while this course ensures the standards of requirements for all dissertations.

Prerequisites: PSY7732
Credit: 3 Units

PSY 7734 Dissertation in Progress

Students who do not complete the dissertation before the end of PSY 7732, will be required to continue registering for Dissertation in Progress each semester.

Prerequisites: PSY7733
Credit: 1 Unit

PSY 7741 Doctoral Internship I: Group Supervision

This course is the first of three internship courses including 500 hours of clinical field placement. Assessment of students during internship is completed by the individual internship site supervisors with mid and final student evaluations. A monthly assessment session is planned to culminate in an evaluation of student progress report each semester during the year of internship training. Successful completion of the internship hours and evaluations will be required to meet graduation requirements for

the doctorate degree. Students are also required to complete a weekly group supervision and debriefing course.

Prerequisites: Approval from the Clinical Training Coordinator
Credit: 3 Units

PSY 7742 Doctoral Internship II: Group Supervision

This course is the second of three internship courses including 500 hours of clinical field placement. Student increase skill acquisition in clinical practice and fine tune themselves as the instrument of therapy.

Prerequisites: PSY 7741, and approval from the Clinical Training Coordinator
Credit: 3 Units

PSY 7743 Doctoral Internship III: Group Supervision

This course is the third of a three part series requiring the last 500 hour clinical field placement. This course is the capstone experience of the professional psychology program. It is among the last major tasks undertaken by the student prior to graduation and represents a completion of significant commitment of time and effort. The internship provides an opportunity to use and refine clinical skills and knowledge developed during the course of the program and an opportunity to consolidate one's professional identity. It requires fulltime supervised clinical experience at an approved site.

Prerequisites: PSY 7742 and approval from the Clinical Training Coordinator
Credit: 3 Units

PSY 7751 Program Evaluation

The course provides the tools to design and conduct practical program evaluation and develops skills in evaluation, needs assessment, information and data collection, management & analysis and report writing. It focuses on theoretical and strategic issues in designing and implementing formative or summative evaluations of clinical intervention programs including assessment of fidelity to a model and assessment of impact, with special attention to the effects of the socio-cultural context in which the intervention takes place.

Prerequisite: Approval of Psychology Department

Credit: 3 Units

PSY 7752 Advanced Clinical Practice in Gerontology

This course is an in-depth coverage of the conceptual and practical application of clinical psychology to working with older people. Specialist focus on the assessment, diagnosis and case conceptualization of mental health issues for older people and an overview of creative and adaptive psychotherapeutic approaches to working with older people (including both those with and without dementia).

Prerequisites: Approval of Psychology Department

Credit: 3 Units

PSY 7753 Parent-Child Therapy

This course examines various skills in dealing with the parent-child relationship. The learner will be taught various skills in assessment, diagnosis and intervention strategies for dealing

with parents and various children age groups. The course also examines the impact of the marital relationship including triangulation, and ways of dealing with life stressors are explored.

Prerequisites: Approval of Psychology Department

Credit: 3 Units

PSY 7754 Adolescent Therapy

This course combines academic and clinical training experiences designed to prepare students for work with adolescent populations. Core knowledge in diagnosis, treatment and assessment of adolescents is solidified with a goal to train outstanding practitioner-scholars who can deliver and develop cutting-edge empirically-driven and validated multiculturally-based treatment for this unique population.

Prerequisites: Approval of Psychology Department

Credit: 3 Units

PSY 7755 Advanced Clinical Practice in Pediatrics

The purpose of this course is to address cognitive-behavioral, psychodynamic, systems, or narrative orientations with regard to specific issues of pediatric clinical practice. Students will be expected to be able to conceptualize their cases using a developmental framework, assessing both the child's and the family's level of development; assess the child and family on a number of dimensions, including emotional, cognitive, physical, and relational dimensions; apply a systems and ecosystemic perspective to a case, develop interventions that work at the individual, family, school, and

community levels.

Prerequisites: Approval of Psychology Department
Credit: 3 Units

PSY 7756 Child Play Therapy

This course will cover elements of play therapy, which consists of the systematic use of theoretical models to establish an interpersonal process wherein clinicians use the therapeutic powers of play to help children prevent or resolve psychosocial challenges and achieve optimal growth and development. The course is grounded in knowledge about trauma and will consist of basic principles of intervention as well as guidelines for assessment and treatment. Expressive therapies such as art, play genograms and other nonverbal and symbolic techniques which enable children to externalize and process overwhelming experiences in a nonthreatening way will be covered.

Prerequisites: Approval of Psychology Department
Credit: 3 Units

PSY 7757 Forensic Psychology

The purpose of this elective course is to provide the foundation necessary for students interested in pursuing more focused postdoctoral training in the professional practice of forensics as applied in Clinical Psychology. Clinical forensic psychology provides opportunities for diverse practice, including employment through the adult or juvenile correctional system, consultancy to criminal or civil courts in the role of forensic examiner, expert witnessing, trial behaviour or

litigation consultant or work with law enforcement agencies.

Prerequisite: Approval of Psychology Department
Credit: 3 Units

PSY 7758 EMDR Introduction and Level I Training

This course is an introduction on the psychotherapy method that was developed in the late 1980s called Eye Movement Desensitization and Reprocessing (EMDR). The course provides experiential training in the basic EMDR Level I protocol. This course must only be taken as a series PSY 7759, and PSY 7760.

Prerequisite: Approval of Psychology Department
Credit: 3 Units

PSY 7759 EMDR Level II Training

Level II training is a sequential course that completes the basic training, and is a continuation from PSY 7758. The course will provide experiential training and case consultation.

Prerequisites: PSY 7758 and Approval of Psychology Department
Credit: 3 Units

PSY 7760 EMDR Supervision

Students who have taken EMDR Level I and Level II training acquire initial understanding of the therapeutic approaches unique to EMDR in the treatment of psychological trauma and other symptoms.. The supervision course is a concentrated case consultation, via group supervision, to synthesize the unique interventions that are essential to becoming an

effective EMDR therapist.

Prerequisites: PSY 7759 and Approval of Psychology Department.

Credit: 3 Units

SEN: Senior Experience

SEN 4800 Integrated Seminar

Interdisciplinary capstone seminar.

Assists students in making connections between disciplines, the major, minor and general education. Focuses on "global understanding and multicultural perspectives," a part of the USIU mission. (WI)

Prerequisite: s: ENG 2206; Students must be seniors

Credit: 3 Units

SOC: Sociology

SOC 2201 Introduction to Sociology

Dynamics of group life, social process, and social organization; social institutions and systems (family, education, economics, politics, religion, health); fundamental theoretical concepts underlying sociology, their use in organizing and elucidating data on social phenomena, and relationship to contemporary social issues and problems.

Credit: 3 Units

SOC 2202 U.S. Diversity: Ethnicity, Class and Gender

Sociocultural heterogeneity of American life; summary of history of racial, ethnic, and gender relations; theories of inter-racial and inter-ethnic group relations; American culture and society as a case study illuminating ethnic diversity, social

stratification, social class, and majority/minority relations.

Credit: 3 Units

SOC 2203 Social Stratification,

Ethnicity and Gender in Africa

The course introduces the student to the concepts of social stratification, ethnicity and gender in African societies. It will cover roles, power, wealth, social class, nationality, tribe and religion. Status, gender roles, equal opportunity and socialization will also be covered.

Credit: 3 Units

SOC 2205 The Family in the U.S.

Historical roots and development of American kinship. Focuses on the structure, function, and changing dynamics of family life in the U.S. (WI)

Prerequisite: ENG 1106

Credit: 3 Units

SOC 2210 Sociology of Interpersonal Interactions

History of the study of human behavior: 1600 – present; examines individualistic and social models of human behavior, the psychological importance of the human group, and perspectives and methodology used in micro-sociological analysis.

Credit: 3 Units

SOC 3301 Social Problems

Problems of deviance, social inequality, violence, crime, and delinquency in the U.S. and other countries; sociological causes and consequences; sociological definition and analysis of problems; special emphasis on exploring possible amelioration of the world's

contemporary social problems.

Credit: 3 Units

SOC 3305 Deviant Behavior

Ways people violate norms and laws in their societies; social norms and value structures; theories of deviance and their relation to various social conditions: social inequality, sexual variation, substance abuse and chemical dependency, physical and mental illness, and disruptive or criminal activity.

Credit: 3 Units

SOC 3310 Family and Kinship in a Multicultural Context

Systems and practices of courtship, mate selection, marriage, parenting, and family life within a culturally diverse setting such as U.S. and other industrialized parts of the world; ethnic diversity and social inequality and kinship functions; bi-cultural marriages.

Credit: 3 Units

SOC 3315 Sociology of Intercultural Relations

Comparison of sociocultural institutions in various societies; focuses on dominant theoretical orientations techno economic, ideological, psychological, social structural, and environmental; processes of socialization and acculturation.

Credit: 3 Units

SOC 3500 Social Conflict and Resolution

Conflict at intrapsychic, interpersonal, social, organizational, national and international levels, focusing on the destructive as well as the constructive

functions of individual and social conflict.

Credit: 3 Units

SOC 4010 Social Inequality in the U.S.

Social stratification, social status and resulting social inequalities; age, gender, health, race, and ethnicity as factors; possibilities for continued cultural pluralism or assimilation and amalgamation.

Credit: 3 Units

SOC 4015 The City in the U.S.: Problems and Solutions

Socio-historical analysis of urban America; field studies; urbanism as a way of life; inquiry into social problems and possible solutions.

Credit: 3 Units

SOC 4021 Collective Behavior in Diverse Contexts

The nature of collective behavior, specifically crowds, masses and mass communication, and social movements; focuses on methodologies in the study of collective behavior, both quantitative and field approaches.

Credit: 3 Units

SOC 4025 Perspectives on the Future of Human Society

Theories of social change and evolutionary, functional, and ecological orientations; the structure and dynamics of human society during the 21st century. (WI)

Prerequisite: ENG 1106

Credit: 3 unit

SPE: Speech

SPE 1101 Speech

Study of formal and informal oral communication: platform speaking, one-on-one communication, and group exchanges.

Credit: 3 Units

indirect speech, the subjunctive and conditional moods and more specific Spanish culture. The course conducted in Spanish.

It is intended for students who wish to either complement their language studies or begin the minor. It is the required lower level elective for the minor.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 1001

Credit: 3 Units

SPN: Spanish

Spanish 1000 Beginning Spanish I

This first beginning course in a sequential series introduces students to the fundamental skills of oral, aural and written Spanish for everyday usage. Spanish culture and civilization will be introduced.

Prerequisite: The course is open to students who have no knowledge of Spanish

Credit: 3 units

Spanish 2001 Intermediate Spanish II

The course completes Spanish 2000. It continues to develop oral expression, listening comprehension, reading and writing skills. It is conducted in Spanish.

Prerequisite: SPN 2000

Credit: 3 Units

Spanish 1001 Beginning Spanish II

This second beginning course builds on Spanish 1000. It ensures that students have a firm basis in basic Spanish by developing written and reading skills, with particular emphasis on listening and oral skills. Students will be taught more on Spanish culture and civilization.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 1000

Credit: 3 units

Spanish 2002 Business Spanish

The course places emphasis on spoken Spanish in the context of skills needed in the business world. This course is recommended for students pursuing degrees in international relations and business administration. It is a conversational course.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 1001

Credit: 3 Units

Spanish 2000 Intermediate Spanish I

The course develops oral expression, listening comprehension, reading and writing skills. Students learn the finer points of grammar and are exposed to the active and passive voices, direct and

Spanish 2003 Tourist Spanish

The course places emphasis on spoken Spanish in the context of skills needed in the tourist world. The course is recommended not only for students pursuing degrees in journalism, hotel

and restaurant management and tourism but also for students who wish to participate in the Windows to the World Program. It is a conversational course.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 1001

Credit: 3 Units

Spanish 2004 Conversational Spanish

The course complements SPN 2002 and SPN 2003 continuing to place emphasis on spoken Spanish in the contexts of today's modern world. It presents more dialogues and role playing and is focused towards the student's career goals

Prerequisite: The course is open to students who have satisfactorily completed Spanish 1001

Credit: 3 Units

Spanish 3000 Advanced Grammar and Composition

The course advances and consolidates the grammar learnt thus far and enhances writing skills. The history and geography of Spain serves as a framework for writing. The course serves as a prelude for SPN 3001. It is a required upper level elective for the minor. It is conducted in both Spanish and English.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 2000

Credit: 3 Units

Spanish 3001 Spanish Culture and Civilization

This course is a survey of the geography, history, dance, architecture, art, fine arts, science, culture and customs of Spain.

It explores as well historical, social, political, economic and cultural trends in the country. The course is conducted in Spanish. It may be taken as part of the Windows to the World Program. The course is conducted in Spanish

Prerequisite: The course is open to students who have satisfactorily completed Spanish 3000.

Credit: 3 Units

Spanish 3002 Contemporary Spanish History

This course is a study of Spain from The Spanish-American War of 1898 to the present day Bourbon King, Juan Carlos. The Second Republic, The Spanish Civil War, the roles of Primo de Rivera and Francisco Franco, the birth of democracy, Spain's entry into NATO and EEC will be the highlights. The course is conducted in Spanish

Prerequisite: The course is open to students who have satisfactorily completed Spanish 3001

Credit: 3 units

Spanish 3003 Spanish Literature II

The course focuses on the analysis and interpretation of representative works of Spanish literature within their cultural context. Emphasis is placed on a literary study of the Middle Ages in Spain. Students are expected to read, write, analyze and discuss extensively. The course is conducted in Spanish.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 3001.

Credit: 3 Units

Spanish 3004 Spanish Literature II

The course comprises the analysis and

interpretation of representative works of Spanish Literature within their cultural context. This course focuses on the literary study of the Golden Age in Spain. Students are expected to read, write, analyze and discuss extensively. The course is conducted in Spanish.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 3001.

Credit: 3 Units

Spanish 3005 Spanish Literature III

The course comprises the analysis and interpretation of representative works of Spanish Literature within their cultural context. This course focuses on the literary study of the modern and contemporary works in Spain. Students are expected to read, write, analyze and discuss extensively. The course is conducted in Spanish.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 3001.

Credit: 3 Units

Spanish 4000 Latin American Culture and Civilization

This course is a survey of the geography, history, dance architecture, art, fine arts, science, culture and customs of Latin America. It explores as well historical, social, political, economic and cultural trends in Latin America. The course is conducted in Spanish.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 3001

Credit: 3 Units

Spanish 4001 Contemporary Latin American History

This course is a study of Latin America from The Spanish-American War to the present day. The Mexican Revolution, the rise of Batista en Cuba, the Argentina of Perón, the Foundation of the OEA, Fidel Castro, The Alliance for Progress of John F. Kennedy, the Chile of Salvador Allende and Augusto Pinochet, the Falkland War with U.K., the drug wars in Colombia will be among the issues discussed. The course is conducted in Spanish.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 4000.

Credit: 3 Units

Spanish 4002 Latin American Literature I

This course comprises the analysis and interpretation of representative works of Latin America within their cultural context. Emphasis is placed on representative works of colonial literature and romanticism including Cristóbal Colón, Bartolomé de las Casas, Garcilaso de la Vega "El Inca", José María Heredia, Ricardo Palma, Jorge Isaacs amongst others. The course is conducted in Spanish.

Prerequisite: The course is open to students who have satisfactorily completed Spanish 4000.

Credit: 3 Units

Spanish 4003 Latin American Literature II

This course comprises the analysis and interpretation of representative works of Latin America within their cultural context. Emphasis is placed on representative works of José Martí, Ruben Darío, Horacio Quiroga, Gabriela

Mistral, Jorge Luis Borges, Pablo Neruda, Gabriel García Márquez amongst others. The course is conducted in Spanish.

Prerequisite: *The course is open to students who have successfully completed Spanish 4000.*

Credit: 3 Units

Spanish 4004 Spanish and Latin America Film

America Film The course examines different aspects of Spanish and South American history and culture through films. Students are expected to discuss and present extensively.

Prerequisite: *The course is open to students who have satisfactorily completed Spanish 3001 or 4000.*

Credit: 3 Units

SWA: Swahili

SWA 1000 Beginning Swahili I

An introduction to the origins, history, and spread of Swahili; basic greetings, pronunciation, stress; introduction to noun class system, verb structure, tenses, personal and possessive pronouns, adjectives, adverbs, numerals, sentence structure.

Credit: 3 Units

SWA 1001 Beginning Swahili II

Broaden vocabulary base; focus on the use of present, past, future verb tenses; introduction of -me- tense and the passive; introduction of possessives and negative verb formation, telling time, dates, days of the week, months, years; introduction to Swahili proverbs and food culture.

Prerequisite: SWA 1000

Credit: 3 Units

SWA 1002 Intensive Swahili

Course basically covering the contents of SWA 1000, but based on intensive learning (no less than 5 hours per week) in order to enhance practical use of the language. The course is recommended for exchange students coming to USIU for 1 semester.

Credit: 3 Units

SWA 2000 Intermediate Swahili I

Broaden vocabulary base; introduction of -a- tense, focus on irregular verb formations, further introduction of verbal extensions (reflexive, prepositional); locational suffixes and prepositions; object infixes; time relative -po-; specialized vocabulary (geography, nature, traditional cultures). It is required lower level elective for minor.

Prerequisite: SWA 1001

Credit: 3 Units

SWA 2001 Intermediate Swahili II

Broaden vocabulary base; further introduction of verbal extensions (stative, causative, subjunctive); conditional tenses (-nge-, -ngali-, -ki-, -sha-, -ja-); introduction of relative pronouns and infixes; specialized vocabulary (social situations, lifestyles, professions, trades)

Prerequisite: SWA 2000

Credit: 3 Units

SWA 2002 Business Swahili

The course is an introduction of basic business terminology on different topics (local and foreign trade, trade of specific goods and agricultural products typical to east African countries) and its

practical use in various situations.

Prerequisite: SWA 2000

Credit: 3 Units

SWA 2003 Tourist Swahili

This is a conversational course, modelling the most typical situations in travel (ticket/hotel reservation, entering the country, safari organization, meals, market place, etc). It is recommended for students interested participating in the Windows to the World Program.

Prerequisite: SWA 1001

Credit: 3 Units

SWA 3000 Advanced Grammar And Composition

Advanced grammar studies: introduction of ku-class, emphatics, impersonal verbal forms, compound tenses, modal verbs; specialized vocabulary (modern professions, modern culture, economy). It is required upper level elective for minor.

Prerequisite: SWA 2001

Credit: 3 Units

SWA 3001 Culture and Civilization of Swahili-speaking countries

The course involves the use of Swahili as the main language of instruction and communication. It covers such topics as: millennium of the Swahili civilization (9th – 19th centuries); colonial history of Eastern Africa; post-colonial history of Eastern Africa; classical and modern Swahili literature; Swahili music and performing arts. It may be taken as part of the Windows to the World Program.

Prerequisite: SWA 3000

Credit: 3 Units

SWA 4000 Classical and Modern Swahili Literature

Course for advanced learners, covering such aspects as the history and periodization of classical and modern literature in Swahili, survey of poetic genres (tendi, mashairi, modern free verse poetry), classical and modern prose and modern drama. The course highlights the works of major classical and modern writers from Swahili-speaking areas of East Africa.

Prerequisite: SWA 3000

Credit: 3 Units

SWA 4001 Political Terminology

Course for advanced learners, covering such topics as UN political terminology - e.g. ozone layer depletion, ecology and natural resources, refugees and conflict resolution, international relations, governmental issues, etc.

Prerequisite: SWA 3000

Credit: 3 Units

SYS: System Security and Audit

SYS 4010 Information Security Management

This introduces principles and fundamentals of the information and system security. The content is designed to address the rapidly growing global problems of securing computer information.

Prerequisite: IST3050

Credit: 3 Units

SYS 4020 Cryptography and Network Security

The course covers theory and practice of computer security, focusing in particular on the security aspects of the web and Internet. It surveys cryptographic tools used to provide security, such as shared key encryption (DES, 3DES, RC-4/5/6, etc.); public key encryption, key exchange, and digital signature (Diffie-Hellmann, RSA, DSS, etc.). It then reviews how these tools are utilized in the internet protocols and applications such as SSL/TLS, IPSEC, Kerberos, PGP, S/MIME, SET, and others (including wireless). System security issues, such as viruses, intrusion, and firewalls, will also be covered.

*Prerequisite: IST3050;IST4060
Credit 3 Units*

SYS 4030 Information Security Forensics and Incidence Response

Teaches computer forensic investigation techniques for collecting computer-related evidence at the physical layer from a variety of digital media, (hard drives, compact flash and PDAs) and performing analysis at the file system layer.

*Prerequisite: IST3040;SYS4020
Credit 3 Units*

SYS 4040 Advanced Information Systems Audit

This is an advanced course on Management of information systems audit and the evaluation of IT management. Analysis and review of internal controls in contemporary computer installations and applications are important in the systems audit. The course includes use of basic and advanced information systems audit techniques and methodologies,

including audit software, integrated test facility, and concurrent auditing techniques. Technology audit reviews of the audit requirements for such technologies as LANs, EDI, and expert systems are also discussed as are Legal and professional requirements and computer abuse/fraud auditing. A review of future IS audit techniques, methodologies, research and social implications is presented.

*Prerequisite: IST3050;IST4020
Credit 3 Units*

TOU: Tourism Management

TOU 2020 Tourism and the Environment

The course covers the relationship between tourism and the environment. It looks into both the benefits and the costs of tourism development upon the environment. The course further highlights the relationships between tourism and sustainable development and how to achieve sustainable development of tourism. With use of case studies both international and local, the impacts of tourism on the environment will be highlighted.

Credit: 3 Units

TOU 2050 Travel Reservations Systems

The course provides a new world in which the student explores, learns, and applies skills used in airline, hotel, restaurants and car hire and travel agency operations. Students will be exposed to the use of First Class-Galileo Computer Reservation System (CRS), which is a full-featured, computer-based

training system.

Galileo is carefully designed to meet the needs of the student by providing the tools, capabilities, and latest technology to make reservation system training easier, more efficient, and rewarding. Abacus, Amadeus, Apollo, Marsha and Sabre reservations systems will also be covered.

Prerequisite: HRT1010 and IST 1010

Credit: 3 Units

TOU 2055 International Fares and Ticketing

Provides students with practical

knowledge needed to perform routine duties related to the sale of international air travel. The students learn the step-by-step procedures for calculating normal one way, round, circle and special fares, and for issuing both manual and automated tickets.

Prerequisite: HRT1010, TOU 2050

Credit: 3 Units

TOU 3010 Tourism Products and Facilities Management

An introduction to travel and tourism operations. Students will learn various



methods and techniques used in devising travel itineraries, and how to carry out an effective tour. This involves developing a practical knowledge of how to design and develop effective tourism product from the initial concept through its final operation. Researching, writing, packaging and marketing a variety of travel itineraries and tours, including special interest tours will be covered. Students will also learn operational management of tourism facilities. These include the components of attractions and accommodation management. Evaluation of the service concept as it applies to the tourism and hospitality industry will be done.

Prerequisite: HRT 1010

Credit: 3 Units

TOU 3020 International Travel and Tourism

An overview of the international travel and tourism industry, its historical development, and scope and present day structures. International travel takes place when a tourist crosses a national boundary while tourism is a broad term, which focuses on travellers away from home and on all the services they utilize. This course analyses the different types of products and services offered in the tourism business.

Prerequisite: HRT1010

Credit: 3 Units

TOU 3050 Travel Operations Management

Provides students with an understanding of management issues pertaining to the establishment and operations of a travel agency, travel agency licensing, IATA

accreditation and financial management issues. The course also introduces tourist regions of the world. Travel Agency Management presents management skills indispensable in the operation of a profitable and successful travel agency. It provides a detailed and precise look at the responsibilities associated with being travel agency manager.

Prerequisite: s HRT1010

Credit: 3 Units

TOU 4015 Wildlife Conservation, Development and Management

This an advanced course which exposes the students to wildlife management and conservation issues in Kenya and Africa. Involves examination of current ecological problems in details and the need for conservation. The issues raised will include the development of the park system and the contribution to conservation. The present challenges of the park system are further explored and attempts at resolving these discussed. Community involvement and participation in conservation and the natural resource tenure will be examined.

Prerequisite: HRT 1010

Credit: 3 Units

TOU 4025 Travel Agency Operations Techniques

Reviews the different types of transportation available to tourists and sold by travel companies, accommodations and ancillary tourists services. Sales techniques as related to the travel industry are outlined and so do aircraft types and in-flight services. Passenger baggage and its

handling procedures, international travel regulations and formalities are also covered.

Prerequisite: HRT 1010

Credit: 3 Units

TOU 4030 Tourism Economics

Develop knowledge of the concepts and methods useful in the application of economic principles to the tourism industry. The course provides a review of the economic aspects of tourism, including tourism demand and supply, pricing, equilibrium in tourism markets. It also examines the effects of tourism growth on national economies, the multiplier effects and the effects of tourism on the balance of payments.

Prerequisites: ECO1010 and 1020

Credit: 3 Units

TOU 4035 Tour Operations Techniques

Introduces students to tour operations as is applicable to the travel and tourism industry. Tour circuits in East Africa, communications with travel agents, car hire firms and client handling procedures are discussed. Also included in the course are tour office organization and tour marketing procedures.

Prerequisite: HRT 1010

Credit: 3 Units

TOU 4040 Tourism Planning and Development

Reviews the definition and history of tourism. The factors that make up tourism are outlined. The goals of tourism are then looked at from the perspective of the tourist, the destination and the community. The benefits of developing tourism, the

pitfalls to avoid and the methods used to collect data as a basis of planning tourism are discussed. A step-by-step process for developing a destination and means to set up and fund a system for organizing tourism at community level are laid out. The role of both national government and private sector in tourism marketing is examined. Finally, the future of tourism is discussed.

Prerequisites: HRT1010 and TOU 4015

Credit: 3 Units

TOU 4055 Cultural and Heritage Tourism Development

Focuses specifically on the aspects of culture, heritage and their conservation as well as heritage resource management as critical sectors of development within a society and the economy. Local issues are examined within a global context, and the identification, maintenance and sustainability of living heritage as well as historical resources are emphasized.

Prerequisite: HRT 1010

Credit: 3 Units

TOU 4060 Evaluating Tourism Projects

Involves the study of strategic management and strategic planning as it applies to tourism feasibility measurement. Various models of decision-making are evaluated with particular reference to tourism projects analysis.

Prerequisite: TOU 4030 and TOU 4040

Credit: 3 Units

TOU 4900 Tourism Management Project

Independent study under the direction of a faculty advisor. Projects may include library or empirical research, analysis and written report or oral presentation on tourism aspects of an appropriate organization (hotel, airline, restaurant or a healthcare institution).

Prerequisite: Senior standing

Credit: 3 Units

TOU 4910 Tourism Management

Internship

Directed internship in a hospitality or tourism organization such as hotel, airline, restaurant or in a healthcare institution for experience in the practical application of tourism management.

A range of 200-400 hours required depending on the organization.

Prerequisite: Senior standing

Credit: 3 Units

Special Topics

From time to time, faculty design and offer special courses. Check with department chairs for course titles and descriptions of upcoming offerings.

These courses will be offered on a demand basis.

The following numbers are used for

Special Topic courses:

(Disciplinary prefix) 2999 Used for lower division undergraduate courses.

(Disciplinary prefix) 4999 Used for upper division undergraduate courses.

(Disciplinary prefix) 6999 Used for masters' courses.

USIU Course Equivalents

College Level Examination Program (CLEP Test) Equivalents

Course	CLEP Test Equivalent	Restrictions if any
ACT 1010 Principles of Accounting I & ACT 2010 Principles of Accounting II	Subject Exam in Principles of Accounting	Pass = 45
BUS 1010 Intro. to Business Organizations	Subject Exam in Intro. to Management	Pass = 46
BUS 3010 Business Law	Subject Exam in Business Law, Introductory	Pass = 51
ECO 1010 Principles of Microeconomics	Subject Exam in Introductory Microeconomics	Pass = 41
ECO 1020 Principles of Macroeconomics	Subject Exam in Introductory Macroeconomics	Pass = 44
ENG 1106 Composition I	General exam in English Composition with Essay	Given 4 times per year (Jan., Apr., June & Oct.). May be taken only by those who did not enter USIU as freshmen. Pass = 420
FRN 1000, 1001, FRN 2000, 2001	Subject Exam in French Language, College Level	Pass Level 1 = 45 Pass Level 2 = 50
HIS 2005 Major Social Movements in U.S. History	Subject Exam in American History II: 1865 to the Present	Pass = 46
HUM 1105 US. Culture Through the Humanities	General Exam in Humanities	Pass = 420
IST 1010 Information Systems & Applications	Subject Exam in Introductory Information Systems and Computer Applications	Pass = 52
LIT 2215 Approaches to Literature	Subject Exam in Analyzing and Interpreting Literature	Pass = 47

LIT 2225 Introduction to Shakespeare	Subject Exam in English Literature	Pass = 46
NSC 2212 Life, Environment and Society	General Exam in Natural Sciences	May be taken only by those who did not enter USIU as freshmen. Pass = 420
NSC 2215 Introduction to Physical Mechanics	General Exam in Natural Sciences	May be taken only by those who did not enter USIU as freshmen. Pass = 420
MKT 3010 Principles of Marketing	Subject Exam in Principles of Marketing	Pass = 50
MGT 3010 Overview of Management Practices	Subject Exam in Principles of Management	Pass = 46
MTH 1105 Algebra in the Practical Context	General Exam in Mathematics	Pass = 420
MTH 1109 College Algebra	Subject Exam in College Algebra	Pass = 46
MTH 1115 Algebra & Trigonometry	Subject Exam in College Algebra-Trigonometry	Pass = 45
POL 2000 Introduction to U.S. Politics	Subject Exam in American Government	Pass = 47
PSY 1101 Introduction to Psychology	Subject Exam in Introductory Psychology	Pass = 47
PSY 1105 Developmental Psychology	Subject Exam in Human Growth and Development	Pass = 45
SOC 2201 Introduction to Sociology	Subject Exam in Introductory Sociology	Pass = 47
SPN 1000 , 1001, SPN 2000, 2001	Subject Exam in College Spanish	Pass Level 1 = 45 Pass Level 2 = 50

Advance Placement Test Equivalents

Advanced Placement	USIU Equivalent	Number of Semester Hours
American History	HIS 2005 and Elective	6 semester hours
Art History	FAR 1000 and Elective	6 semester hours
Biology	NSC 2205/2212	6 semester hours
English	ENG 1106/2206	6 semester hours
European History	Elective	6 semester hours
French	Elective	6 semester hours
Spanish	SPN 1000 , 1001	6 semester hours



USIU Faculty

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M.A. (Peace, Conflict and Development Studies), Universitat Jaume I
Ph.D. (Peace, Conflict and Development Studies), Universitat Jaume I
Speciality areas: Security studies and strategies, African international relations, regional conflicts in africa, foreign policy, foundations of international relations , world crises and transformational politics, gender and international relations.

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LLB (law and business administration) Keele University; LLM (commercial and corporate law) London University. Ph.D., (Environmental law) Australian National University. Speciality area: business law, international trade, business ethics, business sustainability, environmental law and climate change governance.

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Otieno, Elizabeth Mary**Lecturer, Criminal Justice**

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Ouma, Caren Akomo**Assistant professor of management and international business**

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Serrano, Javier Avilés**Assistant Professor Spanish**

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Watson, Carol

Assistant Professor, psychology & Coordinator of psychology programs.

Clinical Psychologist licensed in California, USA. B.A. (Psychology), M.A. (Psychology), United States International University. Psy.D. Doctorate

in Psychology. Speciality areas: chemical dependency, clinical supervision, individual and couples therapy and other areas.

Emeritus

Gale Thomas, S.

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Leave of Absence

Ibrahim Hassan, Bashir

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Rono Ruthie, C.

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