



PROGRAMS & COURSES

SPRING 2019

INSIDE

Part-time degrees:

- > Health Sciences Management
- > Interdisciplinary Studies
- > Public Safety

Online and on-site certificates, many of which can be completed in 12-18 months:

- > Accounting & Finance
- > Contracts Management
- > Criminal Justice
- > Cyber Security & IT
- > Health Sciences Management
- > Leadership & Management
- > Marketing & PR
- > Public Administration



UNIVERSITY
of VIRGINIA

SCHOOL *of* CONTINUING
and PROFESSIONAL STUDIES

a path to meeting career

.....GOALS

Kearby Chen

CERTIFICATE IN HEALTH SCIENCES MANAGEMENT

For UVA alumnus and employee Kearby Chen, the certificate was an important ingredient in securing his current position as ambulatory manager of neurosciences clinics at UVA Health System. He chose the certificate because of its comprehensive coverage of the health care industry.



Read more at: www.SCPS.virginia.edu/student-stories

The University of Virginia School of Continuing and Professional Studies (SCPS) serves adult learners by providing access to educational experiences that blend academic scholarship with workplace relevance.

High quality educational opportunities are offered at convenient times and places. Students enrolled through SCPS have the option to learn online, or in the classroom at various locations around the Commonwealth.

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SCPS Calendars

Information Sessions

TBA **Degree Programs for Working Adults**
Please check www.scps.virginia.edu for a complete schedule of Information Sessions to learn more about the Bachelor of Interdisciplinary Studies and the Bachelor of Professional Studies in Health Sciences Management.

< NOVEMBER 2018 >

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Academic Calendar

Registration Opens
 November 30

Classes Begin
 Late January, see class listing for details.

Certificate Program Deadlines
 See page 10.

Degree Program Deadlines
 See page 4.

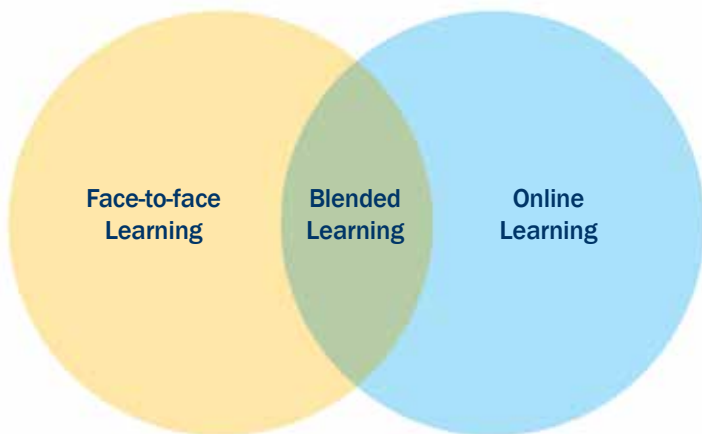
The School of Continuing and Professional Studies may cancel, modify, or make substitutions for any published class or program, may change instructors, and may change the dates and times a class is offered. Information published in this catalog is subject to change. Please use the Class Search at www.virginia.edu/sis for the most up-to-date and complete listing of classes offered through SCPS this semester.

< DECEMBER 2018 >

S	M	T	W	T	F	S
25	26	27	29	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

LEARNING ENVIRONMENTS

At SCPS, our typical students are working adults who seek to continue their education without sacrificing their commitments to their work and family. In order to help our students achieve their educational goals while also maintaining their work/life balance, SCPS offers three different types of learning environments: Face-to-Face, Blended, and Online Learning.



Face-to-Face (In Person)

Face-to-Face learning refers to a traditional classroom setting. The instructor and the students meet in a place devoted to instruction, with regularly scheduled class times. These classes provide only face-to-face (F2F) instruction, and may include lectures, discussion, and seminar-style formats.

Blended (Hybrid)

Blended learning is the integration of face-to-face (F2F) learning with online instruction. F2F classes, as well as online class meetings are required. Some of the class materials, course activities, assignments, and discussions will be online.

Online (Web-Based)

Instruction in an online environment can occur synchronously, asynchronously, or both. You may also see this type of class referred to as web-based. Online courses at SCPS are not fully self-paced. There will be timelines and due dates for learning activities, including assignments, tests, quizzes, discussions, group projects, etc.

Synchronous vs Asynchronous

Synchronous learning takes place at designated times and involves an instructor and group of students meeting together in an online classroom. Asynchronous learning has no designated meeting time, which gives learners the flexibility to complete their coursework at a time and place that is convenient to them.

Please note: Asynchronous online courses at SCPS can sometimes include synchronous sessions. Instructors can require attendance for these sessions as long as the dates are listed in the course catalog. For synchronous class sessions whose dates do not appear in the course catalog, attendance is strongly encouraged, but not mandatory. These sessions can be recorded for students who are unable to attend.

Learn More About Online Learning at SCPS

Visit www.scps.virginia.edu/online-learning to view short videos about what to expect in your online courses at SCPS.

Public Safety

LOW RESIDENCY, INTERDISCIPLINARY PROGRAM THAT CAN BE COMPLETED IN LESS THAN 2 YEARS

The Master of Public Safety (MPS) answers the call for public safety education that develops leadership skills and contextualizes law enforcement in the broader landscape of society and social change. Interdisciplinary in design, this part-time graduate program draws upon a diverse faculty of subject matter experts from law, public policy, education, cyber security, analytics, and public health.

The MPS was designed to prepare public safety leaders and professionals to navigate the complex and shifting landscape of modern law, policy, resource management, data, and technology. The program aims to increase the competencies of public safety leaders, promote Constitutional literacy, reinforce the application of democratic principles, and inspire critical thinking.

Public safety professionals from across the region and the nation will learn together in an executive cohort model, while sharing their real world knowledge and experiences. Students will enroll in 6-9 credits (2-3 courses) per semester and complete their degree requirements in 5 semesters (20 months).

The required core courses are taught using a hybrid or blended format combining face-to-face instruction on Grounds in Charlottesville and online instruction. The required sessions on Grounds are scheduled for Thursday afternoon through Saturday early afternoon. Remaining course sessions are completed online asynchronously or synchronously (set day/time).

During the first semester, students are required to attend four, three-day sessions on Grounds. Subsequent fall and spring semesters will require students to attend three, three-day sessions on Grounds each semester. One, week-long summer course on Grounds is also required. All elective courses are offered online asynchronously or synchronously.

Public safety leaders and aspiring leaders from local, state, and federal agencies, including law enforcement, private security, public health, corrections, fire and emergency medical services, emergency management, and the military are invited to apply for admission.

The Master of Public Safety is awaiting final approval from State Council of Higher Education for Virginia (SCHEV).

Bachelor of Interdisciplinary Studies

Online, Charlottesville, Richmond, and on the campuses of Northern Virginia and Tidewater community colleges

The Bachelor of Interdisciplinary Studies (BIS) is a part-time undergraduate degree program for working adults. Classes are offered online and on-Grounds in Charlottesville, in Richmond, on the Virginia Beach campus of Tidewater Community College, and on the Alexandria and Loudoun campuses of Northern Virginia Community College.

Students enter the BIS program as third year students, having completed 60 transferable hours in core and elective requirements. Applicants for the off-Grounds program offered with the Northern Virginia and Tidewater community colleges need to have earned at least fifteen (15) transferable credits from the host community college.

The BIS curriculum is designed to foster a broad liberal studies education with concentrations offered in business, cyber security analysis, early childhood, health care management, IT, liberal arts, and psychology. In-person, blended, and online classes are available.

Under a Guaranteed Admission Agreement (GAA) with the Virginia Community College System (VCCS), applicants who have completed a transferable associate's degree from a VCCS college, with 45 or more credits earned from VCCS, and have earned a GPA in VCCS coursework of 3.5 or better, will be eligible for guaranteed admission. Those applying under the GAA must submit a letter of intent and official transcripts to Admission Services by February 15. A completed online application for admission must be submitted by May 15.

A Guaranteed Admission Agreement (GAA) with Richard Bland College is also available. See the web for details.

Applications are accepted for fall and spring admission. The application deadline for spring admission is November 1. The application deadline for fall admission is May 15.

Bachelor of Professional Studies in Health Sciences Management

Online

The Bachelor of Professional Studies in Health Sciences Management (BPHM) is intended for adults working in health care who aspire to managerial roles, but lack the necessary bachelor's degree. Health care professionals who have earned an associate's degree and who hold a national certification in emergency medical services, health information management, medical laboratory technology, occupational therapy assistant, physical therapy assistant, radiography, respiratory therapy, and sonography are invited to apply.

Admitted students complete their degree requirements on a part-time basis while continuing to work. Courses are offered online, making it convenient for adults to balance work and family while continuing their education.

The program emphasizes competency and skills development in the areas of communication, relationship management, leadership, professionalism, knowledge of health care, and business skills necessary for professional growth and advance in the health care industry. Program requirements can be completed in 11 terms.

Under a Guaranteed Admission Agreement (GAA) with the Virginia Community College System (VCCS), applicants who have completed an associate of applied science degree from a VCCS college in an applicable allied health field with 45 or more credits earned from VCCS, and have earned a GPA in VCCS coursework of 3.5 or better, and hold national certification in an applicable allied health field will be eligible for guaranteed admission. Those applying under the GAA must submit a letter of intent and official transcripts to Admission Services by February 15. A completed online application for admission must be submitted by May 15.

Applications are accepted for fall and spring admission. The application deadline for spring admission is November 1. The application deadline for fall admission is May 15.

Cyber Security Management

Online

This 6-course (18-credit) graduate certificate is designed to provide managers and information technology professionals with the essential tools needed to identify cyber threats; devise appropriate defense strategies; develop policy; plan and conduct security assessments; and understand the ethical, legal, and regulatory environment as it relates to operating in cyberspace. The courses are mapped to the National Cybersecurity Workforce Framework, as part of the National Initiative for Cybersecurity Careers and Studies. The certificate is ideal for managers charged with overseeing the security function, information technology professionals seeking professional skills in cyber security management, and cyber security professionals seeking additional credentials.

See *Graduate Transfer Partnerships* on page 8 to learn how you can transfer credits earned in the certificate to a master's degree.

Digital Marketing (formerly eMarketing)

Online

This 5-course (15-credit) graduate certificate provides the practical knowledge and hands-on skill development using the integrated web, email, and database technologies needed to acquire and retain customers in today's marketing environment. The program is appropriate for marketing professionals in all stages of their professional development as well as career changers.

Health Sciences Management

Online

This 6-course (18-credit) graduate certificate provides a foundation of management competencies for individuals working in a health care setting and looking to advance into entry-level manager positions. The program is uniquely designed for students interested in developing their skills in the areas of management, finance and leadership. It is appropriate for those with a bachelor's degree in an allied health field, natural sciences, social sciences or business/commerce, or for those with a bachelor's degree in any major with a minimum of one year of work experience in health care. The coursework focuses on the core knowledge and competencies recognized by the Healthcare Leadership Alliance of the American College of Healthcare Executives.

See *Graduate Transfer Partnerships* on page 7 to learn how you can transfer credits earned in the certificate to a master's degree.

Leadership

Online

This 6-course (18-credit) graduate certificate provides a solid foundation of leadership and management competencies that can be applied immediately in the workplace. The program is uniquely designed for students who are interested in developing their personal leadership style, while focusing on one of three areas: general leadership, technology leadership, or project management. The certificate is appropriate for working professionals in the private sector, the nonprofit sector, higher education, and for those working in federal, state, or local government.

See *Graduate Transfer Partnerships* on page 7 to learn how you can transfer credits earned in the certificate to a master's degree.

Leadership in Human Resources Management

Online

This 5-course (15-credit) graduate certificate provides the knowledge and skills essential in top management positions. Coursework focuses on the principles and concepts of group and team behavior, leadership roles, the importance of organizational vision, values and ethics, assessing and capitalizing on human resources, and managing scarce resources in today's complex organizations. This hands-on program is ideal for human resource management professionals in the early to mid-level stages of their professional development. Typical students are working professionals who have completed a bachelor's degree, work in the field of human resources management, and are ready to assume greater responsibilities. *More >*

See *Graduate Transfer Partnerships* on page 7 to learn how you can transfer credits earned in the certificate to a master's degree.

National Criminal Justice Command College

Richmond

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2019.

Procurement & Contracts Management

Online

This 6-course (18-credit) graduate certificate provides advanced training in the field of procurement and contracts management. Coursework focuses on the core competencies recognized by the National Contract Management Association. The certificate is ideal for mid-level and senior professionals looking to stay ahead of the competition, advance in their career, or increase their earning potential. Students with no prior procurement and contracting experience are advised to enroll in PC 4010 before beginning courses in this certificate.

See *Graduate Transfer Partnerships* on page 7 to learn how you can transfer credits earned in the certificate to a master's degree.

Project Management

Online

This 6-course (18-credit) graduate certificate provides a core framework and information on how to apply a wide range of tools in order to be an effective project manager. Coursework focuses on the core competencies recognized by the Project Management Institute®. The certificate is ideal for individuals who are required to manage projects but possess a limited understanding of project management as a discipline.

Throughout the year, we also offer the Project Management Body of Knowledge (PMBOK® Guide) Review Prep for PMP® Exam, an online noncredit course that provides an in-depth review of the Project Management Institute's Required Body of Knowledge to successfully prepare for the Project Management Professional (PMP) exam.

PMI, PMP, and PMBOK are registered marks of the Project Management Institute, Inc.

Public Administration

Online

This 5-course (15-credit) graduate certificate provides the essential knowledge and skills needed to meet the administrative and management challenges of today's public sector and nonprofit organizations. Courses build the knowledge base necessary for decision making, planning, administrative effectiveness, budgeting, and critical thinking, as well as the management and leadership skills essential for success. The courses are ideal for employees working in public or nonprofit organizations, career changers interested in entering the public or nonprofit sectors, and in-service or pre-career students interested in beginning a career in public service.

See *Graduate Transfer Partnerships* on page 8 to learn how you can transfer credits earned in the certificate to a master's degree.

GRADUATE TRANSFER PARTNERSHIPS

The School of Continuing and Professional Studies (SCPS) has developed partnerships with several universities to provide master's degree opportunities for its graduate certificate students. For a list of the identified course equivalences applicable to their respective graduate programs, visit: www.scps.virginia.edu/graduate-transfer-partnerships

Transfer Program with Hollins University

SCPS students earning a graduate certificate in Leadership are eligible to apply and transfer their credits into the Hollins University Masters of Arts in Liberal Studies (MALS) program. No more than nine (9) credit hours of graduate course work earned at UVA may be applied to the MALS program, except for students who have completed the Leadership certificate. Students who have completed the Leadership certificate can apply up to eighteen (18) credit hours of graduate course work earned at UVA towards the MALS program.

For more information, contact:

Lorraine Lange
langel@hollins.edu
540.815.0681

Transfer Programs with Marymount University

SCPS students earning a graduate certificate in Procurement & Contracts Management are eligible to apply and transfer their credits into the Marymount University M.S. in Leadership & Management program, and those earning a graduate certificate in Leadership in Human Resources Management are eligible to apply and transfer their credits into the Marymount M.A. in Human Resources Management. No more than eighteen (18) credit hours of graduate course work earned at UVA may be applied to a Marymount School of Business degree program.

For more information, contact:

Alison Bartnek, Recruitment & Admissions Coordinator
Marymount University
abartnek@marymount.edu
703.284.5770

SCPS students earning a certificate in Health Sciences Management are eligible to apply and transfer their credits into Marymount's Master of Science in Health Care Management. No more than nine (9) credit hours of graduate course work earned at UVA may be applied to a Marymount MS in Health Care Management.

For more information, contact:

Uma Kelekar, PhD., Program Director, Healthcare Management
ukelekar@marymount.edu
703-284-4994

Transfer Program with Mary Baldwin University

SCPS students earning a certificate in Health Sciences Management are eligible to apply and transfer their credits into Murphy Deming's online Master of Science in Healthcare Administration. No more than eighteen (18) credit hours of graduate course work earned at UVA may be applied to a Murphy Deming Master of Science in Healthcare Administration.

For more information, contact:

Kim McDonald, Ph.D., Program Director, MSHA
kmcDonald@marybaldwin.edu
540.887.4379

Transfer Program with Syracuse University

SCPS students earning a graduate certificate in Cyber Security Management are eligible to apply and transfer their credits into the Syracuse University Master of Science in Information Management program. No more than fifteen (15) credit hours of graduate course work earned at UVA may be applied to a Syracuse School of Information Studies degree program.

For more information, contact:

Susan Corieri, Assistant Dean for Enrollment Management and Special Academic Program Initiatives
 School of Information Studies, Syracuse University
 sbcorier@syr.edu
 315.443.2575

Transfer Program with Virginia Tech

SCPS students earning a graduate certificate in Public Administration are eligible to apply and transfer their credits into the Virginia Tech Master of Public Administration program. No more than eighteen (18) credit hours of graduate course work earned at UVA may be applied to a Virginia Tech Master of Public Administration degree program.

For more information, contact:

Brian Cook
 Center for Public Administration & Policy
 Virginia Tech
 brml27@vt.edu
 540.231.3438

Transfer Partnerships Leading to a Master's Degree

SCPS Certificate	Transfer Credits	Partner Institution	Master's Degree
Cyber Security Management	15	Syracuse	Information Management (M.S.)
Health Sciences Management	9	Marymount	Health Care Management (M.S.)
Health Sciences Management	18	Mary Baldwin	Healthcare Administration (M.S.)
Human Resources Management	18	Marymount	Human Resources Management (M.A.)
Leadership	18	Hollins	Liberal Studies (M.A.)
Procurement & Contracts Management	18	Marymount	Leadership & Management (M.S.)
Public Administration	18	Virginia Tech	Public Administration (MPA)

Accounting

Online

This 10-course (30-credit) undergraduate/post-baccalaureate certificate prepares individuals to assume greater responsibility for the accounting function. Coursework provides a foundation in accounting, auditing, taxation, commercial law, and managerial finance. The certificate is ideal for those individuals new to the accounting profession, as well as for mid-level professionals looking to stay ahead of the competition, advance in their career, or increase their earning potential.

The accounting certificate program includes courses that are both required and recommended as preparation to sit for the Certified Public Accountant (CPA) examination. The Virginia State Board of Accountancy requires CPA applicants to obtain at least 120 semester hours of education with a baccalaureate degree from an accredited college or university with 48 semester hours for an accounting concentration or equivalent as follows:

- 24 semester hours in accounting courses to include auditing, financial accounting, management accounting, and taxation.*
- 24 semester hours of business courses. As many as 6 hours of accounting courses (not included in the 24 hours of accounting courses) may be considered for the business course requirement.

The coursework must be completed prior to application to sit for the CPA exam.

Many individuals who have completed our Certificate in Accounting have successfully passed the exam and are now CPAs.

**Introductory accounting courses cannot be considered in determining whether a person has obtained the 48 minimum number of semester hours required for an accounting concentration or equivalent.*

Cyber Security Analysis

Online

The 6 course (18-credit) undergraduate certificate provides the foundational knowledge and skills necessary to assume entry-level positions in cyber security. The certificate offers a detailed understanding of security vulnerabilities, attacks, threats, and mitigation solutions in the context of today's cyber and information technology networks. It provides essential training for career changers, liberal arts graduates, and other professionals seeking entry-level positions in cyber security.

Human Resources Management

Online

This 6-course (18-credit) undergraduate/post-baccalaureate certificate addresses the functional areas of human resources, including the management of organizations, organizational development, and legal and ethic issues. Elective courses allow students to delve deeper into specialized areas, polish communication skills, and explore relevant topics. The certificate is appropriate for those just entering the field of human resources management.

Information Technology

Online

This 6-course (18-credit) undergraduate/post-baccalaureate certificate provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology. Coursework covers the strategic value of IT to businesses and exposes students to the web application development process (topics include IT architecture, systems analysis and design, web design, database systems, and web application development). Upon completion of the certificate, students are prepared for positions in systems analysis, web design and application development, programming, and business analysis.

National Criminal Justice Command College

Richmond

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2019.

Post-Bac Pre-Med

Charlottesville

The Post-Baccalaureate Pre-Medical Program is a full-time, one-year certificate program designed for college graduates with strong academic records who have made a late decision to pursue a career in medicine. It provides the science courses students need to be eligible for medical school admission. Applications are accepted beginning August 1 for the following summer.

Procurement & Contracts Management

Online

This 6-course (18-credit) undergraduate/post-baccalaureate certificate provides students with the principles for effective procurement and contracts management essential to all organizations. Coursework focuses on the core competencies recognized by the National Contract Management Association. The certificate is ideal for those individuals just entering the field of procurement and contracts management.

Certificate Programs – Application & Admission

Students can enroll in courses without applying for admission to earn the certificate. However, a maximum of two courses will count toward satisfying the requirements for the certificate prior to admission.

Applications are accepted online, and include the following:

- Proof of high school diploma or equivalent for those applying to an undergraduate certificate
- See the web site for details regarding academic credentials needed for noncredit certificates
- College transcript for those applying to a graduate certificate
- Résumé
- Letter of recommendation
- Statement of purpose
- Application for Virginia In-State Education Privileges, if seeking in-state tuition eligibility (included within online application)
- \$70 Application fee, payable by credit card only

Deadlines

Certificate Programs

- April 1 - Summer Admission
- July 1 - Fall Admission
- November 1 - Spring Admission

National Criminal Justice Command College

- June 15 - Summer Admission

Certified Financial Planning

Falls Church / Online

The Certificate in Certified Financial Planning is designed to provide individuals with the skills and knowledge necessary for obtaining CFP™ Certification. This noncredit program is registered with the Certified Financial Planner Board of Standards, Inc. and includes seven classes that address the core competencies in financial planning, insurance, investment planning, income tax planning, retirement planning, estate planning, and ethics.

The program is ideal for finance and insurance professionals, attorneys, and career changers with an undergraduate or advanced degree. College seniors, who have met program entry requirements, are eligible for admission to the program.

National Criminal Justice Command College

Richmond

The National Criminal Justice Command College provides an integrated, cutting-edge approach to criminal justice education through a framework of leadership and collaboration. Offered with the Virginia State Police, the 10-week program provides options for students to earn an undergraduate, graduate, or noncredit certificate. The program is scheduled annually from mid-July to mid-September. The Command College is ideal for mid- and upper-level law enforcement supervisors in state, county, or municipal units, as well as for executives in corrections and corporate or private security. The curriculum is current, applicable, and appropriate for any size, style, or geographically located organization. Applications are being accepted for Summer 2019.

Public Relations

Online

The Certificate in Public Relations provides a solid foundation in the fundamental functions of public relations. The noncredit certificate includes eight courses designed to provide the public relations practitioner, small business owner, and those interested in entering the field of public relations with the knowledge, skills, and abilities critical for success.

CREDIT CLASSES BY LOCATION OR ONLINE

	Charlottesville	NVCC Alexandria	NVCC Loudoun	Richmond	TCC Virginia Beach	Online
Accounting Graduate						
ACCT 5250: Advanced Auditing						✓
ACCT 5310: Selected Topics in Advanced Accounting						✓
ACCT 5410: Fraud Examination						✓
ACCT 5460: Federal Taxation II						
Accounting Undergraduate						
ACCT 2010: Introductory Accounting I						✓
ACCT 2020: Introductory Accounting II						✓
ACCT 3110: Intermediate Accounting I						✓
ACCT 3120: Intermediate Accounting II						✓
ACCT 3140: Cost Accounting						✓
ACCT 4450: Federal Taxation I						✓
BIS Undergraduate						
ISBU ISSS 3880: Data Analytics and Decision Making						✓
ISBU ISSS 3887: Educational Technology in the Information Age						✓
ISBU ISSS 4670: Organizational Change and Development						✓
ISHU 3180: Roots and Stems of Effective Writing – The Essay						✓
ISHU 3220: American Autobiography				✓		
ISHU 3621: The Biological Basis for Art			✓			
ISHU 3623: Studio Art Seminar: Painting		✓				
ISHU 3624: Visual Culture and Aesthetics: The Practice of Seeing						✓
ISHU 3953: African-American Theater, Music and Dance from the 19th-20th Century					✓	
ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences: Introduction to European Studies						✓
ISIN 4520: Special Topics in Conduct of Inquiry: Humanities: Renaissance to Radical Islam						✓
ISLS 3010: Nationalism and National Identity						✓
ISLS 3020: Critical Thinking: Why Do We Believe the Things We Do?						✓
ISLS 3100: Age of Discovery: Europe and the Wider World, 1500-1700	✓					
ISLS 3780: An Examination of the Criminal Justice System			✓			
ISSS 3170: The Bill of Rights in the 21st Century						✓
ISSS 3360: Making Sense of the News					✓	
ISSS 3401: Smart Cities Enabling Sustainability						✓
ISSS 3810: The American Presidency						✓
ISSS 4060: War and World Politics						✓
ISSS 4131: Mental Health Disorders of Modern Society	✓					✓
ISSS 4610: Economics of Climate Change	✓					
ISSS 4820: American Political Thought and Institutions		✓				
PSHM 4300: Introduction to Population Health: Programs, Policy & Epidemiology						✓
PSHM 4700: Economics and Finance of Health Care						✓
IT 3220: Strategic Business Value of Information Technology						✓

BPHM Undergraduate						
PSHM 4050: Understanding Diversity in Health Care						✓
PSHM 4300: Introduction to Population Health: Programs, Policy & Epidemiology						✓
PSHM 4400: Introduction to Research in the Health Sciences						✓
PSHM 4700: Economics and Finance of Health Care						✓
PSHM 4950: Capstone II: Health Sciences Management Project Implementation						✓
ISHU 3180: Roots and Stems of Effective Writing – The Essay						✓
ISHU 3624: Visual Culture and Aesthetics: The Practice of Seeing						✓
ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences: Introduction to European Studies						✓
ISSS 3170: The Bill of Rights in the 21st Century						✓
ISSS 3401: Smart Cities Enabling Sustainability						✓
ISSS 3810: The American Presidency						✓
ISSS 3880: Data Analytics and Decision Making						✓
ISSS 3887: Education Technology in the Information Age						✓
ISSS 4060: War and World Politics						✓
ISSS 4131: Mental Health Disorders of Modern Society						✓
ACCT 2010: Introductory Accounting I						✓
HR 4030: Organizational Change and Development						✓
Cyber Security Analysis Undergraduate						
SEC 3010: Securing the Cyber World						✓
SEC 3020: Cyber Security Policy, Law, and Ethics						✓
SEC 3040: Writing and Communication in a Technical Field						✓
SEC 4020: Mobile Security and Forensics						✓
Cyber Security Management Graduate						
BUS 5010: Cyber Security Management						✓
BUS 5020: Security Policy Development and Assessment						✓
BUS 5060 Understanding Technology in an Open Access Environment						✓
Digital Marketing Graduate						
PSMT 6020: Strategic Database Marketing						✓
PSMT 6070: Social & New Media Digital Marketing						✓
Federal Acquisition Undergraduate						
FAC 3010: Federal Regulations I						✓
FAC 3011: Federal Regulations II						✓
FAC 3012: Federal Regulations III						✓
Health Sciences Management Graduate						
PSHM 5300: Population Health: Programs, Policy, and Epidemiology						✓
PSHM 5700: Economics and Finance of Health Care						✓
Human Resources Management Undergraduate						
HR 4010: Management of Organizations						✓
HR 4030: Organizational Change and Development						✓
HR 4050: Legal and Ethical Issues in Human Resources						✓

CREDIT CLASSES BY LOCATION OR ONLINE

	Charlottesville	NVCC / Alexandria	NVCC / Loudoun	Richmond	TCC / Virginia Beach	Online
Information Technology Graduate						
IT 5220: Strategic Business Value of Information Technology						✓
Information Technology Undergraduate						
IT 3220: Strategic Business Value of Information Technology						✓
IT 3240: Enterprise Systems Architecture and Design						✓
IT 4400: Web Application Development – Building Dynamic Websites						✓
Leadership in Human Resources Management Graduate						
HR 5050: Organizational Change and Development						✓
HR 5060: Transformational Leadership in Human Resources Management						✓
Leadership Graduate						
PSLP 5330: Communication and Team Development						✓
PSLP 5340: Financial Management for Leaders						✓
PSPM 5030: Introduction to Project Management						✓
Procurement and Contracts Management Graduate						
PC 5010: Procurement Policy & Practices						✓
PC 5060: Federal Acquisition Case Studies						✓
PC 5070: Services Contracting						✓
PC 5100: Advanced Contracting by Negotiation						✓
PC 5140: Seminar in International Procurement						✓
PC 5200: Advanced Subcontract Management						✓
PSPM 5030: Introduction to Project Management						✓
Procurement and Contracts Management Undergraduate						
PC 4010: Introduction to Federal Procurement						✓
PC 4030: Cost and Price Analysis						✓
PC 4040: Government Contract Law						✓
PC 4050: Negotiation of Contracts and Modifications						✓
PC 4220: Federal Government Contracting: A Contractor's Perspective						✓
Project Management Graduate						
PSPM 5030: Introduction to Project Management						✓
PSPM 5210: Project Risk Management						✓
PSPM 5290: Principles and Practices of Agile Project Management						✓
PC 5010: Procurement Policy and Practices						✓
Public Administration Graduate						
PSPA 5020: Public Organization Management						✓
PSPA 5030: Public Budgeting and Financial Management						✓

NONCREDIT CLASSES BY LOCATION OR ONLINE

Charlottesville
Falls Church
Online

Certified Financial Planning Noncredit			
NCPR 500: Personal Financial Planning		✓	✓
NCPR 503: Income Tax Planning		✓	
NCPR 505: Estate Planning		✓	
NCPR 506: Capstone: Financial Planning		✓	
Public Relations Noncredit			
NCBM 107: Introduction to Public Relations			✓
NCBM 110: Public Relations, Ethics and the Law			✓
NCBM 123: Branding Through Public Relations			✓
NCBM 218: Getting Social: How Social Media is Revolutionizing PR			✓

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CREDIT CLASS OFFERINGS

Accounting | Graduate

ACCT 5250: Advanced Auditing

Online Synchronous | Thursdays, 6:30-9:45pm | Jan 24-Apr 25

Builds on the concepts and practice examples from introductory auditing to provide students with an in-depth understanding of professional standards, the audit process, advanced audit techniques, and the auditor's role in ensuring that publicly issued financial statements are fairly presented. Prerequisite: ACCT 5210. Richard Evans | 3 GR credits | Elective

ACCT 5310: Selected Topics in Advanced Accounting

Online Asynchronous | Available Jan 14-Apr 29 | *Synchronous sessions TBD. See page 2.

Studies accounting and financial reporting for partnerships, business enterprise segments, home office/branch office, foreign transactions and translation, business combinations, and other intercorporate investments and consolidated statements. Prerequisite: ACCT 3120. Gary Brooks | 3 GR credits | Elective

ACCT 5410: Fraud Examination

Online Synchronous | Tuesdays, 6:30-9:45pm | Jan 22-Apr 23

Focuses on the principles and methodology of fraud detection and deterrence. Examines how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Prerequisite: ACCT 3120 Intermediate Accounting II. Brent Tabor | 3 GR credits | Elective

ACCT 5460: Federal Taxation II

Online Synchronous | Tuesdays, 6:30-9:45pm | Jan 22-Apr 23

Analyzes the federal income tax law and its application to corporations, shareholders, partnerships, partners, estates, and gift transactions. Prerequisite: ACCT 4450. Gary Dittmer | 3 GR credits | Elective

Accounting | Undergraduate

ACCT 2020: Introductory Accounting II

Online Synchronous | Mondays, 6:30-9:45pm | Jan 21-Apr 22

Continuation of ACCT 2010. Approximately one third of the course deals with additional financial accounting topics, emphasizing managerial considerations and financial analysis.

Cost accumulation, allocation, and product cost methods are studied in a manufacturing setting. Matters such as evaluation of performance planning, cost behavior, and special decisions are emphasized. Prerequisite: ACCT 2010. Noel Montesa | 3 UG credits | Required

ACCT 3110: Intermediate Accounting I

Online Synchronous | Tuesdays, 6:30-9:45pm | Jan 22-Apr 23

An intensive study of the generally accepted accounting principles for asset valuation, income measurement, and financial statement presentation for business organizations, and the processes through which these principles evolve. Prerequisite: ACCT 2020. Leon Hutton | 3 UG credits | Required

ACCT 3120: Intermediate Accounting II

Online Synchronous | Thursdays, 6:30-9:45pm | Jan 24-Apr 25

Continuation of ACCT 3110, emphasizing accounting for the equities of a firm's investors and creditors. Covers special problem areas in financial accounting including accounting for leases, pensions, and income taxes. Prerequisite: ACCT 3110. Nammy Lee | 3 UG credits | Required

ACCT 3140: Cost Accounting

Online Synchronous | Wednesdays, 6:30-9:45pm | Jan 23-Apr 24

Addresses analysis of cost behavior and volume profit relationships; responsibility accounting and reporting flexible budgets; and the use of standard costs to guide and control performance. Prerequisite: ACCT 2020. William Cardine | 3 UG credits | Required

ACCT 4450: Federal Taxation I

Online Synchronous | Wednesdays, 6:30-9:45pm | Jan 23-Apr 24

An analysis of the federal income tax law and its application to individuals. A study is made of problems covering personal and business tax situations. Several cases are assigned for which the student prepares illustrative tax returns. Prerequisite: ACCT 2020 or instructor permission. Todd Falcone | 3 UG credits | Elective

BIS | Undergraduate

BIS students should register in BIS classes after meeting with their advisor. Classes outside of BIS, included in this catalog, are by permission of your advisor.

Other students may register as Community Scholars for BIS classes with program permission. See class details for restrictions.

ISBU | ISSS 3880: Data Analytics and Decision Making

Online Synchronous | Wednesdays, 7-9:45pm | Jan 16-Apr 24 (No class Mar 13)

Introduces the analytics process from question formulation to data gathering, processing, and decision making; highlights and explores differences among methods using large data sets, and case studies from various industries to illustrate and understand concepts. Utilizes statistical software; applies analytical methods through exercises, case study examination, and a final project. Prerequisite: foundational knowledge of statistics or instructor permission. Students must have instructor approval to register for this class. This is a Cyber Security Analysis Certificate elective. Majed Al-Ghandour | 3 UG credits

ISBU | ISSS 3887: Educational Technology in the Information Age

Online Synchronous | Thursdays, 7-9:45pm | Jan 17-Apr 25 (No class Mar 14)

Focuses on ongoing societal debates over educational technology while exploring local technology resources available at UVA and on the Web in general. Explores web-based tools, information websites, and interactive databases that support communication, research, and design skills, as well as creativity and knowledge presentation in online environments. Gail Hunger | 3 UG credits

ISBU | ISSS 4670: Organizational Change and Development

Online Synchronous | Thursdays, 7-9:45pm | Jan 17-Apr 25 (No class Mar 14)

This course is designed to equip anyone who has a role to play in organizational change (employees and associates at all levels, supervisors and managers, information technology consultants, and a variety of organizational stakeholders) with the basic tools required to analyze change and its consequences. Mary Repass | 3 UG credits

ISHU 3180: Roots and Stems of Effective Writing — The Essay

Online Synchronous | Thursdays, 7-9:45pm | Jan 17-Apr 25 (No class Mar 14)

Writing begins with intuition, moves towards consciousness and strives for clarity. Such movement, such unfolding, calls for a steady eye and an enduring approach. Accordingly, this class will focus upon resurrecting the fading art of patience, a faculty required for writing. The focus of the class will be on creative essays and academic essays. To convey thoughts effectively one must be willing to take the time to observe one's subject, accurately. It is necessary to attend ardently to the

language in order to articulate our explorations, to argue our viewpoints. One must keep the hand practiced in the actual activity of writing. This class will ask students to read widely, to respond to assigned readings through weekly essays and to share work openly in a workshop setting with a focus on revision.

Charlotte Matthews | 3 UG credits

ISHU 3220: American Autobiography

Richmond | Tuesdays, 7-9:45pm | Jan 15-Apr 23 (No class Mar 12)

In this course, students explore through reading and writing the ethics and mores of autobiography, and consider how memoir-making plays a part in American reinvention of self. Students focus on critical writing and reading skills.

David Seth Horton | 3 UG credits

ISHU 3621: The Biological Basis for Art

NVCC Loudoun | Tuesdays, 7-9:45pm | Jan 15-Apr 23 | In-person classes: 1/15, 2/26 & 4/23. All other classes to be held synchronously online. (No class Mar 12)

Investigates the idea of approaching art as a form of human evolution. Examines the art of several past and present cultures. Blends art and science to connect aesthetics to an understanding of human nature from the cognitive and biological sciences. Examines existing personal and cultural theories of art and art criticism.

George Geoffrey Andrews | 3 UG credits

ISHU 3623: Studio Art Seminar: Painting

NVCC Alexandria | Thursdays, 7-9:45pm | Jan 17-Apr 25 | In-person classes: 1/17, 2/28 & 4/25. All other classes to be held synchronously online. (No class 3/14)

Introduces painting techniques and concepts, with emphasis on the understanding of its formal language and the fundamentals of artistic expression. Explores color theory, linear perspective, pictorial composition, figure/ground relationships, visual perception, spatial concepts, and critical thinking skills.

George Andrews | 3 UG credits

ISHU 3624: Visual Culture and Aesthetics: The Practice of Seeing

*Online Synchronous | Tuesdays, 7-9:45pm | Jan 15-Apr 23
(No class 3/12)*

Examines the cultural elements involved in the interactive process of defining and interpreting the meaning of visual images with regard to how art images are produced, consumed, and made meaningful. Explores images in art history and digital media to investigate the philosophical, social, and cultural influences which affect how we interpret and define the art experience.

Julia May | 3 UG credits

ISHU 3953: African-American Theater, Music and Dance from the 19th-20th Century

*TCC Virginia Beach | Thursdays, 7-9:45pm |
Jan 17-Apr 25 (No class 3/14)*

Explores the historic perspective of the influence of African-American culture on theater, music and dance of 19th-20th Century U.S. Examines the socio-cultural aspects of the integration of West African slaves into America. Probes the evolution of early American theater beginning with minstrels, for example, and continues with the development of both music and dance of the Jazz Age.

Sharen Mendoza | 3 UG credits

ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences: Introduction to European Studies

*Online Synchronous | Wednesdays, 7-9:45pm |
Jan 16-Apr 24 (No class 3/13)*

Explores several centuries of European history and traditions through different social scientific approaches including demography and ethnicity, politics, economics, and law. Provides background for understanding major developments (the welfare state, end of empire, Cold War, migration, and the EU) in European civilization in the 20th and 21st centuries.

Richard Floyd | 3 UG credits

ISIN 4520: Special Topics in Conduct of Inquiry: Humanities: Renaissance to Radical Islam

*Online Synchronous | Wednesdays, 7-9:45pm |
Jan 16-Apr 24 (No class 3/13)*

Examines the "human" through works of drama, literature, philosophy, history and film. Explores the sub-theme of war to demonstrate how studying the 'human' exposes changing attitudes of Western Culture from the Renaissance through the twentieth century. Considers the transmission of ideas across cultures and historical periods, and how the

traveling of texts through the press and translations contribute to the production of the "human."

Luke Wright | 3 UG credits

ISLS 3010: Nationalism and National Identity

*Online Synchronous | Mondays, 7-9:45pm | Jan 14-Apr 29
(No class on 1/21 & 3/11) | Limited to BIS students*

This seminar examines the role of nationalism and national identity in two regions of particular interest, the British Isles and the Balkans. Two key questions examined are: How can national traditions peacefully be expressed and preserved in an age of increasing supranational identities such as the European Union and the global economy? Do human rights broadly defined and enforced by international organizations supersede the right of peoples to be governed with, and ruled by, those of common language and culture?

Ann Marie Plunkett | 3 UG credits

ISLS 3020: Critical Thinking: Why Do We Believe the Things We Do?

*Online Synchronous | Mondays, 7-9:45pm | Jan 14-Apr 29
(No class 1/21 & 3/11) | Limited to BIS students*

This course focuses on a central question: 'Why do we believe the things we do?' This question will drive all of the individual writing and reading assignments. In this context students consider, from a multi-disciplinary perspective, topics such as: mental models, hidden assumptions and the place of implicit beliefs in reasoning; 'thin slicing' and the role of the 'adaptive unconscious' in decision making; propaganda, public relations and the role of the media in belief formation; the identification and evaluation of arguments and the difference between persuasive and cogent reasoning.

Deborah Bishop | 3 UG credits

ISLS 3100: Age of Discovery: Europe and the Wider World, 1500-1700

*Charlottesville | Wednesdays, 7-9:45pm | Jan 16-Apr 24
(No class 3/13) | Limited to BIS students*

Examines intellectual and social/political upheavals of the early modern period in Europe including the opening of the wider world to European explorers and traders. Considers the mutual impact of Western and non-Western civilizations through the analysis of primary sources including literature, maps, and works of art.

Evelyn Edson | 3 UG credits

ISLS 3780: An Examination of the Criminal Justice System

*NVCC Loudoun | Thursdays, 7-9:45pm | Jan 17-Apr 25
(No class 3/14) | Limited to BIS students*

Provides students with an overview and understanding of the criminal justice system as a social

institution inside of the American institution. Enables students to gain an understanding of the various components of the criminal justice system and its responsibilities to include courts, corrections, and law enforcements.

Alan Rasmussen | 3 UG credits |

ISSS 3170: The Bill of Rights in the 21st Century

Online Synchronous | Thursdays, 7-9:45pm | Jan 17-Apr 25 (No class 3/14)

This course examines the origins of the Bill of Rights and the specific rights listed, as well as the contours of those rights as they have been interpreted by the Supreme Court. The course addresses contemporary issues, including the right to bear arms, the relation between religion and government, and use of high-tech criminal investigative tools.

Cynthia Levy | 3 UG credits

ISSS 3360: Making Sense of the News

TCC Virginia Beach | Tuesdays, 7-9:45pm | Jan 15-Apr 23 (No class 3/12)

Develops thoughtful and informed perspectives on some of the most intriguing news stories of our times. Examines aspects of current event topics. Students will have opportunities to share their discoveries and report their findings and judgments and discuss the relevant issues.

Cynthia Levy | 3 UG credits

ISSS 3401: Smart Cities Enabling Sustainability

Online Synchronous | Tuesdays, 7-9:45pm | Jan 15-Apr 23 (No class 3/12)

Introduces smart cities within the context of sustainability: economic, environmental, and equity. Provides a multidisciplinary look at innovative smart city approaches to solve complex problems on the local level with global impact; includes topics from environmental studies, information technology, data science, engineering, and social science.

Angela Orebaugh | 3 UG credits

ISSS 3810: The American Presidency

Online Synchronous | Wednesdays, 7-9:45pm | Jan 16-Apr 24 (No class 3/13)

This course addresses the constitutional role and historical development of the American Presidency. We will also examine the theoretical explanations of the institution's relationship to democratic government, the separation of powers, and the expansion of national administrative power. This broad understanding of the historical and theoretical presidency will inform our consideration of current events and upcoming presidential elections.

Robert Guttman | 3 UG credits

ISSS 4060: War and World Politics

Online Asynchronous | Jan 14-Apr 30

Explores the causes of war, evolution and advances in military strategy, historical case studies, and contemporary issues of nuclear weapons, humanitarian war, and war against terrorism through major scholarly works, primary documents, films, class discussions, papers, and lectures.

Peter Ronayne | 3 UG credits

ISSS 4131: Mental Health Disorders of Modern Society

Online Synchronous | Tuesdays, 7-9:45pm | Jan 15-Apr 23 (No class 3/12)

OR

Charlottesville | Thursdays, 7-9:45pm | Jan 17-Apr 25 (No class 3/14)

Introduces students to psychological disorders and mental health concerns prevalent in today's society via memoirs and classic texts from psychological literature. Examines the symptoms of each disorder. Explores common misperceptions related to the disorders and current treatment options. Includes discussion and familiarization with available resources.

Fan Gao | 3 UG credits

ISSS 4610: Economics of Climate Change

Charlottesville | Tuesdays, 7-9:45pm | Jan 15-Apr 23 (No class 3/12)

Examines all aspects of global warming, emphasizing appropriate government policies such as carbon taxes, cap and trade systems, and clean technologies to limit future carbon emissions. Provides students with economic background and tools to address the public policy issues related to climate change.

Andrew Wilson | 3 UG credits |

ISSS 4820: American Political Thought and Institutions

Alexandria | Tuesdays | Jan 1-Apr 23 (No class on 3/12)

This course analyzes America's governing institutions (including the presidency, Congress, the courts, and political parties) through the political thought that informs American constitutionalism. This course, then, is about political ideas as they have appeared and developed in the United States and the manner in which they have influenced and shaped the development of governing institutions. Particular attention will be paid to how these institutions interact, overlap, and intersect.

Robert Guttman | 3 UG credits

CREDIT CLASS OFFERINGS

The following Health Care Management (HCM) courses are limited to students completing the HCM concentration within BIS. Students should only register for these courses after meeting with their HCM advisor. See BPHM | Undergraduate, below.

- PSHM 4300: Introduction to Population Health: Programs, Policy & Epidemiology
- PSHM 4700: Economics and Finance of Health Care

The following Information Technology (IT) courses are limited to students completing the IT concentration within BIS. Students should only register for courses after meeting with their IT advisor. See Information Technology | See page 23.

- IT 3220: Strategic Business Value of Information Technology

BPHM | Undergraduate

Registration in BPHM classes are open to students enrolled in the Bachelor of Professional Studies in Health Sciences Management.

Other students may register as Community Scholars with program permission.

PSHM 4050: Understanding Diversity in Health Care

Online Asynchronous | Jan 14-Apr 30 (No class 3/9-3/17)

Prepares students to understand the importance of providing culturally appropriate care to diverse populations, and introduces students to the systematic as well as disciplined approaches used to incorporate diversity management and cultural competence in the delivery of healthcare. Explores relevant organizational dynamics and organizational policies that are necessary to effectively manage a healthcare organization.

Rashida Biggs | 2 UG credits | Elective

PSHM 4300: Introduction to Population Health: Programs, Policy & Epidemiology

Online Synchronous | Wednesdays, 7-9:30pm | Jan 16-Apr 24 (No class 3/13) | Limited to BPHM & HCM Concentration Students

Examines health issues from a population health perspective of policy and programs; introduces students to principles of population health practice with emphasis on history, philosophy and scope. Examines how health care delivery systems, public health agencies and community organizations work together to develop interventions to improve the health outcomes in the various communities they serve. Prerequisite: Admission to BPHM or BIS Program.

Rashida Biggs | 3 UG credits | Required |

PSHM 4400: Introduction to Research in the Health Sciences

Online Synchronous | Tuesdays, 7-9:30pm | Jan 15-Apr 23 (No class 3/12) | Limited to BPHM Students

Provides an introduction to the research process for the allied healthcare professional. The purpose, conduct and evaluation of research will be discussed using examples from the health sciences literature. At the conclusion of the course, students will possess the skills to propose and present a basic health sciences research proposal and critically evaluate the sources and substance of health related sources and literature. Prerequisite: PSHM 3010 & PSHM 3050.

Ana Abad-Jorge | 3 UG credits | Required

PSHM 4700: Economics and Finance of Health Care

Online Synchronous | Tuesdays, 7-9:30pm | Jan 15-Apr 23 (No class 3/12) | Limited to BPHM & HCM Concentration Students

Provides basic overview of economic and financial management concepts in health care. Introduces important economic concepts and issues in health care including market factors, production, costs, labor issues, and economic evaluation. Provides an overview of basic financial management principles, capital planning, financial statements, and budgeting in health care organizations. Prerequisite: Admission to BPHM or BIS Program.

Maria Kronenburg | 3 UG credits | Required

PSHM 4950: Capstone II: Health Sciences Management Project Implementation

Online Synchronous | Thursdays, 7-9:30pm | Jan 17-Apr 25 (No class 3/14) | Limited to BPHM Capstone Students

Focuses on the successful completion of the student's capstone project proposed in PSHM 4900 Capstone Course I. Integrates the knowledge, skills, and competencies acquired in the BPHM degree program and applies them to a problem or opportunity for improvement in the healthcare management field. Students conduct a project in a real world healthcare management setting. Prerequisite: PSHM 4900.

Maria Kronenburg & Ana Abad-Jorge | 2 UG credits | Required |

BPHM students may take online BIS courses to meet their general education requirements in Humanities and Social Sciences. See pages 17-19 for course descriptions and availability.

- ISHU 3180: Roots and Stems of Effective Writing – The Essay
- ISHU 3624: Visual Culture and Aesthetics: The Practice of Seeing

- ISIN 4510: Special Topics in Conduct of Inquiry: Social Sciences: Introduction to European Studies
- ISSS 3170: The Bill of Rights in the 21st Century
- ISSS 3401: Smart Cities Enabling Sustainability
- ISSS 3810: The American Presidency
- ISSS 3880: Data Analytics and Decision Making
- ISSS 3887: Education Technology in the Information Age
- ISSS 4060: War and World Politics
- ISSS 4131: Mental Health Disorders of Modern Society

ACCT 2010: Introductory Accounting I

Advance Restrictive Elective in BPHM. See Accounting | Undergraduate, pg. 16.

HR 4030: Organizational Change and Development

Advance Restrictive Elective in BPHM. See Human Resources Management | Undergraduate, pg. 23

Cyber Security Analysis | Undergraduate

SEC 3010: Securing the Cyber World

Online Asynchronous | Available Jan 14-Apr 30*
**Synchronous Sessions Thursdays 7-8:30pm. See Page 2.*

Provides a comprehensive overview of essential cyber security concepts. Addresses the risks, threats, and vulnerabilities associated with the evolving cyber ecosystem. Students will gain knowledge of fundamental cyber security principles and real world applications and examples. Provides hands-on experience with realistic security scenarios using a cloud-based mock IT infrastructure.

Angela Orebaugh | 3 UG credits | Required

SEC 3020: Cyber Security Policy, Law, and Ethics

Online Asynchronous | Available Jan 14-Apr 30*
**Synchronous Sessions Wednesdays, 7-8:30pm. See Page 2.*

Provides overview of cyber security policies, laws, regulations, and ethical considerations that can be used to help protect and improve an organization's security posture. Explores related topics including ethics, security policy requirements, legal requirements, regulations, compliance, and security policy frameworks. Examines global impact of cyber security policy, law, and ethics through case studies.

Michael Esenwein | 3 UG credits | Required

SEC 3040: Writing and Communication in a Technical Field

Online Asynchronous | Available Jan 14-Apr 30*

**Synchronous Sessions Tuesdays, 6-7:30pm.*

See Page 2.

Focuses on the principles of technical writing and communications, spanning: writing for your audience; researching, attributing and organizing content; drafting content, including incorporating graphics and analogies; designing documents; and editing. Covers a variety of writing formats, including: email, business correspondence, technical reports, proposals, instructions and policies, infographics, social media, oral reports and resumes. Charlotte Pelliccia | 3 UG credits | Required

SEC 4020: Mobile Security and Forensics

Online Asynchronous | Available Jan 14-Apr 30*

**Synchronous Sessions Mondays 6-7:30pm.*

See Page 2.

Explores mobile device architecture and cyber threats. Examines the security strengths and weaknesses of mobile devices and platforms, as well as corporate mobile security policies and procedures. Topics include mobile device operating system software architecture, mobile application architecture, mobile device and application vulnerability assessment testing, and mobile device forensic analysis.

Steven Simpson | 3 UG credits | Required

Cyber Security Management | Graduate

BUS 5010: Cyber Security Management

Online Asynchronous | Available Jan 14-Mar 8*
**Synchronous Sessions Wednesdays, 6-7:30pm. See Page 2.*

Provides managers with the essential framework needed to design and develop an effective cyber security program. Explores methods used to raise general security awareness, review current industry practices, and develop expertise needed to adapt policies to achieve confidentiality, integrity, and availability of organizational assets and data.

James Lantzy | 3 GR credits | Required

BUS 5020: Security Policy Development and Assessment

Online Asynchronous | Available Mar 4-Apr 26*
**Synchronous Sessions Tuesdays, 7-8:30pm. See Page 2.*

Examines the steps required in policy development including password protection, acceptable use of organization information technology assets, risk acceptance, identification of threats, countermeasures, intellectual property, proprietary information and privacy issues, compliance

CREDIT CLASS OFFERINGS

reporting, and escalation procedures. Discusses access controls, security standards, and policy implementation.

Kristen Broz | 3 GR credits | Required

BUS 5060 Understanding Technology in an Open Access Environment

Online Asynchronous | Available Jan 14-Mar 8 | *Synchronous Sessions Mondays, 7:00-8:30. See Page 2.*

Students develop an understanding of the technology used to distribute information in support of eBusiness and the security concerns inherent in an open access environment. The instruction surveys the technologies enabling the migration of computing applications, communications, and information to the cloud environment. The instruction also surveys the technologies that facilitated backend integration and front-end deployment. Many of these technologies are still in use today. Coursework reviews the information assurance challenges and popular solutions of cloud computing. Communications concepts such as TCP/IP, ISP delivery channels, and wireless technology are discussed in detail. Performance and security issues relative to each technology introduced in this course are discussed.

TBA | 3 GR credits | Elective

Digital Marketing | Graduate

PSMT 6020: Strategic Database Marketing

Online Synchronous | Thursdays, 7-10pm | Jan 24-Apr 25

Explores ways to identify, retain, and build customer loyalty to generate sales that drive higher profits to the bottom line. Explores how to use databases to deliver these results. Includes such topics as database design, data warehouses, data mining, and marketing techniques such as customer lifetime value, and recency-frequency-monetary analysis.

John Duffy | 3 GR credits | Required

PSMT 6070: Social & New Media Digital Marketing

Online Synchronous | Wednesdays, 7-10pm | Jan 23-Apr 24

Explores how new media is being used to create relationships, market products and services, engage key audiences, create brand awareness, and drive loyalty. Covers techniques such as social networking, wikis, widgets, blogging, podcasting, webcasting, social bookmarking, mobile marketing, and mashups.

Sachin Anand | 3 GR credits | Elective

Federal Acquisition | Undergraduate

FAC 3010: Federal Regulations I

Online Asynchronous | Available Jan 14-Apr 30 | *Synchronous sessions TBD. See page 2.*

Introduces the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulation (DFAR). Explores the contracting environment, available resources, and the acquisition planning process within the federal government. Peter McKeen | 3 UG credits | Required

FAC 3011: Federal Regulations II

Online Asynchronous | Available Jan 14-Apr 30 | *Synchronous sessions TBD. See page 2.*

Examines the regulations required to conduct the federal government solicitation and evaluation process, and covers the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation (DFAR).

Ronald Falcone | 3 UG credits | Required

FAC 3012: Federal Regulations III

Online Asynchronous | Available Jan 14-Apr 30 | *Synchronous sessions TBD. See page 2.*

Examines the regulations required to conduct contract initiation, management and modifications within the federal government. Covers the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation (DFAR). Joseph Harrison | 3 UG credits | Required

Health Sciences Management | Graduate

PSHM 5300: Population Health: Programs, Policy, and Epidemiology

Online Synchronous | Wednesdays, 7-9:30pm | Jan 16-Apr 24 (No class 3/13) | Limited to HSM Graduate Students

Focuses on the unique integration of public health and healthcare systems; provides students with key knowledge and skills to effectively promote health and prevent disease, while navigating public health and healthcare challenges. Emphasizes the identification of populations at risk; evidence-based care, care coordination, patient and community engagement, and reporting of outcomes. Prerequisite: Admission to HSM Graduate Certificate Program No class 3/13/19 (Spring Break) Rashida Biggs | 3 GR credits | Required

PSHM 5700: Economics and Finance of Health Care

Online Synchronous | Tuesdays, 7-9:30pm | Jan 15-Apr 23
(No class 3/12) | Limited to HSM Graduate Students

Provides basic overview of economic and financial management concepts in health care. Introduces important economic concepts and issues in health care, including market factors, production, costs, labor issues, and economic evaluation. Provides an overview of basic financial management principles, capital planning and financing, financial statements, and budgeting in health care organizations. Prerequisite: Admission to Graduate Certificate Program. Maria Kronenburg | 3 GR credits | Required

Human Resources Management | Undergraduate

HR 4010: Management of Organizations

Online Asynchronous | Available Jan 14-Apr 29 |
*Synchronous sessions TBD. See page 2.

Presents a broad view of management theories and principles. Topics include historical and current trends in management, how organizations plan and make decisions, leadership, and resource management.

Betty Marshall | 3 UG credits | Required

HR 4030: Organizational Change and Development

Online Asynchronous* | Available Jan 14-Apr 29 |
*Synchronous sessions TBD. See page 2.

Analysis of the key concepts and theories in organizational behavior and organizational development. Focuses on the student's development of the diagnostic skills necessary to effectively manage organizational change. Deals with specific issues such as downsizing, up sizing, mergers and acquisitions, and the inclusion of an international workforce into a "new" corporate culture. Prerequisite: HR 4010 or with instructor or program director permission. David Penkrot | 3 UG credits | Required

HR 4050: Legal and Ethical Issues in Human Resources

Online Asynchronous | Available Jan 14-Apr 29 |
*Synchronous sessions TBD. See page 2.

Addresses employment laws and issues including the Civil Rights Acts of 1964 and 1991, FLSA, ADA, FMLA, ERISA, selected immigration laws, affirmative action, sexual harassment, and other issues of gender and racial/ethnic equity. Also deals with business ethics issues as they relate to HR. Prerequisite: HR 4010 or HR 4020. Paul Weatherhead | 3 UG credits | Required

Information Technology | Graduate

IT 5220: Strategic Business Value of Information Technology

Online Asynchronous* | Available Jan 14-Apr 30 |
*Synchronous Sessions, Thursdays 7-8:30pm. See Page 2.

Focuses on how to assess the value of IT investments and align technical strategies with business strategies. Introduces Porter's Five Forces Model, the value chain, technology payoff metrics, and risk analysis. Explores ways to leverage disruptive technologies for competitive advantage. Application of various models and frameworks is achieved through assignment. Prerequisite: Admission to Graduate Certificate in HSM or instructor permission. Lisa Wentzel | 3 GR credits |

Information Technology | Undergraduate

IT 3220: Strategic Business Value of Information Technology

Online Asynchronous* | Available Jan 14-Apr 30 |
*Synchronous Sessions, Thursdays 7-8:30pm. See Page 2.

Focuses on how to assess the value of IT investments and align technical strategies with business strategies. Introduces Porter's Five Forces Model, the value chain, technology payoff metrics, and risk analysis. Explores ways to leverage disruptive technologies for competitive advantage. Lisa Wentzel | 3 UG credits | Required

IT 3240: Enterprise Systems Architecture and Design

Online Asynchronous* | Available Jan 14-Apr 30 |
*Synchronous Sessions, Tuesday 7-8:30pm. See Page 2.

Applies common frameworks and methodologies to the examination of enterprise system architecture needs. Includes coverage of the systems development life cycle and the methodologies in use characterized by their varying degrees of iteration, structure, and user involvement. Emphasizes analytical and design concepts and related tools such as use cases and Unified Modeling Language. Donald Chisholm | 3 UG credits | Required

IT 4400: Web Application Development — Building Dynamic Websites

Online Asynchronous* | Available Jan 14-Apr 30 |
*Synchronous Sessions, Thursdays 7-8:30pm. See Page 2.

This course serves as a capstone course to be taken after all other required courses in the program. Using a project-based approach, students will

CREDIT CLASS OFFERINGS

develop Web applications using the PHP scripting language and MySQL databases. Topics include PHP scripting, data-driven interactivity, writing secure PHP programs, and code frameworks. Michael Vito | 3 UG credits | Required

Leadership in Human Resources Management | Graduate

HR 5050: Organizational Change and Development

Online Asynchronous | Available Jan 14-Apr 29 | *Synchronous sessions TBD. See page 2.*

Enables the student to understand the behavioral concepts and theories that form the foundation of organizational development, the process of change management, and the organizational development techniques and interventions designed to improve organization effectiveness. Explores such concepts and processes as power and influence, conflict, inter-group behavior, decision-making, and communication.

Nicole Runyon | 3 GR credits | Required

HR 5060: Transformational Leadership in Human Resources Management

Online Asynchronous | Available Jan 14-Apr 29 | *Synchronous sessions Tuesdays, 7-8pm | Jan 21-Apr 22. See Page 2.*

Prepares leaders and managers to meet their organizations' simultaneous need for stability and change. Reviews the components of the leadership process (goals, leader, followers, and activities), and the psychological, behavioral, sociological, and cognitive underpinnings of leadership strategies. Class available asynchronously one week prior to start date.

Roderick French | 3 GR credits | Required

Leadership | Graduate

PSLP 5330: Communication and Team Development

Online Asynchronous | Available Jan 14-Apr 30 | *Synchronous sessions TBD. See page 2.*

Prepares today's leaders for success in communication skills with diverse audiences as well as effective team building and management. Communication topics address technical and non-technical audiences using presentations, interpersonal skills, and writing skills. Team development instruction focuses on managing teams, identifying and

understanding the leadership role, the importance of shared leadership, and team decision making. John McCarthy | 3 GR credits | Required

PSLP 5340: Financial Management for Leaders

Online Asynchronous | Available Jan 14-Apr 30 | *Synchronous sessions TBD. See page 2.*

Examines how value is measured, created, and maximized. Beginning with an introduction to accounting, instruction covers the fundamentals of measuring and reporting revenue, costs, cash flow, assets, liabilities, and equity. Explores the financial decisions that management must make, including break-even analysis, budgeting, investment in assets, and funding with debt equity.

Kimberly Riley | 3 GR credits | Required

PSPM 5030: Introduction to Project Management

Elective course in graduate Leadership, Project Management focus. See Project Management | Graduate, page 26.

Procurement & Contracts Management | Graduate

PC 5010: Procurement Policy & Practices

Online Asynchronous | Available Jan 14-Apr 30 | *Synchronous sessions TBD. See page 2.*

Covers all subchapters of the Federal Acquisition Regulation (FAR), providing an intensive review of practical technical, business and contractual issues that the government deals with in establishing and managing a federal contract. Topics include acquisition process, governmental acquisition plans, inspection and termination as well as some of the basics necessary for contracts and acquisition personnel.

Kenneth Buck | 3 GR credits | Required

PC 5060: Federal Acquisition Case Studies

Online Asynchronous | Available Jan 14-Apr 30 | *Synchronous sessions TBD. See page 2.*

Provides a basic understanding of the laws and regulations that apply to federal government contracting. Analyzes case studies dealing with federal contracting. Emphasizes ethical considerations, as well as the current and anticipated regulations and policies affecting federal procurement. Prerequisite: PC 5010.

James Rich | 3 GR credits | Required

PC 5070: Services Contracting

*Online Asynchronous** | Available Jan 14-Apr 30 |
**Synchronous sessions TBD. See page 2.*

Examines the laws, regulations, and procedures that govern all stages of government services contracting, including planning, solicitation, proposal development, evaluation, and contract administration. Designed for both experienced and novice contract administrators. Covers the latest policies and regulations relating to services. Prerequisite: PC 5010.

Michael Giboney | 3 GR credits | Elective

PC 5100: Advanced Contracting by Negotiation

*Online Asynchronous** | Available Jan 14-Apr 30 |
**Synchronous sessions TBD. See page 2.*

Provides a detailed explanation of contracting by the negotiation method as provided in the current Federal Acquisition Regulation (FAR) Part 15. Reviews the policy and procedures in contracting by negotiation. Prerequisite: PC 5010.

John Ford | 3 GR credits | Required

PC 5140: Seminar in International Procurement

*Online Asynchronous** | Available Jan 14-Apr 30 |
**Synchronous sessions TBD. See page 2.*

Examines current issues in public and private international procurement. Reviews relevant international business issues. Each student will choose, with the approval of the instructor, a specific topic for research and writing. Prerequisite: PC 5010.

Gladis Griffith | 3 GR credits | Elective

PC 5200: Advanced Subcontract Management

*Online Asynchronous** | Available Jan 14-Apr 30 |
**Synchronous sessions TBD. See page 2.*

Designed to cover the technical, business, and contractual issues surrounding subcontract management from both the prime contractor and subcontractor perspectives. Intended for both commercial and federal students. Covers the entire subcontract relationship from initiation through termination.

Gladis Griffith | 3 GR credits | Elective

PSPM 5030: Introduction to Project Management

Elective course in graduate Procurement and Contracts Management. See Project Management | Graduate, page 26.

Procurement & Contracts Management | Undergraduate

PC 4010: Introduction to Federal Procurement

*Online Asynchronous** | Available Jan 14-Apr 30 |
**Synchronous sessions TBD. See page 2.*

Introduces the procurement and contracting processes, and explores fundamental principles and techniques in detail. Emphasis is on government procurement, but the course also provides an understanding of procurement methods and subcontracting in the private sector. Uses the FAR (Federal Acquisition Regulations) as a text. Jose Arrieta | 3 UG credits | Required

PC 4030: Cost and Price Analysis

*Online Asynchronous** | Available Jan 14-Apr 30 |
**Synchronous sessions TBD. See page 2.*

Covers the basic concepts in the analysis of contract price by cost-price analysis techniques, learning curve, weighted guidelines, profit objectives, and analysis of the IT systems environment. Prerequisite: PC 4010.

Scott Cook | 3 UG credits | Required

PC 4040: Government Contract Law

*Online Asynchronous** | Available Jan 14-Apr 30 |
**Synchronous sessions TBD. See page 2.*

Introduces government contract law, contract clauses and provisions, legal aspects associated with contracting, and administering contracts. Prerequisite: PC 4010.

Stephen Yuter | 3 UG credits | Required

PC 4050: Negotiation of Contracts and Modifications

*Online Asynchronous** | Available Jan 14-Apr 30 |
**Synchronous sessions TBD. See page 2.*

Covers the techniques of negotiation. Focuses on the organization and operation of the procurement team, preparation and conduct of negotiations of contracts, and contract modifications by the team concept. Mock negotiations are conducted in class using case studies. Prerequisite: PC 4030.

Joseph Harrison | 3 UG credits | Required

CREDIT CLASS OFFERINGS

PC 4220: Federal Government Contracting: A Contractor's Perspective

Online Asynchronous | Available Jan 14-Apr 30 |*

**Synchronous sessions TBD. See page 2.*

Covers marketing and sales, pre-RFP work, RFP analysis, technical proposal preparation, management and cost proposal preparation, government site visits, audits, negotiations, contract start-up, performance, and contract shut-down.

Thomas Bersson | 3 UG credits | Required

Project Management | Graduate

PSPM 5030: Introduction to Project Management

Online Asynchronous | Available Jan 14-Apr 30 |*

**Synchronous sessions TBD. See page 2.*

Introduces students to the various aspects of the project life cycle and project management. Explores best practices and the application of these best practices for project success.

Edward Kropp | 3 GR credits | Required

PSPM 5210: Project Risk Management

Online Asynchronous | Available Jan 14-Apr 30 |*

**Synchronous sessions TBD. See page 2.*

Introduces students to various concepts and techniques that can be used to effectively manage project risks including cost, schedule, technical, quality, managerial and organizational.

Michael Powers | 3 GR credits | Required

PSPM 5290: Principles and Practices of Agile Project Management

Online Asynchronous | Available Jan 14-Apr 30 |*

**Synchronous sessions TBD. See page 2.*

Introduce Agile Project Management as an iterative and incremental method of managing the project design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. Provides thorough exposure to agile and lean methods, and explores differences between these methods and traditional techniques.

Susan Parente | 3 GR credits | Required

PC 5010: Procurement Policy and Practices

Elective course in graduate Project Management. See Procurement and Contracts Management | Graduate, page 24.

Public Administration | Graduate

PSPA 5020: Public Organization Management

Online Asynchronous | Available Jan 14-Mar 24 |

**Synchronous sessions TBD. See page 2.*

Familiarizes students with public organization management literature. Covers historically important works in the field, major current schools of thought, and writers in organization theory and behavior. Examines different ways to view organizations.

Celeste Greene | 3 GR credits | Required

PSPA 5030: Public Budgeting and Financial Management

Online Asynchronous | Available Feb 18-Apr 28 |

**Synchronous sessions TBD. See page 2.*

Exposes students to the theoretical foundations and applied practices of public budgeting and financial management of public organizations. Focuses on the issues of budgeting and finance in a broad sense and specifically as it pertains to public administration.

John Dunning | 3 GR credits | Required

NONCREDIT CLASS OFFERINGS

Certified Financial Planning | Noncredit

NCPR 500: Personal Financial Planning

Online Synchronous | Mondays, 6:30-9:30pm | Jan 14-Apr 22 | \$720

OR

Falls Church | Mondays, 6:30-9:30pm | Jan 14-Apr 22 | \$720

Introduces the concepts of the financial planning process, client/planner interactions, time value of money applications, personal financial statements development and assessment, cash flow and debt management, and asset acquisition. Other topics and an overview of practice management concepts will be discussed. Recommended but not required: Financial Accounting, Macroeconomics, Statistics.

Jean Schwarz | Online | Noncredit | Required
Gary Roseman | Falls Church | Noncredit | Required

NCPR 503: Income Tax Planning

Falls Church | Thursdays, 6:30-9:30pm | Jan 17-Apr 25 | \$720

Focuses on principles and current law and practice of income taxation and its impact on financial planning for individuals, couples, and families in their roles as investors, employees, and business owners. Prerequisites: Recommended but not required: Financial Accounting, Macroeconomics, and Statistics.

James Simos | Noncredit | Required

NCPR 505: Estate Planning

Falls Church | Tuesdays, 6:30-9:30pm | Jan 15-Apr 23 | \$720

Focuses on the efficient conservation and transfer of wealth consistent with the clients goals. Studies the legal, tax, financial, and non-financial aspects of this process, and covers topics such as trusts, wills, probate, advanced directives, charitable giving, wealth transfers, and related taxes. Prerequisite: Recommended but not required: Financial Accounting, Macroeconomics, and Statistics.

Sheffield Richey | Noncredit | Required

NCPR 506: Capstone: Financial Planning

Falls Church | Mondays, 6:30-9:30pm | Jan 14-Apr 22 | \$720

Engages students in critical thinking and decision-making about personal financial management topics in the context of the financial planning process. Focuses on refining and developing skills for personal financial planners when working

with individuals, families, and business owners in meeting financial needs and objectives. Prerequisites: Completion of all other required courses.

Sheffield Richey | Noncredit | Required

Public Relations | Noncredit

NCBM 107: Introduction to Public Relations

Online Asynchronous | Available Jan 14-Feb 25 | \$495

Addresses the history of public relations (PR) and examines how PR is practiced today. Reviews key elements of the PR process and introduces ethical/legal issues. Introduces a four-step process to create an effective PR planning model that includes goals, objectives, strategies and tactics. Provides guidelines for working with the media, doing effective interviews and responding to inquiries.

Roksha Green | Noncredit | Required

NCBM 110: Public Relations, Ethics and the Law

Online Asynchronous | Available Mar 11-Apr 22 | \$495

Introduces the ethical issues that arise in the practice of public relations and the ethical standards that govern the practice. Reviews the Public Relations Society of America's Code of Ethics. Examines communications, employment and business law issues that arise in the litigation setting.

Christian Klein | Noncredit | Required

NCBM 123: Branding Through Public Relations

Online Asynchronous | Available Jan 14-Feb 25 | \$495

Examines the role of public relations in defining, advancing and defending the institutional brand. Reviews the brand imperative as a driver of effective PR within the organization. Examines two basic components of brand and their implications for PR strategy and direction. Explores the PR role in institutionalizing the brand, and three operational elements of brand that define PR practice.

Matthew Charles | Noncredit | Elective

NCBM 218: Getting Social: How Social Media is Revolutionizing PR

Online Asynchronous | Available Mar 11-Apr 22 | \$495

Examines how the strategic combination of social media and traditional public relations tactics can be used to promote an organization's image, share its messages and build its brand. Explores the latest technology, best practices and social media's role in the marketing mix through a case study approach.

Robert Pasquinnucci | Noncredit | Elective

Degree Students

Students admitted to one of the School's degree programs (see pages 3-4) may register for classes using their Student Center in the Student Information System (SIS), after consulting with their academic advisors.

Certificate Students

Students officially admitted to one of the School's certificate programs may register for classes using their Student Center in the Student Information System (SIS). Should you have questions, please contact your success coach.

Returning Students

Students returning to enroll in classes without being admitted to one of the School's degree or certificate programs may register using their Student Center in the Student Information System (SIS), if they were enrolled in classes during the previous Fall, Summer, or Spring terms. Returning students can register for classes in the following subjects: ACCT, BUS, FAC, HR, IT, PC and those subjects beginning with NC and PS.

You are considered a visiting (new) student if you did not enroll in classes during the last three previous semesters.

Visiting (New) Students

New students not admitted to one of the School's degree or certificate programs are considered visiting (new) students and will need to create an account following the steps below.

Returning students who have previously taken classes but who were not enrolled at the University during the previous three semesters (Fall, Spring, and Summer) will need to create an account following the steps below to reactivate their UVA academic student record.

All steps must be completed for enrollment.

Step One: Create an Account at the Application Management Portal

- Go to <https://www.scps.virginia.edu/register-for-a-class/new-student-registration>
- Click on: Go to the Application Management Portal
- Under First Time Users, click Create an Account.
- On the Register page, provide your first name, last name, email, and date of birth.
- Once you submit the form, a temporary PIN will be sent to your email so you can log into your account.
- After you log in, follow the guidelines to change your password. Once your password is changed, you can begin the process of completing the Visiting Student Form.
- Click on Start a New Application, choose Visiting Student Form.
- The Visiting Student Form has five sections: biographical, contact, academic, professional, and Honor Code, as well as Virginia residency for in-state tuition.
- Submit the Visiting Student Form.

Step Two: Set Up UVA Email

If you have never taken a course at UVA, within 24-72 hours you will receive an email with instructions for establishing access to the University's online resources, including instructions on establishing a UVA email account and gaining access to the Student Information System (SIS). Failure to complete the steps outlined in the email will delay your ability to access University electronic resources, including electronic payment.

UVA employees will not receive the email instructions. Individuals who have taken courses previously at UVA also will not receive the email instructions.

Step Three: Register for Classes

Log in to the Student Information System (SIS) and use your Student Center to register for class(es).
OR

Complete the Class Registration Form found on the web at <http://www.scps.virginia.edu/uploads/classregistration.pdf>. Follow the instructions on the form.

SIS Student Center can be used to register for classes in the following subjects: ACCT, BUS, FAC, HR, IT, PC and those subjects beginning with NC and PS.

Community Scholar Students

Please see <https://www.scps.virginia.edu/register-for-a-class/community-scholar>

How to Pay for Your Class

Students admitted to the School's degree programs, see page 3, are billed for classes through Student Financial Services (SFS). Please follow the instructions provided by SFS for paying for your classes.

All other students should follow the steps below.

Payment of your class tuition and fees is due prior to the start of your class. Failure to make payment will result in a financial hold on your student account, preventing future registrations and access to transcripts. You can pay for your class using one of these payment options:

e-Check or Credit Card

e-Check (electronic debit from your checking or savings account) and Credit Card payments can only be completed through the Student Information System (SIS) using UVAPay, an advanced, secure online payment system. Through SIS, you will be able to pay by e-Check or Credit Card using American Express, Discover, or MasterCard (VISA is not accepted*). If you choose to pay by credit or debit card in UVAPay, please note that you will be assessed a non-refundable 2.75% service fee by the credit card processor. There are no service fees for e-Checks.

Credit card payments cannot be made by phone or in person. This process ensures the security of your personal and credit card information.

**VISA's association rules will not permit the credit card processor to charge a percentage service fee and would require UVA to charge the same fee for ALL transactions, including e-Check or paper check.*

Check/Money Order

To pay by check or money order, please make check or money order payable to the University of Virginia. Class title should be noted on your payment. Mail your payment to UVA/SCPS, PO Box 400764, Charlottesville, VA 22904-4764, Attention: Registration Services. You may bring your check to 104 Midmont Lane, Zehmer Hall. Cash is not accepted.

Employer/Sponsor

If you are requesting that a business/organization be billed for tuition, a letter of authorization or purchase order must be noted on the Online Permission to Enroll Form and Class Registration Form. You are responsible for all tuition and fees associated with your class enrollment. You are responsible for payment of your bill by your employer/sponsor and will be billed on your student account for unpaid tuition and/or fees in the event of default by your employer/sponsor or failure to meet the employer/sponsor criteria.

If you are requesting that a business/organization be billed for tuition, a letter or email of authorization or Purchase Order must be emailed to AR-scps3party@virginia.edu no later than seven calendar days before the first day of class. The letter of authorization must be on company letterhead. The letter of authorization, the authorizing email, or the Purchase Order must be from someone (other than the student) with authority to obligate the organization, and include: student name, class title, and amount being paid for by the employer/sponsor, along with a contact person, billing name, address, phone number, and email. An authorization signature and tax ID number must be included.

Checks, e-Checks (ACH, a charge made to your checking account) and Credit Card payments are accepted. Payment by e-Check and Credit Card (American Express, Discover, MasterCard, and VISA) must be made online by accessing EPay@UVA. An invoice from the University of Virginia School of Continuing and Professional Studies is required in order to make an online payment via e-Check or Credit Card.

Tuition Rates

Subject to change per Board of Visitors' action.

	In-State Rates / Credit Hours					
	1	2	3	4	5	6
Undergraduate	\$430	\$860	\$1290	\$1720	\$2150	\$2580
Graduate	\$526	\$1052	\$1578	\$2104	\$2630	\$3156
Bachelor of Interdisciplinary Studies (BIS)	\$430	\$860	\$1290	\$1720	\$2150	\$2580
Bachelor of Professional Studies — Health Sciences Management (BPHM)	\$526	\$1052	\$1578	\$2104	\$2630	\$3156
Active Duty Military (Online Undergraduate)	\$250	\$500	\$750	\$1000	\$1250	\$1500
Community Scholar (Undergraduate/ High School)	\$430	\$860	\$1290	\$1720	\$2150	\$2580
Community Scholar (Graduate)	\$478	\$956	\$1434	\$1912	\$2390	\$2868
K-12 Educators (Degree and non-Degree)*	\$350	\$700	\$1050	\$1400	\$1750	\$2100
	Out-of-State Rates / Credit Hours					
	1	2	3	4	5	6
Undergraduate	\$430	\$860	\$1290	\$1720	\$2150	\$2580
Graduate	\$526	\$1052	\$1578	\$2104	\$2630	\$3156
Bachelor of Interdisciplinary Studies (BIS)	\$430	\$860	\$1290	\$1720	\$2150	\$2580
Bachelor of Professional Studies — Health Sciences Management (BPHM)	\$526	\$1052	\$1578	\$2104	\$2630	\$3156
Active Duty Military (Online Undergraduate)	\$250	\$500	\$750	\$1000	\$1250	\$1500
Community Scholar (Undergraduate/High School)	\$1462	\$2924	\$4386	\$5848	\$7310	\$8772
Community Scholar (Graduate)	\$1448	\$2896	\$4344	\$5792	\$7240	\$8688
K-12 Educators (Degree and non-Degree)*	\$730	\$1460	\$2190	\$2920	\$3650	\$4380

National Criminal Justice Command College	In-State Rate	Out-of-State Rate
Undergraduate	\$6354	\$13,572
Graduate	\$7398	\$13,648
Noncredit	\$6354	\$6354

*The University of Virginia offers a special professional development credit course tuition rate to students who are currently employed full-time by a preK-12 public school system, an accredited private school system, or a licensed preK-12 residential school. Qualifying students are eligible for the special rate for up to six credit hours per semester.

Board Approved Fees

Application Fee (for degrees and certificates)	\$70
CEU Fee (for each CEU course)	\$50
Returned Check Fee.....	\$50

Mandatory Comprehensive Fees

Off-Grounds Fee, including Charlottesville	\$35 per credit hour
BIS Charlottesville cohort	\$246/semester in state; \$302/semester out of state

Notice to On-Grounds Students

If University students normally enrolled on Grounds in Fall and Spring terms wish to enroll in any courses offered by the School of Continuing and Professional Studies, the University will charge the Fall/Spring term tuition and fees for Fall/Spring courses and the Summer Session tuition and fees for Summer courses.

Refund Policy

SCPS Degrees: Students admitted to the School's degree programs (see pages 3-4) and enrolled in classes during the Fall and Spring terms are governed by the University's refund schedule and refund policies issued by Student Financial Services. During the Summer term, these students are governed by the refund schedule and policies of Summer Session Office.

Community Scholars: Students registered as Community Scholars are governed by the University's refund schedule. Refunds are issued by the School of Continuing and Professional Studies.

All other SCPS students:

Refunds are determined and processed by SCPS in accordance with the following policies and schedules:

- Tuition and fees are refunded according to the applicable schedule listed below
- Fees charged by the processor of credit card transactions are not University fees, and are not refundable
- If payment is made by check, there is a 10-day waiting period after the check is posted before a refund can be processed
- In the event that SCPS issues a refund in error, it reserves the right to reclaim such funds

Refund schedule for SCPS credit and noncredit classes, including web-based (online) and classroom/Internet (hybrid or blended) classes

Drop & Withdraw Timeframe	% of Refund	% Charged	Grade
Before second class meeting	100%	0%	No grade recorded
After second class but before third class	80%	20%	W
After third class	0%	100%	W

Add / Drop

Students admitted to the School's degree programs (see pages 3-4), and enrolled in courses during the Fall and Spring are governed by the University's add/drop dates, payment, and refund policies. Please visit www.virginia.edu/registrar for details.

Degree students enrolled in courses during the Summer are governed by the add/drop policies issued by Summer Session. Please visit www.virginia.edu/summer for details.

Certificate students, visiting students, and returning students (see page 28) not admitted to a degree program can use the Student Center in the Student Information System (SIS) to add a class.

For those not able to use the Student Center to add a class, a Class Registration Form, found at <https://www.scps.virginia.edu/uploads/classregistration.pdf>, must be completed and either mailed to UVA/SCPS, PO Box 400764, Charlottesville, VA 22904-4764, Attention: Registration Services, or delivered to 104 Midmont Lane, Zehmer Hall.

Likewise, certificate students, visiting students, and returning students can use the Student Center in the SIS to drop a class, but students are also required to complete and submit the SCPS Drop/Refund Request Form found at <https://www.scps.virginia.edu/register-for-a-class/drop-refund-request>.

The following actions DO NOT constitute an official drop of a class:

- Ceasing to attend a class
- Notifying the instructor
- Notifying the employer/sponsoring agency
- Dropping through the Student Center in the SIS without also completing the SCPS Drop/Refund Request Form

Class Cancellation

The School of Continuing and Professional Studies may cancel, modify, or make substitutions for any published class or program, may change instructors, and may change the dates and times a class is offered. SCPS offers all classes with the expectation of a particular minimum number of paid students.

The School reserves the right to cancel a class seven days prior to the published start of the class. Additional paid registrations will be considered if the number of paid registrations is sufficient for the class to be offered, not later than seven calendar days before the published first day of the class. If SCPS cancels a class, the School will contact students to determine if they wish to exchange their registration in the cancelled class for registration in another class that is being offered during the same term. If a student has registered and paid for a class which SCPS cancels, then:

- The student may elect to register in an alternative class during the same term. Tuition and fees will be applied to the alternative class and the student will be responsible for any difference in tuition and fees.
- **Or** the student will be dropped from the class and a refund will be issued. Fees charged by the processor of credit card transactions are not University fees, and are not refundable.

Holidays

All SCPS Academic Centers will be closed on:

- Tuesday, January 1, New Year's Day
- Monday, January 21, Martin Luther King, Jr. Day
- Friday, March 15, Spring Break Day



CYBER SECURITY ANALYSIS

The online, undergraduate Cyber Security Analysis Certificate provides the foundational knowledge and skills necessary to assume entry-level positions in cyber security. The certificate provides a detailed understanding of security vulnerabilities, attacks, threats, and mitigation solutions in the context of today's cyber and information technology networks.

The Certificate provides essential training for career changers, liberal arts graduates, and other professionals seeking entry-level positions in cyber security. It is ideal for:

- individuals seeking entry-level career opportunities in cyber security
- individuals working in IT or cyber security who are seeking career advancement
- individuals working in IT or cyber security who need to keep their skills up to date or meet professional requirements

Courses are mapped to the National Cybersecurity Workforce Framework, as part of the National Initiative for Cybersecurity Careers and Studies.

Individuals with a minimum of a high school diploma or equivalent are invited to apply.

Classes are open for Spring registration. See page 21.

Join Us



www.scps.virginia.edu

UNIVERSITY of VIRGINIA
SCHOOL of CONTINUING & PROFESSIONAL STUDIES

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Registration Opens November 30

Check out our expanded concentrations in the Bachelor of Interdisciplinary Studies:

- Business
- Cyber Security Analysis
- Health Care Management
- Individualized
- Information Technology
- Liberal Arts