Contents

Literacy and Critical Inquiry (L)

Mathematical Studies (MA) (CS)

Humanities, Arts, Design (HU) AND Social-behavioral Sciences (SB)

Natural Sciences (SQ) (SG)

Cultural Diversity in the United States (C)

Global Awareness (G)

Historical Awareness (H)

Electives (NA)

Mastery Certificates
Literacy and Critical Inquiry
(L)
COM 225: Public Speaking

Overview

Public speaking is an important professional skill in many careers. The core of public speaking is to help speakers inform and influence the world around them. It takes practice and thought, and in this course, you will never step up to the podium without a plan. We've designed this course to create an environment that gives you confidence through consistent practice, supportive feedback, revision, and reflection.

What You’ll Learn

- Create, organize, and deliver audience-centric messages
- Develop and demonstrate nonverbal speaking behaviors that support verbal messages
- Present information appropriate to context and setting
- Differentiate between informative and persuasive speaking
- Interpret and evaluate presentations
- Recognize areas for improvement

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

ENG 101 First-year Composition is strongly suggested as a prerequisite for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Literacy and Critical Inquiry (L) General Studies requirements at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of "C" or better. You have one year to add the course to your transcript.

Exams and Grading

<table>
<thead>
<tr>
<th>Module</th>
<th>Percentage</th>
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<tr>
<td>Content Learning</td>
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<tr>
<td>Speech Topic &amp; Outline</td>
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<td>CommLab Practice</td>
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<tr>
<td>Feedback Activity</td>
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<td>Final Speeches</td>
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<tr>
<td>Personal Reflections</td>
<td>18%</td>
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<tr>
<td>Cultural Care Moments</td>
<td>13%</td>
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<tr>
<td>Module Quizzes</td>
<td>10%</td>
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**COM 225: Continued**

**Time Commitment**
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

**Materials**
This course makes use of open educational resources (OERs) provided within the course, **no purchase necessary**.

**Graded Assignments**
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

**Content Learning (10%)**: There are four content practice activities that include matching games, multiple answers, or multiple-choice questions about content viewed in the lesson.

**Speech Topic & Outline (4%)** The speech topic submission is to narrow down the primary topic for speech delivery.

**CommLab Practice (15%)**: There are three asynchronous sessions that require recording an audio/video speech and attaching necessary notes or outlines. Feedback is provided CommLabASU staff and should be incorporated into the final speech delivery. The review and apply feedback survey helps make a plan for implementing the notes you receive from the CommLabASU about your speech delivery.

**Feedback Activity (4%)**: Watch sample speeches from the CommLabASU and provide feedback on the speech elements listed in the prompt. These activities help you learn to give feedback to your peers and can help you analyze needs for adjustment in your own speeches.

**Final Speeches (26%)**: Three final speeches are graded by the instructional team using a rubric. The informative and persuasive speech also requires you to attach an outline. The speeches vary in length and requirements.

**Personal Reflections (18%)**: The four written reflections give you an opportunity to reflect on your process of building speeches, delivering, and incorporating feedback. They also require you to draw upon the content within each module.

**Cultural Care Moments (13%)**
The five Cultural Care Moments give learners an opportunity to increase intercultural competency within public speaking as a speaker and audience members.

**Module Quizzes (10%)**: Four module quizzes cover the lecture and reading content that occurs within the module. They are open note and not proctored or timed.

**Assignment Deadlines**
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.
Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
ENG 101: First-year Composition

Overview

This introductory composition course will help you develop the skills and processes essential to navigate the various writing situations you are bound to encounter in your academic, professional, and personal life. During the course, you will draft and revise four major projects, complete various writing activities, discuss and reflect on your development as a writer, and learn to leverage emerging technologies to get the work of writing done.

What You’ll Learn

- Define an argumentative purpose that addresses a specific issue or phenomenon
- Adopt an open stance toward competing perspectives when addressing an issue or phenomenon
- Learn, implement, and evaluate rhetorical concepts to appeal to audience expectations
- Utilize writing technologies that are best suited for specific writing situations and genres
- Implement the fundamental components of effective writing practices such as invention, drafting, collaboration, revision, and reflection
- Utilize flexibility during the drafting, revision, and reflection processes

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the First-year Composition requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

- 70% Writing Projects
- 20% Writing Activities
- 5% Discussion/Reflection Posts
- 5% Quizzes/Knowledge Checks
ENG 101: Continued

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Instructor led Version

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone.

Students will forfeit credit for all homework--except the major writing projects--not completed on time. Major writing projects will accrue penalties depending on the lateness of their submission: If the project is submitted within 24 hours of the deadline, it will receive a 20% point deduction. After 24 hours, no credit will be awarded.

Self paced Version

Time Commitment
The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
ENG 102: First-year Composition

Overview

This course will help you develop a set of writerly and rhetorical tools that will be essential for creating, drafting, and revising research-focused writing projects. During the course you will draft and revise four major projects, complete various writing and research-focused activities, discuss and reflect on your growth as a writer and researcher, and learn to leverage emerging technologies to get the work of writing and research done.

What You’ll Learn

- How to employ methods of academic research and argumentation
- How to define an argumentative purpose that addresses an academic debate or issue
- How to negotiate competing perspectives when addressing an academic debate or issue
- How to implement the fundamental components of effective academic writing practices such as invention, drafting, collaboration, revision, and reflection
- How to evaluate, incorporate, and document primary and secondary sources according to discipline-specific academic conventions
- How to demonstrate resilience when drafting and revising academic arguments
- How to utilize writing technologies for academic writing situations

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the First-year Composition requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

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<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>70%</td>
<td>Writing Projects</td>
</tr>
<tr>
<td>25%</td>
<td>Writing Activities</td>
</tr>
<tr>
<td>5%</td>
<td>Discussion/Reflection Posts</td>
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</tbody>
</table>
ENG 102: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
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Coming Soon

ENG 105: Advanced First Year Composition
Mathematical Studies
(MA)(CS)
CIS 105: Computer Applications and Information Technology

Overview

This is an introductory course with a dual focus: one focus on organizations and another focus on the individuals who work for them. At the individual level, we will examine how business decision making can be improved when supporting technologies like spreadsheets are leveraged. From the organizational perspective, we will cover strategic analysis frameworks and business strategies that can be fine-tuned for competition in an increasingly digitally transformed world. We will cover practical decisions you will deal with in many different personal and professional business settings. You will build models in spreadsheet software that serve to help you analyze problem situations in a completely new light.

What You’ll Learn

● Use a dual focus approach to study information systems from both tactical and organizational viewpoints
● Understand the limitations cognitive biases can inflict on individuals
● Describe industry competition in an age of digital transformation
● Debate how well digitally transforming industry competitors are positioned for sustained advantage
● Leverage this first course in business to understand the exciting career paths available now – and those that may be created as digital transformation continues at break-neck pace

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements. Knowledge of basic Excel functionality will be very helpful in setting you up for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Computer/Statistics/Quantitative Applications (CS) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

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<thead>
<tr>
<th>%</th>
<th>Component</th>
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<tbody>
<tr>
<td>30%</td>
<td>Content Mastery Exercises</td>
</tr>
<tr>
<td>20%</td>
<td>Quizzes</td>
</tr>
<tr>
<td>20%</td>
<td>Midterm Exam</td>
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<tr>
<td>30%</td>
<td>Final Exam</td>
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CIS 105: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Content Mastery (30%): There are 12 content mastery exercises. Each content mastery set includes 10 interactive exercises that you must answer to receive credit. The content mastery exercises are open book and you may answer the questions as many times as needed to get them right.

Quizzes (20%): There are seven quizzes and each quiz is open book. The quizzes are multiple choice and based on the week's readings, lectures, and video materials. You may take a quiz at any time during the week but must complete it by the stipulated deadline.

Midterm Exam (20%): The midterm exam is closed book, not proctored, and covers content from weeks 1-3.

Final Exam (30%): The final exam is closed book, proctored, and covers content from weeks 4-7.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Every day, computers and algorithms touch the lives of everyone around us in both mundane and profound ways. These algorithms are in the plants and distribution systems that bring you clean water and electricity, sensors that moderate the flow of traffic, in the tractors and combines that sow and harvest our food, and in the satellites that measure and predict the weather trends. If you are curious about what computers can do and how we instruct them to do those things - this course is for you. No prior programming experience is needed for this course. In addition to exposure to programming, you will gain a powerful set of thinking and problem-solving skills that you can use in your daily life. Start taking advantage of the power of computers around us to make our world a better place.

**What You’ll Learn**

- Demonstrate problem solving techniques for programming
- Develop algorithms to solve problems; demonstrate effective troubleshooting, testing, and debugging of programs
- Describe and apply variables, basic and composite data types, and collections to the development of programs
- Develop programs using fundamental structures of sequence, selection, and iteration
- Write functions that accept parameters and return results
- Implement object-oriented programs
- Describe the importance and relevance of computing and programming skills in our lives and careers

**How to Succeed**

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements. To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements. To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

**Earn College Credit**

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student. This course satisfies 3 credit hours toward the Computer/Statistics/Quantitative Applications (CS) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

**Exams and Grading**

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<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Skill Challenges</td>
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<tr>
<td>Project Challenges</td>
<td>40%</td>
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<tr>
<td>Midterm Exam</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
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CSE 110: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 16 week course requires about 135 hours of work. Therefore, expect to spend approximately 8-10 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Skill Challenges (10%): The five skill challenges are autograded quizzes and non-coding written assignments. These quizzes are open book, and must be completed by you.

Project Challenges (40%): Project challenges are applied problem solving projects where the solution is an algorithm written in a programming language like Python or Java. There will be 13 project challenges total, and the best 11 will count toward your grade. The two lowest-scoring project challenges will be dropped.

Midterm Exam (20%): The midterm is a timed, unproctored exam

Final Exam (30%): The final is a timed, proctored exam.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
MAT 117: College Algebra

Overview

This online college algebra course equips you with the skills to effectively solve problems using algebraic reasoning. What sets this course apart from a standard algebra course is its strong emphasis on the techniques that are used to solve problems. Throughout this course, you will be able to participate in discussions with other students and the professor to help build your conceptual understanding of algebra. In this course, you will learn about systems of linear equations, rational functions, quadratic functions, logarithmic functions, general polynomial functions, and exponential functions.

What You’ll Learn

- How to apply algebraic reasoning to solve a range of problems
- How to identify functions, domains, ranges, intercepts and other critical algebraic concepts
- Skills required for success in future studies in calculus

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Mathematics (MA) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of "C" or better. You have one year to add the course to your transcript.

Exams and Grading

- 40% Unit Quizzes
- 20% Midterm Exam
- 40% Final Exam
Course Structure
MAT 117 is an adaptive class run in ALEKS (Assessment and Learning in Knowledge Spaces). ALEKS uses adaptive questioning in the form of an Initial Knowledge Check (IKC) to determine exactly what a student knows and doesn’t know upon entry into the course. ALEKS then instructs the student on the topics they are most ready to learn. As a student works through the course, ALEKS periodically reassesses the student to ensure that topics learned are also retained. This is done through Progress Knowledge Checks and Post Objective Knowledge Checks. By the end of the session, the student will have learned 307 topics across four units.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary. A handheld graphing calculator (such as the TI-83/84) is recommended and may be used on any exam in the class. If you would like to use an online calculator, these two are approved for use in exams:

- [https://calculatorpi.com/](https://calculatorpi.com/)

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit [ea.asu.edu](http://ea.asu.edu) or contact our support team at ulcourses@asu.edu.

Instructor led Version
Instructor led courses have a structure with due dates that guide students to complete the course within 16 weeks. Instructor led courses are great for:

- Students who prefer a structured timeline with established due dates for assignments
- Students who enjoy interaction with other students, who will be completing assignments at the same time
- Students who are taking their first course online and may benefit from greater guidance

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.
Instructor led Cont.

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 16 week course requires about 135 hours of work. Therefore, expect to spend approximately 8-10 hours per week preparing for and engaging in this course.

Self paced Version
Self paced courses allow students to complete course assignments at their own pace, as long as the course is completed within a year. Self paced courses are great for:

- Students who want to start right away
- Students who are self-directed and can set and stick to a plan for completing the course
- Students who may want to either go faster or slower than the instructor led version

Time Commitment
The work in this course is equivalent to a 16 week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
MAT 142: College Mathematics

Overview

The purpose of this course is to relate college-level mathematics to real-life problems. We will emphasize problem-solving techniques, specifically by means of discussing concepts including sets, probability, statistics, finance, and geometry. Students will apply basic college-level mathematics to real-life problems. Appropriate for students whose major does not require MAT 117 or 170.

What You’ll Learn

- Apply knowledge about set theory (sets, set notation, and set operations) to solve problems
- Apply basic counting techniques and probability theory to solve probability-based problems
- Apply a variety of statistical measures to solve problems
- Solve a variety of financial-based problems including problems involving simple and compound interest, annuities, and amortized loans
- Apply geometric concepts (dimensional analysis, perimeter, area, surface area, volume, similarity, proportions, and trigonometric function) to solve geometry-based problems

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

- This course contains five proctored exams.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Mathematics (MA) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

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<tbody>
<tr>
<td>30%</td>
<td>Homework Assignments</td>
</tr>
<tr>
<td>20%</td>
<td>Written Problems Assignments</td>
</tr>
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<td>Exams</td>
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</tbody>
</table>
MAT 142: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Calculator: A hand-held scientific calculator is required for this course. Recommended models include the TI-30XS Multiview or TI-34 Multiview. A graphing calculator, like the TI-83 or the TI-84 is not required but may be used. You are expected to use your calculator for all assignments and exams. Cellular phone calculators and calculators online or on a computer are NOT permitted during an exam. You are permitted to use the ALEKS calculator.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Homework Assignments (30%):
- Learning Assignments: Each lesson contains a required learning assignment. You are expected to read the textbook and watch the lecture video for each lesson before starting on that learning assignment.
- Practice Assignments: The practice assignments are titled with the unit name and assignment number.

Written Problems Assignments (20%): You will draft the solution for each problem set and hand write the solution (showing both the work and the answer) and the explanation of your reasoning. You then take a picture of each of your solutions and submit that as your draft. You will then review the drafts of other members of your class. Finally, you will turn in a final solution for the problem set.

Exams (50%): There are five exams, each worth 10% of your final grade. Exams are proctored remotely using Honorlock, which records you and your environment during the exam.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
MAT 170: Precalculus

Overview

In this college-level precalculus course, you will prepare for calculus by focusing on quantitative reasoning and functions. You'll develop the skills to describe the behavior and properties of linear, exponential, logarithmic, polynomial, rational, and trigonometric functions. This course tailors content and personalizes the learning experience around your skill level, allowing you to achieve mastery in a certain concept before moving on to the next. Utilizing the ALEKS learning system, students in this personalized course will be instructed on the topics they are most ready to learn. Individualized coaching is also provided as you move through each new topic.

What You’ll Learn

- Use basic algebraic operations on numbers, expressions, and equations
- Solve real-world application problems
- Apply algebraic and trigonometric reasoning to solve a range of problems
- Begin future studies in calculus

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Before taking this course, you should already have a strong understanding of algebraic skills such as factoring, basic equation solving, and the rules of exponents and radicals.

MAT 117 College Algebra is strongly suggested as a prerequisite for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Mathematics (MA) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>Unit Quizzes</td>
<td>40%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
<td>40%</td>
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MAT 170: Continued

Course Structure
MAT 170 is an adaptive class run in ALEKS (Assessment and Learning in Knowledge Spaces). ALEKS uses adaptive questioning in the form of an Initial Knowledge Check (IKC) to determine exactly what a student knows and doesn’t know upon entry into the course. ALEKS then instructs the student on the topics they are most ready to learn. As a student works through the course, ALEKS periodically reassesses the student to ensure that topics learned are also retained. This is done through Progress Knowledge Checks and Post Objective Knowledge Checks. By the end of the session, the student will have learned 390 topics across four units.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary. A handheld graphing calculator (such as the TI-83/84) is recommended and may be used on any exam in the class. If you would like to use an online calculator, these two are approved for use in exams:
- https://calculatorpi.com/

Instructor led Version
Instructor led courses have a structure with due dates that guide students to complete the course within 16 weeks. Instructor led courses are great for:
- Students who prefer a structured timeline with established due dates for assignments
- Students who enjoy interaction with other students, who will be completing assignments at the same time
- Students who are taking their first course online and may benefit from greater guidance

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 16 week course requires about 135 hours of work. Therefore, expect to spend approximately 8-10 hours per week preparing for and engaging in this course.
Instructor led Cont.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Self paced Version
Self paced courses allow students to complete course assignments at their own pace, as long as the course is completed within a year. Self paced courses are great for:
- Students who want to start right away
- Students who are self-directed and can set and stick to a plan for completing the course
- Students who may want to either go faster or slower than the instructor led version

Time Commitment
The work in this course is equivalent to a 16 week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
Coming Soon
MAT 210: Brief Calculus for Bus & Economics
Overview

In this college-level calculus course, you will study topics of differential and integral calculus, including limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. This course is ideal for students interested in engineering, mathematics, computer science, physics, chemistry, earth and atmospheric sciences, and life sciences. Topics covered in this course include limits (including those involving infinity); derivatives and rates of change; continuity; applications of the derivative; linear approximation; accumulation; antidifferentiation; definite integrals; and more. Content in this course is adaptive, allowing you to achieve mastery in a certain concept before moving on to the next.

What You’ll Learn

- The meaning and computation of limits
- The meaning and determination of continuity
- The meaning and computation of average rates of change and applications
- The meaning and computation of instantaneous rates of change and applications
- The meaning and computation of accumulation and applications
- The meaning and computation of Riemann Sums and applications
- Techniques to solve optimization problems and applications

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

MAT 170 Precalculus is strongly suggested as a prerequisite for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Mathematics (MA) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of "C" or better. You have one year to add the course to your transcript.

Exams and Grading

- 20% Gradarius Quizzes
- 80% Final Exam
MAT 265: Continued

Course Structure
This course uses Gradarius, a calculus learning platform that personalizes your learning based on the topics you already know and the topics you still need to learn. You will also have access to individualized coaching as you move through each topic in this course.

Time Commitment
The work in this course is equivalent to a 16 week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self-paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary. Calculators are allowed, except for those that do symbolic algebra (such as the Casio FX2, Casio 9970Gs, TI-89, TI-92) or those with QWERTY keyboards.

Graded Assignments
- Gradarius Quizzes (20%): There are five quizzes; based on the topics since the last quiz, lectures, and video material.
- Final Exam (80%): The final exam covers content from the entire course and is proctored.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Humanities, Arts, Design (HU)

Social-behavioral Sciences (SB)
COM 100: Introduction to Human Communication

Overview

This course is designed to introduce you to the basic concepts of human communication, processes, and environments. This course surveys communication topics related to culture, identity, organizations, and relationships. By the end of this course, you should have a fuller understanding of appropriate and effective communication based on your knowledge of theoretical concepts and their application.

What You’ll Learn

- Define and describe the complex nature of communication
- Identify and describe the various contexts of communication study, including interpersonal, small group, organizations, public, and mass communication
- Explain the features of communication common to all contexts, including verbal and nonverbal
- Connect theoretical concepts of communication to everyday experiences
- Define key terms used by communication researchers and practitioners
- Describe the relationships between the discipline of communication and other academic areas of study

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Social-Behavioral Sciences (SB) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

- **15%** Reaction-Response
- **15%** Situational Analysis
- **35%** Exit Quizzes
- **35%** Final Exam

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COM 100: Continued

**Time Commitment**
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that “attendance” in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

**Materials**
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

**Graded Assignments**
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

**Reaction-Response (15%)**
There will be a total of three Reaction-Response assignments. These assignments will include a prompt-question about a theme related to the content of the module. You are expected to write a 400-450 word reaction-response through which you will use the concepts and theories from class to make your arguments based on what you think. (A grading rubric will be provided and used to evaluate your submissions.)

**Situational Analyses (15%)**
There will be a total of four situational analysis assignments. These scenarios are designed to measure your competency, and help you directly apply key concepts to real-life situations. You will write a 400-450 word analysis based on materials from the relevant module describing what you would choose to do in this scenario. (A grading rubric will be provided and used to evaluate your submissions.)

**Exit Quizzes (35%)**
You will take a total of seven exit quizzes, one per module. Each quiz is open book, and must be completed by you. The quizzes are multiple choice and based on that module’s readings and video materials. You must complete them by the stipulated deadlines.

**Final Exam (35%)**
The final exam is a cumulative, multiple choice test based on the material covered in modules 1-7. Students must take the final exam to earn ASU credit.

**Assignment Deadlines**
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

**Course Communication**
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

**Additional Information**
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
HEP 100: Introduction to Health and Wellness

Overview

This course focuses on the latest trends in health, exercise, and wellness. From stress management and emotional health, to overall well-being, we will explore personal health, health-related attitudes and beliefs, and individual health behaviors.

What You’ll Learn

- Describe the role of health, nutrition, and wellness in our daily lives
- Evaluate evidence that supports or disproves selected health claims
- Provide examples of how psychological, spiritual, and emotional health are connected to one’s overall well-being and physical health
- Identify and manage personal health risks based on current lifestyle choices
- Identify and implement lifestyle changes that may enhance lifelong health

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Social-Behavioral Sciences (SB) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

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<thead>
<tr>
<th>Exams and Grading</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Interactives</td>
<td>5%</td>
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<tr>
<td>Case Studies</td>
<td>10%</td>
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<tr>
<td>Content Mastery</td>
<td>5%</td>
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<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Reflection Board</td>
<td>5%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>35%</td>
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</tbody>
</table>

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Social-Behavioral Sciences (SB) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.
**HEP 100: Continued**

**Time Commitment**
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

**Materials**
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

**Graded Assignments**
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

**Interactives (5%)**: There are seven interactive exercises for the course. Each interactive will have one or two questions you must answer to receive credit.

**Case Studies (10%)**: There are seven case studies each accompanied by five questions related to the case.

**Content Mastery (5%)**: There are seven interactive content mastery exercises. You must reach level 0.1 on each interactive content mastery exercise to receive credit.

**Quizzes (15%)**: There are seven quizzes that are open book, and must be completed by you. The quizzes are multiple-choice and based on the week’s readings, lectures, and video materials. You may take a quiz at any time during the week but must complete it by the stipulated deadline.

**Reflection Board (5%)**: You are required to submit one post per week via our reflection board on Yellowdig. A topic will be provided based on that week’s course content and you will respond to other students’ posts.

**Midterm Exam (25%)**: The midterm exam covers content from weeks 1-3.

**Final Exam (35%)**: The final exam covers content from weeks 4-7.

**Assignment Deadlines**
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

**Course Communication**
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

**Additional Information**
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
HST 100: Global History to 1500

Overview

In this course, you’ll learn to think like a historian using evidence from the past to ask and answer questions. You will make connections between our not-so-distant ancestors and humans today and you will learn about the development of society including how governments form, how religions played a role in our historical development, how and why we grow food, how ancient societies contacted each other, and how humans created cultures everywhere from the African kingdoms of Mali to the Hohokam of Arizona.

What You’ll Learn

- Describe the general historical narrative for the emergence of agriculture and complex human societies
- Explain how geography contributed to the interconnectedness of humans and the structure of their societies
- Share an empathetic understanding of the shared humanity common to us and to ancient peoples
- Explain how historians use different types of primary sources to make arguments about history
- Actively read a primary source text (or object) by posing questions and analyzing its contents and purpose
- Appreciate the complex and contested nature of the discipline of history and historical arguments

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Humanities, Arts and Design (HU), Historical Awareness (H), and Global Awareness (G) General Studies requirements at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

- 30% Quizzes
- 30% Discussions
- 40% Reflections
HST 100: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Quizzes (30%): Each of the seven modules contains a quiz that covers material from all required readings and videos in the module. Quizzes are open note but are timed and single attempt. Questions are true/false and multiple choice.

Open Discussion (30%): Each module contains two class discussions that ask you to synthesize material presented in lectures or find new insights on your own and bring them to fellow learners in class. All discussions require an initial response and a comment or reply to one peer.

Reflections (40%): Historian's Log Reflections are activities that allow you to use primary resources and historical evidence to make theories about the past. In each historian's log you will do the work of a historian. They vary in format and length depending on the primary materials being used in the module.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Overview

What is American history? When does it start, who does it include, and how do we talk about it in ways that honor the diversity of experiences it includes? In this course, you’ll learn about people, events, ideas, and places that are important to the history of the British North American colonies and the United States. You’ll also learn how historians ask questions, pursue answers, and rethink things we thought we knew.

What You’ll Learn

- Demonstrate knowledge of events, institutions, and people in a world region or on a global scale
- Recognize and evaluate the use of historical evidence and arguments in contemporary discussions
- Recognize and give examples of the diversity of Indigenous cultures in North America prior to colonization
- Describe causes and consequences of the Atlantic slave trade
- Identify and explain how the United States’ colonial and Revolutionary origins influenced its subsequent development
- Provide examples of key developments (political, economic, technological, cultural, ideological, etc.) that helped transform the United States between its creation and the Civil War
- Identify and give examples of the diverse viewpoints and experiences of Americans of different backgrounds

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward either the Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) requirement, and the Historical Awareness (H) General Studies requirement for Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

25% Quizzes  35% Discussions

40% ePortfolio Museum Project
HST 102: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
PAF 112: Identity, Service, and American Democracy

Overview

Have you ever read the news or overheard a conversation about politics and felt helpless? You are not alone! Many people ask questions like: Does my vote matter? How do federal policies affect me? How can I make a difference? American Democracy is defined by its people participating, voicing their opinion, and making a difference. In this course, you will learn about civic engagement and how people like you shape the world. You will also gain insight into how you can become an active and engaged member of your own community. You will interview public service leaders, investigate local issues, and form the what, why, and how of civic engagement, which you will use to create a civic action portfolio.

What You’ll Learn

- Examine the concepts of civic, political, and social engagement, identity, democracy, government, social capital, federalism, voting processes, nonprofit organization, civil society, interest groups, mobilization, and lobbying
- Explain the critical role that social service organizations play in American democracy
- Analyze the role of culture and cultural elements in identity formation and associations with others of similar identity and the social contributions of these associations
- Based on concepts such as identity, civic engagement, political engagement, social engagement, social capital, and mobilization, analyze a public service organization

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Social-Behavioral (SB) and Cultural Diversity in the United States (C) General Studies requirements at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

50% ePortfolio

50% Quizzes
Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

ePortfolio Assignments (50%): In each module there is a Civic Action ePortfolio assignment. You will be creating a personal website to post these assignments, preferably in Weebly. Each assignment has two components: action and reflection. In the action portion, you will either venture into your community or research the resources available in your community related to an issue that matters to you. In the reflection portion of each assignment, you will reflect on what you learned in the module and how it applies to the information you gathered from your community.

Quizzes (50%): There are five quizzes, worth 20 points each. The quizzes are open book and must be completed by you. The quizzes include 10 to 20 questions, which may be multiple choice, multiple answer, or true/false. Each quiz is based on the readings, lectures, and video materials for the entire module. You can only take a quiz once and you'll have 60 minutes to complete the quiz.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Coming Soon
POS 110: American Government & Politics
Overview

This introductory course is organized around modules that will cover the five pillars of psychology, which include the: biological pillar, cognitive pillar, developmental pillar, social and personality pillar, and mental and physical health pillar. As students progress through each learning module, they will review up-to-date and relevant content, engage in meaningful active learning exercises, and complete a knowledge check or assessment. In addition, the course culminates with students completing a psychology-based milestone project that students will find applicable to their own life, such as in the workforce or their academic journey.

What You’ll Learn

- The historical roots of psychology
- The research methods used by psychologists
- The relationship between body and behavior and the mechanisms of sensation and perception and states of consciousness
- The basic theories of human development and personality
- The issues in the area of intelligence and intelligence testing
- Health psychology and factors to control stress
- The major categories of abnormal behavior
- The major therapeutic approaches used for the treatment of abnormal behavior
- The factors that influence group behavior and interpersonal relationships
- How psychology is applied in real-world situations

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Social-Behavioral Sciences (SB) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Assignments</td>
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<tr>
<td>Discussions</td>
<td>40%</td>
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<tr>
<td>Quizzes</td>
<td>40%</td>
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</table>
**Time Commitment**
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that “attendance” in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

**Materials**
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

**Graded Assignments**
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

**Assignments (20%):** There are two Psychology Applied Assignments (PA) worth 20 points each. They “test” your knowledge by asking you to apply course concepts to personal experiences.

**Discussions (40%):** During module 0, you'll participate in an introductory discussion assignment worth 10 points. All other discussion assignments will be part of your Goal Setting Project (GSP). There are three GSP Discussion assignments worth 20 points each. You will provide an initial response to each GSP prompt, and you will also respond to one of your peer's responses.

**Quizzes (40%):** There is one syllabus quiz and six module quizzes. The syllabus quiz is worth eight points and each module quiz is worth 12 points. The module quizzes cover material from both the textbook and lectures. You will be given three attempts for each module quiz. Your highest scoring attempt will be kept as your final score and there is no time limit on quiz attempts. All quizzes are open-book/open-notes and must be completed by you.

**Assignment Deadlines**
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

**Course Communication**
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

**Additional Information**
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
SOC 101: Introductory Sociology

Overview

In this online sociology class, you will learn how individuals both shape and are shaped by their communities. You will learn how individuals both actively impact and are shaped by their communities, and you will explore the formation and persistence of societies that consist of diverse groups of people. You will also gain valuable insight into the dynamics of group relationships, including how to effectively interact with others within a group. Finally, you will learn how the study of sociology applies to your daily life as well as the most pressing social events of our time.

What You’ll Learn

● Explain the fundamental concepts, theories, and methods used in sociology
● Identify ways that sociology is used to explain social behavior
● Discuss social issues and changes that are relevant in today’s society
● Analyze your social world by taking various, broader perspectives
● Apply sociological tools and topics to your everyday life

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student. This course satisfies 3 credit hours toward the Social-Behavioral Sciences (SB) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

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<td>Quizzes</td>
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<td>Final Exam</td>
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SOC 101: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs), no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Graded Discussion Assignments (20%): You will be required to submit one post and two replies to peers per week via our Harmonize discussion board. In these instances, you will be discussing various topics using the concepts covered that week. You will receive specific instructions each week on what to write about. Each module graded discussion assignment is worth up to 20 points possible.

Content Mastery (20%): There are seven interactive content mastery exercises to complete in Cerego. You must reach level 0.1 on each interactive content mastery exercise to receive credit.

Quizzes (40%): You will take a total of eight quizzes: A Course Readiness Quiz on the course’s Academic Integrity policies and syllabus in the “Course Introduction” section, plus seven module quizzes on the course material. Each quiz is open book/notes, and must be completed by you in one attempt within two hours of starting the quiz, by the specified deadline. The quizzes consist of multiple choice questions. Each quiz covers the week’s readings, lectures, and video materials.

Final Exam (20%): The final exam covers content from throughout the course. The exam will have the same style and content level as the module quizzes

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. All course interactions will use internet technologies; it is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area.

It is your responsibility to determine the due dates and times for all course assignments according to your time zone. Make sure you address this, ideally before the first set of assignments is due, to avoid any unnecessary stress.

Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions. It is recommended that you establish your time management schedule for this course within the first few days after the course opens.
Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Natural Sciences
(SQ)(SG)
Overview

Can we find life elsewhere in the Universe? This is one of the big questions at the forefront of scientific endeavor. It compels us to explore our celestial neighborhood, searching for signs of life in the Solar System and Earth-like planets beyond. In The Living World, you will learn about the search for life as you master concepts in general biology, including key aspects of biodiversity, evolution, cellular biology, molecular biology, ecology, and human anatomy and physiology.

What You’ll Learn

- Evolution: The diversity of life changed and diversified over time by processes of mutation, selection, and isolation
- Structure and Function: Basic units of structure establish the function of all living things
- Information Flow, Exchange, and Storage: The macro and microscopic features of organisms result from the expression of genetic information in context
- Pathways of Energy and Matter: Biological systems are built and maintained by chemical transformation pathways that are governed by the laws of thermodynamic
- Biological Systems: Living systems are interconnected and interacting
- Nature of Science: Science proceeds by developing and testing explanations for patterns observed in nature

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Given the advanced nature of this course, please note that some lessons, namely the Into the Cell unit (an interactive, virtual, fly-through), are graphically intensive and require a good internet connection and adequate graphics hardware to perform well.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course includes a lab and satisfies 4 credit hours toward the Natural Science - Quantitative (SQ) General Studies requirement at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

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<th>1000 pts</th>
<th>1055 pts</th>
<th>484 pts</th>
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<td>Biology Expedition</td>
<td>Journey to the Galapagos</td>
<td>Time Traveler’s Guide to Earth</td>
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<td>Searching for Signatures</td>
<td>Blue Planet</td>
<td>A Mission Beyond</td>
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</table>
BIO 100: Continued

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Course Structure
The Living World uses a scoring system that allows you to earn points as you complete your lessons. While your professor or instructor may elect to add quiz or test material, The Living World lessons are not broken down into a learning portion and a testing portion. You'll interact and answer questions or perform tasks on nearly every screen you see in your course, and those screens each have a score assigned.

Instructional Screens (5 points each): These are screens where you learn something new and need to answer a question or perform a task to show that you've understood. If you get it right the first time, you'll earn 5 points. Each time after the first, you'll get specific feedback about what was right or wrong about your answer and have another chance to answer for reduced points. If you reach the maximum number of tries allowed for these screens, a message will appear and you'll usually be shown the correct answer and then allowed to proceed, but with 0 points.

Simulation Screens (10 points each): These are screens where you'll interact with a complex, custom simulation to demonstrate what you've learned or to learn something new. You might build DNA, explore the role of carbon in Earth's ecosystems, or see what happens to a population of finches during a drought. Each of these screens is worth 10 points, and you'll earn all 10 when you succeed no matter how many tries it takes. Unlike instructional screens, most simulation screens require you to succeed to proceed, but there is no maximum number of tries.

Summative Screens (20 points each): This is as close as The Living World gets to a traditional test. After you've been learning about a concept for a while and performing various activities, or perhaps at the end of an experiment, you'll be asked to show just how much you've learned. These screens offer less help and assistance because you've had a lot of practice, and are worth 20 points. Like Instructional screens, you'll have a limited number of tries and your score will decrease each time.

Formative Screens (1 point each): Sometimes you'll be asked for a hypothesis, or to state what you've learned about a topic before The Living World. These screens are called formative screens, and they're worth 1 point. Usually there's no right or wrong answer or maximum number of tries, and you'll get full credit upon inputting your hypothesis, opinion, or what you've learned before. We often use these to compare how much you've learned and to show you later, so be sure to be honest!

Metacognitive Screens (0 points each): We'll often ask you to pause and think about how well you understand certain concepts you've been learning. These screens are titled “Pause and Reflect” and are not worth any points, but they are incredibly valuable. First, they allow your professor to see how the class as a whole is doing on each topic in the lesson. They also summarize key points that can help you study or clarify your notes on a lesson. These screens provide an excellent opportunity to think about what makes sense and what doesn’t, to take a break if you need it, and to generate questions to ask for help in class or in the discussion forum.

Review Screens (0 points each): Sometimes you'll need to review material to make sure you're ready for new adventures ahead. For these screens, you're reviewing material you've already been scored on, so the second time around isn't worth points, but it's valuable practice that will help you earn more points in your lesson.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Instructor led Version

Time Commitment
This is an asynchronous, online course. You do not need to be at your computer at specific times or participate in live activities. To be successful in this class, you must view all course pages and complete all graded work by the end of the course. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

8 week Version
This 4 credit, 8 week course requires about 180 hours of work. Therefore, expect to spend approximately 20-25 hours per week preparing for and engaging in this course.

16 week Version
This 4 credit, 16 week course requires about 180 hours of work. Therefore, expect to spend approximately 12-14 hours per week preparing for and engaging in this course.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. All course interactions will use internet technologies; it is your responsibility to review all content, fulfill all assignments by the end of the course, and ask any questions you have in the designated discussion area. It is your responsibility to determine the end date of the course according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted and we cannot make exceptions.

Self paced Version

Time Commitment
The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/endpoint of a session, please contact our support team at ulcourses@asu.edu.
Coming Soon

CHM 101: Introductory Chemistry
**SES 106: Habitable Worlds**

**Overview**

Are we alone in the Universe? If so, why? If not, where are our cosmic cousins? Such questions, once the domain of science fiction, are on the verge of being answered with science facts. Astronomers are discovering planets around other stars. Planetary scientists are exploring the worlds in our solar system. Biologists are unlocking the secrets of metabolism and evolution. Geoscientists are determining how the Earth supports life. And as we struggle to build a sustainable future for ourselves, all of us are finding out how technologically advanced civilizations rise and how they might fall. Inspired by this ongoing scientific revolution, Habitable Worlds surveys key concepts from across the major areas of science that help us to understand what makes Earth - or any other planet - a habitable world.

**What You’ll Learn**

- Explain the conditions that can make a planet habitable
- Describe the history of Earth as an inhabited world and how this knowledge informs the search for life on other worlds
- Describe and interpret observations using data analysis, foundational mathematics, and accessible computational methods
- Apply scientific reason, particularly using hypothesis-driven processes to create scientific models, test models using basic qualitative and quantitative reasoning, choose among competing ideas that have different levels of uncertainty
- Apply problem-solving skills including breaking complex problems into multiple steps, identify the knowledge needed to solve each step, and obtain and interpret that knowledge quantitatively and qualitatively

**How to Succeed**

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

MAT 117 College Algebra is strongly suggested as a prerequisite for success in this course.

**Earn College Credit**

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course includes a lab and satisfies 4 credit hours toward the Natural Science - Quantitative (SQ) General Studies requirements at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

**Exams and Grading**

- **75 pts** Introduction
- **145 pts** Stars
- **108 pts** Planets
- **152 pts** Habitability
- **48 pts** Life
- **84 pts** Survival
- **260 pts** Project Habitable Hunt
Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Course Structure
The course is organized around an overarching project that you need to solve: Find a potentially habitable world in a field of 500 stars.

In addition to the project, you will need to complete training exercises and assessment exercises that are designed to teach you the concepts necessary to master the project. Your best strategy for success is to complete the training exercises before attempting the assessment exercises.

In this course, you will encounter activities that you must complete before you can proceed to the next part of the course. In some cases, you will be held on a particular activity or assessment page until you provide the correct answer. There are no skip buttons on these pages.

Training Exercises: You will earn points as you complete each training exercise. Training exercises are only graded for how much you complete, they are not graded for correctness. Training exercises are open all session and can be revisited as often as you want. These exercises teach you what you need to know to complete the assessment exercises.

Assessment Exercises: In these exercises, your points are awarded based on how well you complete each assessment task. You can attempt these as often as you want while they are open, but all your attempts will be averaged together to generate your final assessment score.

The Project: The skills you build through the training exercises and assessment exercises will enable you to complete the overarching project. Points for the project are awarded based on how well you complete the tasks required. Within the project you can revise your answers to improve your score until you submit. The project can be retaken after you submit it. The highest score of all your attempts on the project will be used as your final project score.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
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Instructor led Version

Time Commitment
This is an asynchronous, online course. You do not need to be at your computer at specific times or participate in live activities. To be successful in this class, you must view all course pages and complete all graded work by the end of the course. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 4 credit, 16 week course requires about 180 hours of work. Therefore, expect to spend approximately 12-14 hours per week preparing for and engaging in this course.
Instructor led Cont.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. All course interactions will use internet technologies; it is your responsibility to review all content, fulfill all assignments by the end of the course, and ask any questions you have in the designated discussion area. It is your responsibility to determine the end date of the course according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted and we cannot make exceptions.

Self paced Version

Time Commitment
The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
Cultural Diversity in the United States (C)
PAF 112: Identity, Service, and American Democracy

Overview

Have you ever read the news or overheard a conversation about politics and felt helpless? You are not alone! Many people ask questions like: Does my vote matter? How do federal policies affect me? How can I make a difference? American Democracy is defined by its people participating, voicing their opinion, and making a difference. In this course, you will learn about civic engagement and how people like you shape the world. You will also gain insight into how you can become an active and engaged member of your own community. You will interview public service leaders, investigate local issues, and form the what, why, and how of civic engagement, which you will use to create a civic action portfolio.

What You’ll Learn

- Examine the concepts of civic, political, and social engagement, identity, democracy, government, social capital, federalism, voting processes, nonprofit organization, civil society, interest groups, mobilization, and lobbying
- Explain the critical role that social service organizations play in American democracy
- Analyze the role of culture and cultural elements in identity formation and associations with others of similar identity and the social contributions of these associations
- Based on concepts such as identity, civic engagement, political engagement, social engagement, social capital, and mobilization, analyze a public service organization

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Social-Behavioral (SB) and Cultural Diversity in the United States (C) General Studies requirements at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

50% ePortfolio
50% Quizzes
Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

ePortfolio Assignments (50%): In each module there is a Civic Action ePortfolio assignment. You will be creating a personal website to post these assignments, preferably in Weebly. Each assignment has two components: action and reflection. In the action portion, you will either venture into your community or research the resources available in your community related to an issue that matters to you. In the reflection portion of each assignment, you will reflect on what you learned in the module and how it applies to the information you gathered from your community.

Quizzes (50%): There are five quizzes, worth 20 points each. The quizzes are open book and must be completed by you. The quizzes include 10 to 20 questions, which may be multiple choice, multiple answer, or true/false. Each quiz is based on the readings, lectures, and video materials for the entire module. You can only take a quiz once and you’ll have 60 minutes to complete the quiz.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
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Additional Information
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Global Awareness (G)
HST 100: Global History to 1500

Overview

In this course, you'll learn to think like a historian using evidence from the past to ask and answer questions. You will make connections between our not-so-distant ancestors and humans today and you will learn about the development of society including how governments form, how religions played a role in our historical development, how and why we grow food, how ancient societies contacted each other, and how humans created cultures everywhere from the African kingdoms of Mali to the Hohokam of Arizona.

What You’ll Learn

- Describe the general historical narrative for the emergence of agriculture and complex human societies
- Explain how geography contributed to the interconnectedness of humans and the structure of their societies
- Share an empathetic understanding of the shared humanity common to us and to ancient peoples
- Explain how historians use different types of primary sources to make arguments about history
- Actively read a primary source text (or object) by posing questions and analyzing its contents and purpose
- Appreciate the complex and contested nature of the discipline of history and historical arguments

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Humanities, Arts and Design (HU), Historical Awareness (H), and Global Awareness (G) General Studies requirements at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

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<th>Component</th>
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<tr>
<td>Quizzes</td>
<td>30%</td>
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<td>Discussions</td>
<td>30%</td>
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<tr>
<td>Reflections</td>
<td>40%</td>
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HST 100: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Quizzes (30%): Each of the seven modules contains a quiz that covers material from all required readings and videos in the module. Quizzes are open note but are timed and single attempt. Questions are true/false and multiple choice.

Open Discussion (30%): Each module contains two class discussions that ask you to synthesize material presented in lectures or find new insights on your own and bring them to fellow learners in class. All discussions require an initial response and a comment or reply to one peer.

Reflections (40%): Historian's Log Reflections are activities that allow you to use primary resources and historical evidence to make theories about the past. In each historian's log you will do the work of a historian. They vary in format and length depending on the primary materials being used in the module.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Historical Awareness

(H)
Overview

In this course, you'll learn to think like a historian using evidence from the past to ask and answer questions. You will make connections between our not-so-distant ancestors and humans today and you will learn about the development of society including how governments form, how religions played a role in our historical development, how and why we grow food, how ancient societies contacted each other, and how humans created cultures everywhere from the African kingdoms of Mali to the Hohokam of Arizona.

What You’ll Learn

- Describe the general historical narrative for the emergence of agriculture and complex human societies
- Explain how geography contributed to the interconnectedness of humans and the structure of their societies
- Share an empathetic understanding of the shared humanity common to us and to ancient peoples
- Explain how historians use different types of primary sources to make arguments about history
- Actively read a primary source text (or object) by posing questions and analyzing its contents and purpose
- Appreciate the complex and contested nature of the discipline of history and historical arguments

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward the Humanities, Arts and Design (HU), Historical Awareness (H), and Global Awareness (G) General Studies requirements at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

- 30% Quizzes
- 30% Discussions
- 40% Reflections
HST 100: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Quizzes (30%): Each of the seven modules contains a quiz that covers material from all required readings and videos in the module. Quizzes are open note but are timed and single attempt. Questions are true/false and multiple choice.

Open Discussion (30%): Each module contains two class discussions that ask you to synthesize material presented in lectures or find new insights on your own and bring them to fellow learners in class. All discussions require an initial response and a comment or reply to one peer.

Reflections (40%): Historian's Log Reflections are activities that allow you to use primary resources and historical evidence to make theories about the past. In each historian's log you will do the work of a historian. They vary in format and length depending on the primary materials being used in the module.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Overview

What is American history? When does it start, who does it include, and how do we talk about it in ways that honor the diversity of experiences it includes? In this course, you’ll learn about people, events, ideas, and places that are important to the history of the British North American colonies and the United States. You’ll also learn how historians ask questions, pursue answers, and rethink things we thought we knew.

What You’ll Learn

- Demonstrate knowledge of events, institutions, and people in a world region or on a global scale
- Recognize and evaluate the use of historical evidence and arguments in contemporary discussions
- Recognize and give examples of the diversity of Indigenous cultures in North America prior to colonization
- Describe causes and consequences of the Atlantic slave trade
- Identify and explain how the United States’ colonial and Revolutionary origins influenced its subsequent development
- Provide examples of key developments (political, economic, technological, cultural, ideological, etc.) that helped transform the United States between its creation and the Civil War
- Identify and give examples of the diverse viewpoints and experiences of Americans of different backgrounds

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours toward either the Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) requirement, and the Historical Awareness (H) General Studies requirement for Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

Exams and Grading

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<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>25%</td>
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<tr>
<td>Discussions</td>
<td>35%</td>
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<tr>
<td>ePortfolio Museum Project</td>
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</tbody>
</table>
HST 102: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
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Electives
Coming Soon
CIS 194: Cloud Foundations (AWS)
CIS 194: Business Technology Fundamentals

Overview

Technology fuels the businesses of today, and businesses need competent technology professionals to support the infrastructure that drives their success. In this, you’ll be introduced to this environment and will learn about critical business tech support functions, including managing an organization’s hardware, networking technology, and software, as well as how to solve technical problems for business technology users.

What You’ll Learn

- How the binary system works
- How to assemble a computer from scratch
- How to choose and install an operating system on a computer, understand what the Internet is, how it works, and the impact it has in the modern world
- How applications are created and how they work under the hood of a computer
- How to utilize common problem-solving methodologies and soft skills in an information technology setting

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 1 credit hour at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is the first in a series that will prepare you for a Google IT Certificate.

Exams and Grading

- **60%** Google Module Completion
- **36%** Quizzes
- **4%** Writing Assignment
CIS 194: Computer Networking in Organizations

Overview
This course is designed to provide a full overview of computer networking.

What You’ll Learn
- Describe computer networks in terms of a five-layer model
- Understand all of the standard protocols involved with TCP/IP communications
- Grasp powerful network troubleshooting tools and techniques
- Learn network services like DNS and DHCP that help make computer networks run
- Understand cloud computing, everything as a service, and cloud storage

How to Succeed
To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements. Required prerequisite for this course:
- CIS 194 Business Technology Fundamentals

Earn College Credit
This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 2 credit hour at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is the second in a series that will prepare you for a Google IT Certificate.

Exams and Grading
- 58% Google Module Completion
- 34% Quizzes
- 8% Writing Assignment
CIS 194: Operating Systems Management for Business

Overview
This course will focus on the practical aspects of the operating system. You will learn how to use the windows and Linux OS and how to interact with these operating systems through the command line, which inputs text commands instead of relying on a graphical user interface or GUI. You'll also learn how file systems work and you'll be able to assign different user permissions and roles; you'll be able to understand how to use package managers and consider the trade-offs between different package managers for windows and Linux; you'll also learn about process management so you understand the nuances of running programs that could save you valuable time when troubleshooting in the workplace. Finally, we'll take a deeper dive into remote connection tools and teach you about OS deployment and how to install on a lot of machines at once.

What You’ll Learn
- Navigate the Windows and Linux file systems using a graphical user interface and command line interpreter
- Set up users, groups, and permissions for account access
- Install, configure, and remove software on the Windows and Linux operating systems
- Configure disk partitions and filesystems
- Understand how system processes work and how to manage them
- Work with system logs and remote connection tools
- Utilize operating system knowledge to troubleshoot common issues in an IT Support Specialist role

How to Succeed
To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements. Required prerequisites for this course:
- CIS 194 Business Technology Fundamentals
- CIS 194 Computer Networking in Organizations

Earn College Credit
This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hour at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is the third in a series that will prepare you for a Google IT Certificate.

Exams and Grading

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<th>Percentage</th>
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<tr>
<td>40%</td>
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<tr>
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<td>Quizzes</td>
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<td>25%</td>
<td>Case Study Activities</td>
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<tr>
<td>10%</td>
<td>Case Study</td>
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</tbody>
</table>
Overview

This course will transition learners from working on a single computer to an entire fleet. Systems administration is the field of IT that’s responsible for maintaining reliable computer systems in a multi-user environment. In this course, learners will learn about the infrastructure services that keep all organizations, big and small, up and running. We’ll deep dive on cloud so that they will understand everything from typical cloud infrastructure setups to how to manage cloud resources. They will also learn how to manage and configure servers and how to use industry tools to manage computers, user information, and user productivity. Finally, they will learn how to recover an organization’s IT infrastructure in the event of a disaster.

What You’ll Learn

- Utilize best practices for choosing hardware, vendors, and services for your organization
- Understand how the most common infrastructure services that keep an organization running work, and how to manage infrastructure servers
- Understand how to make the most of the cloud for your organization
- Manage an organization’s computers and users using the directory services, Active Directory, and OpenLDAP
- Choose and manage the tools that your organization will use

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements. Required prerequisites for this course:

- CIS 194 Business Technology Fundamentals
- CIS 194 Computer Networking in Organizations
- CIS 194 Operating Systems Management for Business

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student. This course satisfies 3 credit hour at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is the fourth in a series that will prepare you for a Google IT Certificate.

Exams and Grading

- 49% Google Module Completion
- 30% Quizzes
- 12% Reflections
- 9% Writing Assignment
Overview
This course covers advanced Excel skills using an applied focus on different types of decisions one may analyze using spreadsheet capabilities; graphs and charts to communicate complex analytics; pivot tables to slice and dice data for reporting; what-if analysis for forecasting and predictive analysis. Students will learn to use advanced functions of Excel to improve productivity, enhance spreadsheets with templates, charts, graphics, and formulas and streamline their operational work. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. Students will also learn how to automate common tasks, apply advanced analysis techniques to more complex data sets and leverage Excel’s advanced functionalities.

What You’ll Learn
- Calculate with advanced functions and formulas
- Organize worksheet, workbook and table data using a variety of techniques
- Create and modify charts and graphs
- Customize and enhance workbooks using graphic objects and data tools
- Understand how businesses can utilize advanced spreadsheet analytical techniques using pivot tables, v-lookups, amortization and graphical data to better understand their business and customers
- Manipulate and analyze data to make appropriate recommendations for managerial decision making
- Deploy advanced techniques to increase productivity and improve efficiency by streamlining workflow

How to Succeed
To be successful in this course, we recommend English language fluency and computer literacy. Knowledge of basic mathematical & problem-solving skills is recommended. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

CIS 105 Computer Applications and Information Technology is strongly suggested as a prerequisite for success in this course.

Microsoft Excel is required for this course and not provided by ASU.

Earn College Credit
This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is part of the Applied Business Analytics Certificate.

Exams and Grading

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<th>Component</th>
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<tr>
<td>Interactive Assignments</td>
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<td>Quizzes</td>
<td>13%</td>
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<tr>
<td>Exams</td>
<td>29%</td>
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CIS 308: Continued

Materials

Microsoft Excel is required for this course and not provided by ASU. This course also makes use of open educational resources (OERs) provided within the course.

Graded Assignments

Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Exercises/Homework Assignments (58%): This course has 21 total assignments, at 30 points each for a total of 600 points. The lowest score will be dropped. Assignments will combine written answers, graphics/diagrams and/or logic, components covering assigned lectures for the current week as well as material from prior lectures and assignments.

Quizzes (13%): There are seven quizzes at 20 points each for a total of 140 points. Quizzes will be taken in Canvas with set timeframes for completion. You can attempt all quizzes an unlimited amount of times before the due date.

Exams (29%): There will be three exams given at 100 points each, for a total of 300 points. You must earn 85% on all exams to complete this course. The exams can be taken unlimited times.

Course Communication

All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information

If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.

Instructor led Version

Time Commitment

This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that “attendance” in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Assignment Deadlines

Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.
Self paced Version

Time Commitment

The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs. You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
Analysis and evaluation of business processes in the context of improving operational efficiency. This course examines organizational processes, evaluates & analyzes business process metrics in the context of improving operational efficiency thereby creating business value.

**What You’ll Learn**
- Explain the basic concepts of business process and management strategy
- Use key process measures, their interrelationship and managerial levers to manage and control the business process
- Plan for and control the variability of the business process to enhance the process performance

**How to Succeed**
To be successful in this course, we recommend English language fluency and computer literacy. Knowledge of basic mathematical & problem-solving skills is recommended. We also encourage you to make sure your laptop or desktop computer meets the [technical requirements](#).

CIS 105 Computer Applications and Information Technology is strongly suggested as a prerequisite for success in this course.

**Earn College Credit**
This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is part of the [Applied Business Analytics Certificate](#).

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### Exams and Grading

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<tr>
<td>Homework Activities</td>
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<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>25%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
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</tbody>
</table>
Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Homework (35%): These activities are designed for you to practice and apply what you learned in the module. Each module will have a homework activity.

Quizzes (15%): This class will have three quizzes. You must achieve 80% on each quiz to earn credit in this course. You will have unlimited attempts. Each attempt is not timed.

Exams (50%): There will be two exams in this class, Midterm and Final, each worth 25% of your grade. The Final Exam will be cumulative, but limited to major class topics. Exams will include definitions/terminology, short answer questions, and development problems. You will have 100 minutes to complete exams and unlimited attempts. The highest score out of all attempts is saved. A score of 85% is required on both exams to earn credit in this course.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
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Instructor led Version
Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Assignment Deadlines
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Self paced Version

Time Commitment
The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
Overview

In this course you will learn how to build data visualizations that provide insight into the nature of the relationships of interest within the data, as well as how to build visualizations to effectively convey the insights they discover, using contemporary tools. These techniques will enable them to create knowledge that empowers data-based decision making. Visualizations will use data drawn from business operations and business-relevant societal contexts, and include temporal and geospatial data. In many ways, it can be useful to think of this course as a data-visualization-centric communication class which leverages business, data, design, and communication concepts at their intersection.

What You’ll Learn

- Identify when and what visual communication is appropriate to convey a message
- Identify enhancer and obstructor elements of good visualizations
- Recognize the fundamental characteristics of data for visual analysis
- Recognize different techniques for visually exploring and explaining data-based observations
- Build effective data visualizations in Excel and Tableau
- Use data visualizations to facilitate and enable decision making

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. Knowledge of basic mathematical & problem-solving skills is recommended. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

CIS 105 Computer Applications and Information Technology is strongly suggested as a prerequisite for success in this course.

Microsoft Excel is required for this course and not provided by ASU.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is part of the Applied Business Analytics Certificate.

Exams and Grading

- **29%** Homework Assignments
- **14%** Knowledge Quizzes
- **18%** Reflection Questions
- **39%** Application Tests
Materials
This course makes use of open educational resources (OERs) provided within the course, **no purchase necessary. Microsoft Excel is required for this course and not provided by ASU.**

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

**Homework Assignments (29%)**: Assignments combine written answers, graphics/diagrams and/or logic, components covering assigned lectures for the current module as well as material from prior lectures and assignments.

**Reflective Questions (18%)**: Reflective questions provide opportunities for members of the class to get to know each other. They require your individual contribution to be discussed in small groups or with the whole class.

**Knowledge Quizzes (14%)**: There are seven, short webform-based knowledge quizzes. Usually the quizzes are some combination of multiple-choice, fill in the blank, and short answers, that evaluate general knowledge of the content of the course.

**Application Tests (39%)**: There are three application tests that evaluate one's ability to apply what has been learned in a hands-on manner (which generally means using Excel and Tableau). In these practice tests, students are asked to do several exercises where they demonstrate their ability to pull together everything they’ve learned prior. You must earn 85% on all application tests to earn credit for this course.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit [ea.asu.edu](http://ea.asu.edu) or contact our support team at [ulcourses@asu.edu](mailto:ulcourses@asu.edu).

Instructor led Version

**Time Commitment**
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.
Self paced Version

Time Commitment
The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
Overview

This course covers a wide variety of IT security concepts, tools, and best practices. It introduces threats and attacks and the many ways they can show up. We’ll give learners some background of encryption algorithms and how they’re used to safeguard data. Then, we’ll dive into the three As of information security: authentication, authorization, and accounting. We’ll also cover network security solutions, ranging from firewalls to WiFi encryption options. The course is rounded out by putting all these elements together into a multi-layered, in-depth security architecture, followed by recommendations on how to integrate a culture of security into an organization or team.

What You’ll Learn

- How various encryption algorithms and techniques work as well as their benefits and limitations
- Various authentication systems and types
- The difference between authentication and authorization
- How to evaluate potential risks and recommend ways to reduce risk
- Best practices for securing a network
- How to help others to grasp security concepts and protect themselves

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Required prerequisites for this course:
- CIS 194 Business Technology Fundamentals
- CIS 194 Computer Networking in Organizations
- CIS 194 Operating Systems Management for Business
- CIS 294 System Administration and IT Infrastructure Service

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hour at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is the fifth in a series that will prepare you for a Google IT Certificate.

Exams and Grading

- 43% Google Module Completion
- 25% Quizzes
- 32% Writing Assignment
CIS 394: Location Analytics for Business

Overview

Introduction and conceptual overview of location intelligence via visualization and analyses of geo-spatial data to enhance business insights and decision making. Learn how location analytics can offer better insights and decision-making support for business by analyzing geo-referenced data with GIS application software such as ArcGIS Online. Explore and geo-enrich the location component of business data to perform market analysis, visualize demographic, customer, and competition data and share analysis insights using engaging maps. Learn how spatial analysis helps organization decrease cost, increase revenue, and reduce risks.

What You’ll Learn

- Understand the basic principles of Geographic Information Systems (GIS) including coordinate systems, projections, maps
- Use industry standard ESRI’s GIS software tools such as ArcGIS Online to question, analyze, interpret, and visualize spatial data
- Apply geospatial analysis to various business functions, including market planning, site analysis and market research
- Examine case studies and present how location information can be leveraged in specific industry to solve underlying business problems

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. Familiarity with geographic information systems (GIS) concepts will be helpful but is not required. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

CIS 105 Computer Applications and Information Technology is strongly suggested as a prerequisite for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is part of the Applied Business Analytics Certificate.

Exams and Grading

30% Concept Quizzes
60% Assignment Quizzes
10% Reflection Story Map
CIS 394: Continued

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Concept Quizzes (30%): There are six concept quizzes. These quizzes are designed to ensure you have absorbed the conceptual foundations for a topic through watching the videos and readings for that topic. A score of 80% is required to continue to the next module. You will have three attempts to earn 80%.

Assignment Quizzes (60%): There are six assignment quizzes. These extend the hands-on applications of the knowledge and lab practice related to that topic. Assignments will be done with software such as Business Analyst Web. Assignment quizzes must be submitted to view the next module.

Reflection Story Map (10%): Review all that you learned and experienced in the course. It is an opportunity to integrate your background and experience with the course material and narrate how your knowledge has evolved through your engagement in the course.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
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Instructor led Version
Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.
Self paced Version

Time Commitment

The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
CIS 402: Privacy, Ethics, and Compliance Issues

Overview

This course addresses the basic concepts and terminology related to privacy and summarizes the important privacy regulations that exist domestically and internationally. In addition, ethical topics & issues in cybersecurity and information technology are also discussed. Major Information Security compliance frameworks used in industry such as: NIST, the ISO 27000 Series, COBIT, PCI-DSS, and Generally Acceptable Privacy Principles (GAPP) are explored in detail. Implementation methodologies and industry best practices of industry frameworks to support adherence compliance and relevant regulatory requirements are also presented.

What You’ll Learn

- Explain the basic concepts and terminology related to privacy and summarize the important privacy regulations that exist domestically and internationally
- Identify ethical topics & issues today in cybersecurity and information technology
- Describe the major Information Security compliance frameworks used in industry today including, NIST Cybersecurity Framework, the ISO 27000 Series, COBIT, PCI-DSS, and Generally Acceptable Privacy Principles (GAPP)
- Access, analyze and select controls in technology and business processes to support adherence with compliance frameworks and enable organizations to successfully comply with relevant regulatory requirements

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

Required prerequisites for this course:
- CIS 194 Business Technology Fundamentals
- CIS 194 Computer Networking in Organizations
- CIS 194 Operating Systems Management for Business
- CIS 294 System Administration and IT Infrastructure Service
- CIS 394 Introduction to IT Security in an Organization

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hour at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is a compliment to the Google IT Certificate, but is not required.
Business Intelligence (BI) is a critical discipline that includes the technologies and practices used for the collection, integration, analysis, and presentation of information to support a wide variety of business decision-making capabilities. BI systems provide historical, current, and predictive views of departmental or enterprise business operations, most often using data that has been brought together into a consolidated data warehousing environment. This course presents students with a practical yet also visionary perspective of today’s and tomorrow’s BI environments with a particular focus on building and using the highest-return, business-essential BI capabilities.

To be successful in this course, we recommend English language fluency and computer literacy. A basic understanding of computing principles is recommended. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

CIS 105 Computer Applications and Information Technology is strongly suggested as a prerequisite for success in this course.

Key concepts, principles, and applications of business intelligence
How to make use of hands-on experience with a business intelligence software tool
The respective roles of business intelligence, data warehousing, business performance management, and data mining as parts of an overall solution to deliver data-driven insight

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.
This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.

This course is part of the Applied Business Analytics Certificate.

Exams and Grading

<table>
<thead>
<tr>
<th>Points</th>
<th>Assignment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Tableau Assignments</td>
</tr>
<tr>
<td>60</td>
<td>Quizzes</td>
</tr>
<tr>
<td>30</td>
<td>Writing Assignments</td>
</tr>
<tr>
<td>80</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

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Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Tableau Assignments: This course has two software assignments, at 100 points each for a total of 200 points. Assignments will use Tableau software through which students will implement key BI learnings from the course material.

Writing Assignments: There are three writing assignments worth 30 points total, 10 points each. Writing assignments in this course will allow you to apply what you have learned.

Quizzes: There are three quizzes worth 60 points total, 20 points each. You will have three attempts on each quiz. A score of 80% on each quiz is required to earn credit in this course.

Final Exam: The final exam is worth 80 points and will consist of 40 multiple choice questions derived from the quizzes. You will have two hours to complete this test once started. You must earn an 80% on the exam to continue to the last module. You will have three attempts to earn 80%.

Course Communication
All communication will take place via the discussion forums and course announcement page. There will be a discussion forum where you can post general questions, comments, and direct inquiries for the instructor and course team. Please use these forums to ensure a timely response. Your instructor will not be able to respond to email.

Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.

Instructor led Version

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

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This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.
Self paced Version

Time Commitment
The work in this course is equivalent to an eight week course but you have one year to complete it. Please plan your goals accordingly. During this year, you are encouraged to work through the course at a pace that suits your needs.

You have one year from the date you enrolled to complete the course, and you have one year from the date you complete the course to purchase your academic credit. Although the course is self paced, course attendance dates will be listed on your transcript. After purchasing the credits, the course will appear on your transcript in the session you completed the course. If you are on the cusp of two sessions and need to confirm the date of completion or beginning/end of a session, please contact our support team at ulcourses@asu.edu.
Overview

No project exists in a vacuum—projects of all sizes and degrees of complexity are imagined, executed and ultimately evaluated by stakeholders in the context of evolving environmental factors. Projects may fall along a spectrum of simple to complex with some possessing known predictable requirements and implications while others involve a variety of known and unknown variables and implications. Addresses the approaches used to accommodate differing projects along the continuum of project lifecycles.

What You’ll Learn

- Distinguish among the knowledge areas and phases of project management and how they are applied
- Identify and analyze cultural, organizational, and human resource influences on projects
- Synthesize the principles and practices of effectively managing projects
- Assess one’s progress in project management knowledge and development

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

ENG 101 & 102 First-year Composition is strongly suggested as a prerequisite for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.
Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

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Materials
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Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
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Additional Information
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Overview

Explores project scheduling and time management within the broader context of the planning effort. Students learn how important the determination of the timing and sequence of project activities is to the planning process—-and ultimate project success. Primarily focuses on understanding bar charts, basic networks, the critical path network, precedence networks, resource allocation, schedule updating, schedule compression, scheduling and schedule risk management.

What You’ll Learn

- Define and categorize key concepts and approaches in project schedule management
- Identify the significance of schedule management within the broader project life cycle
- Diagram project activity sequences and determine dependencies
- Estimate activity durations and assess resource requirements
- Calculate the critical path of a project
- Analyze case studies and existing schedules to identify problems, issues, and risks
- Create a project schedule utilizing multiple project management tools and techniques
- Identify leadership competencies in effective project schedule management
- Evaluate and reflect on personal strengths and weaknesses in project schedule management and develop a plan for continuous improvement

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

PMG 320 Foundations of Project Management is strongly suggested as a prerequisite for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.
PMG 322: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
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Additional Information
If you have questions about Universal Learner Courses and how they work, please visit ea.asu.edu or contact our support team at ulcourses@asu.edu.
Overview

Concepts and complex processes of effective project cost management. Primarily focuses on project needs assessment, cost estimation, project cost control, project budgeting, cash flow management, financial management, value management, configuration management and supply chain management. Students also learn to appreciate the importance of integrating cost and value management processes.

What You’ll Learn

- Identify the underlying theoretical principles of project cost management
- Distinguish relevant concepts such as project scope and how it relates to project cost management
- Read and analyze a project cost estimate
- Manage complex professional and technical activities by using various tools to make cost and scope decisions and establish baselines
- Propose pathways on cost management practices that can be strategically applied across the various functions of a business organization to improve organizational performance

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

PMG 320 Foundations of Project Management is strongly suggested as a prerequisite for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.
PMG 323: Continued

Time Commitment
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

Materials
This course makes use of open educational resources (OERs) provided within the course, no purchase necessary.

Graded Assignments
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

Assignment Deadlines
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

Course Communication
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Additional Information
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PMG 324: Resources in Project Management

Overview

Major elements of project resource management as well as the broader context of this critical planning function. Students learn that sound resource management is an important part of developing a sustainable competitive advantage in the emerging global marketplace. Primarily focuses on operations and productivity, resources in project management, product design, process strategy, layout strategy, human resources and job design, supply chain, inventory management and scheduling.

What You’ll Learn

- Define the role of a project manager and analyze ways in which they coordinate a wide array of resources
- Identify the processes and terminology of project management resources
- Demonstrate how the process of resource management operates
- Identify how process strategy for optimal resource management is developed
- Analyze the design of goods and services and how it affects resource management decisions
- Identify how location and layout strategies affect resource management decisions
- Assess how human resources and job design decisions impact project resource management

How to Succeed

To be successful in this course, we recommend English language fluency and computer literacy. We also encourage you to make sure your laptop or desktop computer meets the technical requirements.

PMG 320 Foundations of Project Management is strongly suggested as a prerequisite for success in this course.

Earn College Credit

This course appears on your transcript identically to how it appears on the transcript of an enrolled ASU student.

This course satisfies 3 credit hours at Arizona State University. It is strongly encouraged that you consult with your institution of choice to determine how these credits will be applied.

In order to receive academic credit for this course, you must earn a grade of “C” or better. You have one year to add the course to your transcript.
PMG 324: Continued

**Time Commitment**
This is an asynchronous, online course. This means, while you will have deadlines, you do not need to be at your computer at specific times or participate in live activities.

To be successful in this class, you must view all course pages and complete all graded work by the deadlines indicated. Also, keep in mind that "attendance" in an online course means logging into the platform on a regular basis, checking for course announcements, and visiting and participating in the discussion forums.

This 3 credit, 8 week course requires about 135 hours of work. Therefore, expect to spend approximately 15-20 hours per week preparing for and engaging in this course.

**Materials**
This course makes use of open educational resources (OERs) provided within the course, **no purchase necessary**.

**Graded Assignments**
Graded assignments are required and count towards your final grade. Students must submit all assignments via the course site unless otherwise instructed.

**Assignment Deadlines**
Your instructional team will provide all content and learning activities on or through your course site. It is your responsibility to review all content, fulfill all assignments on time, and ask any questions you have in the designated discussion area. It is also your responsibility to determine the due dates and times for all course assignments according to your time zone. Due to the large-scale format of Universal Learner Courses, late assignments will not be accepted at any point during the course, and we cannot make exceptions.

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Mastery Certificates
Google IT Support Certificate
Mastery Certificate

Start your path for a career in IT
With a Mastery Certificate from ASU and Google

About the certificate

Learn the skills you need for an introductory-level job in IT support.

In this online program, you’ll work through five ASU Universal Learner Courses that leverage the Google IT Support Certificate, as well as supplemental industry material that is aimed at giving you the best preparation possible to begin a career in Information Technology and start your degree.

Upon completion, you’ll receive a co-branded mastery certificate from ASU and Google, as well as 12 credit hours that you can apply as electives towards a bachelor's degree.

Why pursue this credential with ASU?

Earn college credit

Completion of the Mastery Certificate allows for 12 credit hours of elective college credit within five courses. ASU credits can transfer to other accredited colleges and universities as well.

Receive an Industry Validated Credential

The co-branded program leverages the Google IT Support curriculum and Google’s employer consortium to get your foot in the door with over 150 top employers. 75% of Mastery Certificate graduates report a positive career outcome in six months.
Successfully complete the five courses in order to earn the credential!

- CIS 194: Business Technology Fundamentals
- CIS 194: Computer Networking in Organizations
- CIS 194: Operating Systems Management for Business
- CIS 294: System Administration and IT Infrastructure Services
- CIS 394: Introduction to IT Security in an Organization

Courses must be taken in this specific order.
Applied Business Data Analytics
Mastery Certificate

Start your path towards a career in business data analytics
With a Mastery Certificate from ASU and AZNext

About the certificate

Learn the skills used by business analysts to streamline business processes and decision-making with data.

Upon completion, you'll receive a Mastery Certificate in Applied Business Data Analytics from ASU, as well as 18 credit hours that you can apply towards a bachelor's degree.

Why pursue this credential with ASU?

Earn college credit
Completion of the Mastery Certificate allows for 18 credit hours within six courses. Credits can transfer to other accredited colleges and universities as well!

Receive an Industry Validated Credential
The Applied Business Data Analytics Mastery Certificate is an industry validated credential that hundreds of ASU students have already received.
Successfully complete the six courses in order to earn the credential!

CIS 105  
Computer Applications and Information Technology

CIS 308  
Advanced Excel in Business

CIS 309  
Business Project Management

CIS 310  
Business Data Visualization

CIS 394  
Location Analytics for Business

CIS 405  
Business Intelligence

We strongly encourage you to start with CIS 105: Computer Applications and Information Technology and end with CIS 405: Business Intelligence.
Project Management
Mastery Certificate

Start your path towards a career in project management
With a Mastery Certificate from ASU

About the certificate

Learn the skills used by project managers to understand a project life cycle, determine time and sequencing, creating a needs assessment and cost estimation, and plan project resource management.

In this online program, you'll work through four ASU Universal Learner Courses. You pay only $25 to begin a course, and $400 at the end of each course to convert the course for credit.

Upon completion, you'll receive a Mastery Certificate in Project Management from ASU, as well as 12 credit hours that you can apply towards a bachelor's degree.

Why pursue this credential with ASU?

**Earn college credit**
Completion of the certificate allows for 12 credit hours within four courses. Credits can transfer to other accredited colleges and universities as well!

**Receive an Industry Validated Credential**
The Project Management Certificate is an industry validated credential prepared by leading experts at Arizona State University.
Successfully complete the four courses in order to earn the credential!

<table>
<thead>
<tr>
<th>PMG 320</th>
<th>Foundations of Project Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMG 322</td>
<td>Project Time Management</td>
</tr>
<tr>
<td>PMG 323</td>
<td>Project Cost Management</td>
</tr>
<tr>
<td>PMG 324</td>
<td>Resources in Project Management</td>
</tr>
</tbody>
</table>