

**VIU**  
VIRGINIA  
INTERNATIONAL  
UNIVERSITY

*"Let's Build the Future Together"*



**ACADEMIC CATALOG**

2010 - 2011

## President's Welcome Message

On behalf of Virginia International University, I would like to extend my warmest welcome to new and returning students for our 12 years of providing quality affordable higher education. I am delighted you have chosen to study at VIU. Citizens from every corner of the world come here to receive an education that prepares them to be globally competitive. You are now part of that group.

Fairfax County, where VIU is located is a wonderful location that is not only safe, but rich in history and culture. I hope that you will enjoy your time in Fairfax and in the greater Washington DC metropolitan area. Like those who have come before you, we earnestly hope that your years here are among the best of your life.

In order to keep up with the industry trends and demands from potential employers, we recently introduced several new programs and concentrations, including many to the MBA Programs. Our goal is to provide necessary knowledge and expand the skills of our graduates beyond the classrooms. So, while your major is an important part of your degree program, it is also important to select other courses that complement and reinforce your skills. Take advantage of elective courses to fill out a complete program of study, and discover the unexpected joy of studying a subject you never thought would interest you. Also, do not be afraid to seek out an internship. Experience is one of the first things many employers may look for on a resume. Why not enhance your skills by taking advantage of the plethora of organizations in the Washington DC metropolitan area. VIU can offer you a complete, well-rounded course of study that helps prepare you for the unexpected turns of the future, while leading you to a lifetime of learning.

Virginia International University's distinction from other institutions of higher learning is its mission to educate people from all over the world through an equally diverse faculty and staff. With our student-centered approach in and outside the classroom, and open-door policy that we have adopted school wide, you can come inside and visit any officer without the need of a formal appointment. Our team is absolutely committed to providing you with a fully supportive but challenging learning environment designed to assure your academic success. Your complete well-being as you learn at VIU is our top priority.

It is my privilege to have you here. I'd like to assure you that the entire VIU community – faculty, staff, and administrators – is ready to serve you and to help you achieve your professional goals.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Isa Sarac', with a long, sweeping underline.

Isa Sarac, PhD  
President

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### Abbreviation table

ACICS	Accrediting Council for Independent Colleges and Schools
BBA	Bachelor of Science in Business Administration
BCS	Bachelor of Science in Computer Science
CHEA	Council for Higher Education Accreditation
CPT	Curricular Practical Training
DHC	Discipline & Honor Committee
EPT	English Placement Test
ESL	English as a Second Language
GEC	General Education Courses
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Exam
HA	Hours Attempted
HR	Human Resources
ID	Identity Document
IELTS	International English Language Testing System
ISS	International Student Service
MAT	Master of Art in TESOL
MBA	Master of Business Administration
MCS	Master of Science in Computer Science
MIS	Master of Science in Information Systems
OPT	Optional Practical Training
SAT	Scholastic Aptitude Test
SCHEV	State Council of Higher Education for Virginia
SCIS	School of Computer Information Systems
SELS	School of English Language Studies
SCE	School of Continuing Education
TESOL	Teaching English to Speakers of Other Languages
TOEFL	Test of English as a Foreign Language
TOEIC	Test of English for International Communication
USCIS	United States Citizenship and Immigration Services
USICE	United States Immigration and Customs Enforcement

# GENERAL INFORMATION

## Introduction

Virginia International University was established in 1998 as a private non-profit institution of higher education to provide affordable, quality higher education to prepare students to meet the ever-evolving needs and opportunities of the 21<sup>st</sup>-Century workforce. Located in Fairfax, Virginia, just minutes from Washington, D.C., VIU offers degree programs at both undergraduate and graduate levels in business administration and computer science. Full and part-time diplomas and certificates in a variety of professional and technical fields are offered as well. This includes language programs such as ESL and TOEFL.

VIU boasts a student body from all over the world and an equally diverse faculty and professional staff. The richness of our multicultural human resources reflects VIU's mission statement and philosophy.

## Mission Statement

Virginia International University's mission is to educate students from all over the world through a highly qualified, equally diverse faculty and staff while striving to provide academic programs that engender the intellectual curiosity, critical thinking, and creativity urgently needed in the global community.

## Philosophy

As a community of students, staff, and faculty drawn from diverse national, cultural, and social backgrounds, VIU aims to improve the environment in which freedom of thought and diverse interpretations of human experiences are cherished. It is our hope and expectation that each member of the university will develop a greater awareness of, and responsiveness to, fellow members as well as to those beyond our campus who are less privileged. In the fulfillment of this mission, the university shall seek an efficient use of all available resources to ensure the highest quality of service to its students, faculty and staff. The ultimate goal of VIU is no less than to graduate scholars of moral, intellectual, and professional excellence who will not only make a better life for themselves and their families but who, more importantly, will lead the way to a better world for everyone.

At VIU, we believe that learning is not confined to the formal instruction of the traditional classroom. We offer a number of extracurricular clubs and activities where experts in a variety of subjects are brought in to discuss topics of interest to students.

In order to further the Mission and Philosophy of the university, VIU is committed to the following objectives:

- To recruit and retain outstanding and diverse faculty and staff and to support teaching, research, and the service mission of the university.
- To elevate the university's learning environment to attract and retain excellent students from all over the world as well as from the USA.
- To offer learning experiences beyond the classroom that enhances traditional instruction and prepares students for the global workforce.
- To offer an up to date curriculum that is relevant which ensures each student has the following competencies: to think critically; to reason analytically; to solve problems realistically; and to communicate clearly.
- To endeavor to provide successful employment placement options for students.

## Accreditation and Certifications

1. Virginia International University is a senior college accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, bachelor's degrees, and master's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.



ACICS  
750 First Street NE,  
Suite 980  
Washington, DC 20002  
[www.acics.org](http://www.acics.org)

2. ACICS is a national accrediting agency recognized by the United States Department of Education, and VIU's accreditation thru ACICS automatically entitles VIU to recognition by the US Department of Education.



[www.ed.gov](http://www.ed.gov)

3. Due to its national accreditation status, VIU has also been recognized by the Council for Higher Education Accreditation (CHEA). Recognition by CHEA affirms that standards and processes of accrediting organizations are consistent with quality, improvement, and accountability expectations that CHEA has established.



One Dupont Circle NW,  
Suite 510  
Washington DC 20036  
[www.chea.org](http://www.chea.org)

4. VIU is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV).



101 N. 14<sup>th</sup> St., James Monroe Bldg.  
Richmond, VA 23219  
Tel: (804) 225-2600 Fax: (804) 225-2604  
[www.schev.edu](http://www.schev.edu)

5. VIU is authorized by the United States Immigration and Customs Enforcement (ICE) to enroll non-immigrant students.



[www.ice.gov](http://www.ice.gov)

6. VIU has been approved for the training and education of veterans by the Virginia Department of Veterans Services.



[www.dvs.virginia.gov](http://www.dvs.virginia.gov)

7. VIU is member of the American Council on Education (ACE).



[www.acenet.edu](http://www.acenet.edu)

8. VIU is a member of the Northern Virginia Technology Council.





[www.nvtc.org](http://www.nvtc.org)

9. VIU is a member of the Vienna Tysons Regional Chamber of Commerce.



[www.vtrcc.org](http://www.vtrcc.org)

10. VIU is an Oracle Workforce Development Program partner.



[workforce.oracle.com](http://workforce.oracle.com)

## **VIU Schools of Academic Study**

VIU has been established the following schools of academic study to date. VIU is certified to operate by the State Council of Higher Education for Virginia (SCHEV) and all programs listed have been approved by the Accrediting Council for Independent Colleges and Schools (ACICS).

### **1. School of Business (SB)**

- A. The Master of Business Administration (MBA) degree is offered in the following areas:
  - 1. Accounting
  - 2. Global Logistics
  - 3. Health Care Management
  - 4. Human Resources Management
  - 5. International Business
  - 6. International Finance
  - 7. Marketing Management
- B. The Bachelor of Science in Business Administration degree (BBA) is offered in the following areas:
  - 1. International Finance
  - 2. International Business
  - 3. Marketing
- C. Certificate programs are offered in:
  - 1. International Business
  - 2. Small Business Management
  - 3. Medical Administrative Assistant

### **2. School of Computer Information Systems (SCIS)**

- A. The Master of Science in Information Systems (MIS)
- B. The Master of Science in Computer Science (MCS)
- C. The Bachelor of Science in Computer Science (BCS)
- D. Certificate programs are offered in:
  - 1. IT Specialist Diploma

### **3. School of English Language Studies (SELS)**

- A. The Master of Arts in TESOL (MA in TESOL)
- B. TESOL Graduate Certificate program
- C. English as a Second Language (ESL) program is offered for those whose native language is other than English. VIU's ESL program constitutes four levels (elementary, intermediate, advanced, and college preparation) and includes TOEFL preparation instruction.

### **4. School of Continuing Education (SCE)**

The School of Continuing Education provides “just-in-time” training for career professionals with real world, do it now application. Best of all, we

can build and provide tailored continuing education programs upon request that meets the needs of the prospective participants. We also arrange hotel accommodations, transportation, meals, and even optional sightseeing for the participants during their visit to the Washington, D.C. metropolitan area.

## Governance

VIU is a private non-profit university governed by its **Board of Trustees**. The main function of the Board of Trustees, as mandated in the bylaws, is twofold: to develop policies for the advancement of VIU and to support the president of the university with the implementation of those policies. In addition, VIU's Board of Trustees provides guidance, monitoring, and assistance to the president of the university in fundraising, public affairs, and building key alliances to assist in and support the growth of the university.

VIU's current Board of Trustees includes:

Ms. Jennifer Watts.....	Chair
Ms. Suzan Mertzyurek.....	Member
Ms. Eileen Xu.....	Member
Mr. Yusuf Cetinkaya.....	Member
Dr. Isa Sarac.....	VIU President

Article II Section 1 of the bylaws provides general powers to the Board of Trustees. It states, "*All Corporate Powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of, its Board of Trustees, in accordance with the purposes and subject to any limitations set forth in the articles of incorporation.*"

## Administrative Staff

Staff Name	Title	Degree
Isa Sarac	President	PhD
Sue Ann Myers	Vice President of Business Affairs	BSW
Badamsukh Yadamsuren	Associate Vice President of Academic Affairs	MBA
Bonnie Heineman Wolfe	Executive Director of Business Development	MBA
Masha Vassilieva	Dean, School of English Language Studies	PhD
Gail Whitaker	Dean, School of Business	DM
John L. Bennett	Interim Dean, School of Continuing Education Director, Library Services	MLS
Goran	Interim Dean, School of Computer Information	PhD

Trajkovski	Systems Director, Online Education	
Marietta Bradinova	Associate Dean, School of English Language Studies Director, General Education	PhD
Dominika Braverman	Associate Dean, School of Business	BA
Laura Hills	Research Fellow for Academic Development	DA

## Full-Time Faculty

Faculty Name	Degrees Earned	Field of Expertise
John L. Bennett	Master of Library Science, McGill University, Montreal, Canada BA in English, Windham College, Putney, VT CELTA, International House, Krakow, Poland	English as a Second Language (ESL)
Marietta Bradinova	PhD in English, Indiana University of Pennsylvania, Indiana, PA MA in English, George Mason University, Fairfax, VA MA and BA in Foreign Language and Literature (English), Cyril and Methodii University, Veliko Turnovo, Bulgaria	English, Linguistics, Language Pedagogy
Goran Trajkovski	PhD in Technical Science, SS Cyril & Methodius University, Skopje, Macedonia MSc in Mathematics and Computer Sciences, SS Cyril & Methodius University, Skopje, Macedonia BEng in Computer Science, SS Cyril & Methodius University, Skopje, Macedonia	Information Technology & Computer Science
Masha Vassilieva	PhD in Linguistics, State University of New York, Stony Brook, NY MA in TESOL, State University of New York BA in German, State University of St. Petersburg, Russia	Linguistics, Language Pedagogy
Gail Whitaker	DM in Management, University of Maryland University College, Adelphi, MD MS in Information Technology, University of Maryland University College MS in Labor Studies, University of Washington, DC BS in Business & Economics, American University	Business Admin. & IT

## Academic Calendar Fall 2010 – Fall 2011

VIU is a traditional university where the academic year is divided into two main semesters, Fall and Spring, and two Summer Sessions. Fall and Spring semesters are 15 weeks in duration and Summer consists of two concentrated 8-week sessions for academic courses and 8-10 weeks for ESL courses. There is no official recess during the Fall and Spring semester due to other observed holidays. Students should be aware that the amount of classroom instruction during the Summer Semester is equal to one full academic semester. Thus, the regular semester tuition and fees will be charged for the Summer Semester, unless noted otherwise.

<b>FALL 2010: 15 weeks (Sep 1 – Dec 18)</b>	
Advance payment plan for tuition available	May - Jul
Registration for Fall 2010 begins	Jul 1
New Student Orientation	Aug 25
Registration ends	Aug 26
Tuition and other payment due date	Aug 26
Last day to withdraw with a full tuition refund	Sep 1
<b>First day of classes</b>	<b>Sep 1</b>
Labor day, VIU is closed	Sep 6
Last day to add/drop classes	Sep 14
Last day to withdraw with a 50% tuition refund	Sep 27
Incomplete (I) grade change from Summer Session II 2010 due to Registrar	Oct 12
Last day to withdraw with a grade of "W"	Oct 22
Last day to withdraw with a 25% tuition refund	Oct 25
Last day to apply for graduation	Nov 1
Monday schedule - Make-up sessions for Labor Day	Nov 24
Thanksgiving Break, VIU is closed	Nov 25 - 28
<b>Last day of classes</b>	<b>Dec 11</b>
Exam Period	Dec 13 - 18
Grades available on MyVIU	Dec 20
Winter Break, VIU is closed	Dec 25 - Jan 2

<b>SPRING 2011: 15 weeks (Jan 10 – Apr 25)</b>	
Advance payment plan for tuition available	Dec
Registration for Spring 2011 begins	Dec 1
New Student Orientation	Jan 5
Registration ends	Jan 6
Tuition and other payment due date	Jan 6

Last day to withdraw with a full tuition refund	Jan 10
<b>First day of classes</b>	<b>Jan 10</b>
Martin Luther King day (MLK), VIU is closed	Jan 17
Last day to add/drop classes	Jan 24
Last day to withdraw with a 50% tuition refund	Feb 4
Incomplete (I) grade change from Fall 2010 due to Registrar	Feb 18
Last day to apply for graduation	Mar 1
Last day to withdraw with a 25% tuition refund	Mar 2
Last day to withdraw with a grade of "W"	Mar 4
<b>Last day of classes</b>	<b>Apr 18</b>
Exam Period	Apr 19 - 25
Grades available on MyVIU	Apr 26
Commencement ceremony	Apr 30

<b>SUMMER Session I 2011: 8 weeks (May 2 - Jun 25)</b>	
Session I registration begins	Apr 1
New Student Orientation	Apr 28
Registration ends	Apr 29
Tuition and other payment due date	Apr 29
Last day to withdraw with a full tuition refund	May 2
<b>First day of class</b>	<b>May 2</b>
Last day to add/drop classes	May 9
Last day to withdraw with a 50% tuition refund	May 16
Last day to withdraw with a grade of "W"	May 27
Memorial Day, VIU is closed	May 30
Last day to withdraw with a 25% tuition refund	May 31
Last day to apply for graduation	Jun 1
Incomplete (I) grade change from Spring 2011 due to Registrar	Jun 10
<b>Last day of class (including the final exams)</b>	<b>Jun 25</b>
Grades available on MyVIU	Jun 27

<b>SUMMER Session II 2011: 8 weeks (Jun 29 - Aug 22)</b>	
Session II registration begins	Jun 1
New Student Orientation	Jun 24
Registration ends	Jun 24
Tuition and other payment due date	Jun 24
Last day to withdraw with a full tuition refund	Jun 29

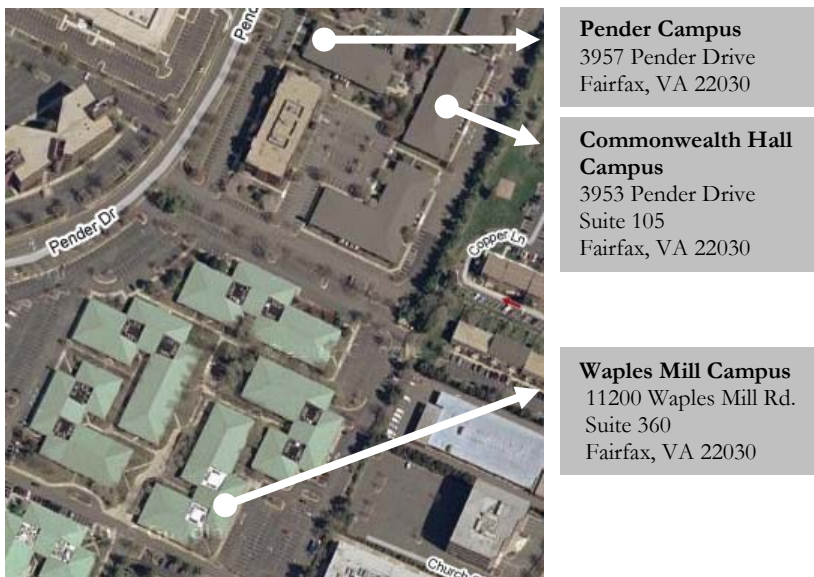
<b>First day of class</b>	<b>Jun 29</b>
The Fourth of July, VIU is closed	Jul 4
Last day to add/drop classes	Jul 6
Last day to withdraw with a 50% tuition refund	Jul 12
Last day to apply for graduation	Jul 15
Last day to withdraw with a grade of "W"	Jul 26
Last day to withdraw with a 25% tuition refund	Jul 27
Incomplete (I) grade change from Summer Session I 2011 due to Registrar	Aug 5
<b>Last day of class (including the final exams)</b>	<b>Aug 22</b>
Grades available on MyVIU	Aug 23

<b>FALL 2011: 15 weeks (Aug 31 – Dec 17)</b>	
Advance payment plan for tuition available	May - Jul
Registration for Fall 2011 Begins	Jul 1
New Student Orientation	Aug 24
Registration ends	Aug 25
Tuition and other payment due date	Aug 25
Last day to withdraw with a full tuition refund	Aug 31
<b>First day of classes</b>	<b>Aug 31</b>
Labor Day, VIU is closed	Sep 5
Last day to add/drop classes	Sep 13
Last day to withdraw with a 50% tuition refund	Sep 26
Incomplete (I) grade change from Summer Session II 2011 due to Registrar	Oct 11
Last day to withdraw with a grade of "W"	Oct 21
Last day to withdraw with a 25% tuition refund	Oct 24
Last day to apply for graduation	Nov 1
Monday schedule - Make-up sessions for Labor Day	Nov 23
Thanksgiving Break, VIU is closed*	Nov 24 - 27
<b>Last day of classes</b>	<b>Dec 10</b>
Exam Period	Dec 12 - 17
Grades available on MyVIU	Dec 19
Winter break, VIU is closed	Dec 24 - Jan 2

NOTE: The Academic Calendar is subject to change without prior notice.

## Location and Transportation

VIU's administration is located at our Waples Mill Campus (11200 Waples Mill Road, Suite 360, Fairfax, Virginia 22030), only 20 miles from the nation's capital. We have two academic buildings near the main location: Pender Campus (3957 Pender Drive) and Commonwealth Hall Campus (3953 Pender Drive, Suite 105), as seen in the aerial and map views below.



**Pender Campus**  
3957 Pender Drive  
Fairfax, VA 22030

**Commonwealth Hall  
Campus**  
3953 Pender Drive  
Suite 105  
Fairfax, VA 22030

**Waples Mill Campus**  
11200 Waples Mill Rd.  
Suite 360  
Fairfax, VA 22030

VIU is centrally located near Washington, D.C. You can choose between two international airports for your entry: Dulles International Airport (IAD) in Virginia or Baltimore Washington International Airport (BWI) in Maryland. Domestic air travel, which includes connecting flights from other international airports in the US, is available through Reagan National Airport (DCA). All three airports have major road and rail links with Fairfax, Virginia.

### Metro Bus Access from the Vienna Metro Station

The Washington, DC metropolitan area has multiple public transportation systems. The most popular forms of public transportation offered in our area are the Metrorail and the Metrobus systems (for more information please visit their website at: [www.wmata.com](http://www.wmata.com)). The Metrorail is divided into routes referred to by the names of certain colors (i.e. red, orange, blue, etc) and the Metrobus systems are referred to by different names for each city within our area. VIU is less than five miles from the Vienna/GMU Metro Rail Station at the end of the Orange line. The bus system serving the areas where VIU is located is called the "CUE". Our



students can take advantage of the local area's CUE bus system, which serves Fairfax City and the surrounding area. CUE buses also provide a quick link to the Vienna Metro Rail Station. Metrobus 2B or the CUE Bus Gold 2 will bring you from the Vienna Metro Rail Station to VIU. You should get off the bus at the intersection of MAIN STREET and JERMANTOWN ROAD. You will turn right on Main Street. Turn right once more onto Waples Mill Road for the administrative offices. To reach VIU's main academic building at 3957 Pender Drive, continue on Waples Mill Road and, at the first traffic signal, turn right onto Pender Drive. The building will be on your right.

## Parking

VIU currently has ample free parking for students at all of its locations.

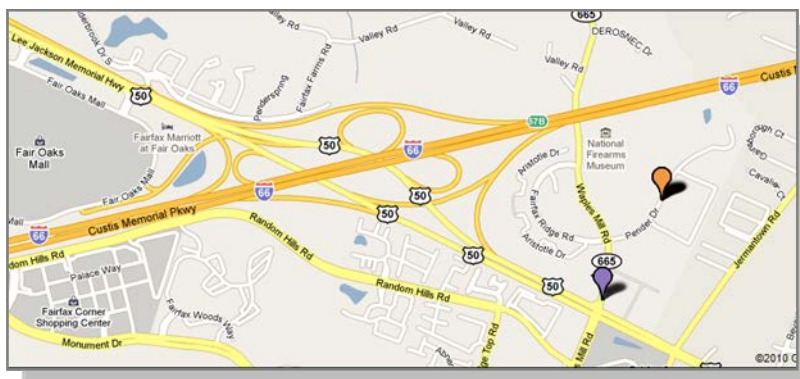
**From IAD (Dulles) Airport:** Take Route 28 south to I-66 east, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take your first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

## From DCA (Ronald Reagan National) Airport:

Take I-66 west, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take your first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

## BWI (Baltimore-Washington International) Airport:

Take I-95 south to I-495 west, merge onto I-66 west, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take your first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.



# **STUDENT SERVICES**

## **Campus and Facilities**

VIU consists of the following three campuses:

### **Waples Mill Campus**

The Office of the President of VIU is located in the Waples Mill Campus, as are most of the University's administrative offices, including the Admissions, Registrar, and Accounting Offices. The Waples Mill Campus also contains the University's meetings facilities.

### **Pender Campus**

Within the Pender Campus you will find classrooms, two computer labs, the academic departments and staff, and the university bookstore.

### **Commonwealth Hall Campus**

Classrooms, computer lab and the VIU Library and Student Career Center are all located at the Commonwealth Hall Campus.

## **Classroom Facilities**

All of VIU's classrooms are equipped with computers and projection and sound systems. The computers have high-speed internet connections and are able to play CDs and DVDs. The University also has three computer labs. These labs are equipped with up-to-date hardware and software for student use.

## **New Student Orientation**

VIU Student Services seeks to integrate students into the university community and to support and compliment student learning inside and outside of the classroom. To support the needs of our new students, a mandatory New Student Orientation program is held prior to the beginning of classes during each semester and session at VIU. During this program, students are introduced to university related policies and procedures, curricular advising, course loads, and standards of academic progress. Because the majority of the VIU student body is made up of international students, it is essential that the students be supported during their transition into American culture. This New Student Orientation program provides students with the opportunity to learn about daily life at VIU and to become acquainted with other VIU students, staff, faculty and administrators. Local transportation options, banking, and shopping opportunities are also highlighted with the goal of assisting new students with their acclimation to the Greater Washington, DC area.

## Career Development and Placement Services

VIU's Career Planning and Placement Center is available to assist students in the exploration of their career interests, abilities, and related skills. The Center works with students in all areas of career development including resume and cover letter preparation, interviewing skills, and internship and job search assistance. Services provided include an online Career Center Job portal, career development workshops, mock interviews, and on-campus employer information sessions and career fairs.

### ***Career Development and Placement Services Location:***

Web site: <http://www.viu.edu/career-planning/career-planning-and-placement-center.html>

**Location:** Pender Building (next to the VIU Bookstore)

3957 Pender Drive

Fairfax, Virginia 22030

**Telephone:** 703-591-1844 Ext: 340 **Email:** [career@campus.viu.edu](mailto:career@campus.viu.edu)

## Airport Pick-up Service

In order to make the transition of traveling to the United States a bit easier for new students, VIU offers assistance with arranging airport pick-up service from both Dulles International Airport (IAD) and Reagan National Airport (DCA). For students who are in need of a ride from the airport, we ask that students fax or email a copy of their airline ticket and trip itinerary to the Housing Department no later than one week prior to their arrival. These documents can be e-mailed to [accommodation@viu.edu](mailto:accommodation@viu.edu) or faxed to (703)591-7048. It is the responsibility of the student to ensure the confirmation of receipt is made by VIU and to receive an email from VIU's Housing Department to verify pickup times and locations. The student is responsible for all fees associated with the pick-up service charged by the provider.

## Accommodation Assistance

At this time, VIU does not offer an on-campus housing option, but will proudly serve as a resource to assist students in location accommodation. VIU will provide students with as much information as possible to assist with their search for affordable and convenient housing. Some of the housing options available to students include home stays, apartments, rooms/shared housing, and hotels. If a student requires assistance in finding accommodation, a completed Off Campus Housing Request Form, which is available on our website or in the Student Services Office, should be submitted at least one month before the semester begins. This form can be e-mailed to [accommodation@viu.edu](mailto:accommodation@viu.edu) or faxed to (703)591-7048.

For further information about accommodation, please contact VIU's Student Housing Coordinator at [accommodation@viu.edu](mailto:accommodation@viu.edu).

## **Extracurricular Activities (Off-Campus Field Trips)**

Extracurricular activities at VIU are designed to give students a chance to try something new, broaden their interests, and meet new people. Students are encouraged to participate in these social, recreational and cultural activities as a means to gain a well-rounded education at VIU. Activities may include day-trips to popular site-seeing destinations in Washington, DC or longer excursions to destinations such as Shenandoah National Park in the Blue Ridge Mountains of Virginia or New York City.

## **Health Insurance**

Due to the high cost of health services in the United States, all F-1 visa students at VIU are required to have health insurance. VIU students will be given the option of purchasing health insurance through VIU or an outside vendor of their choice. The new reduced rate will be charged annually effective with the Fall Semester 2010. The coverage will begin September 1, 2010 and will cover students through August 31, 2011. If students currently carry insurance from another provider, they must submit proof of the insurance coverage for the same period, by the same due date, otherwise the cost for the VIU health insurance will be added to their account.

If a student has proof that they hold a comparable insurance plan through another health care provider, a student may choose to keep that plan instead of purchasing health insurance through VIU's provider. If a student is going to use a plan other than the plan offered through VIU, they must submit an Insurance Waiver Form and insurance documents to the Student Services Office within one month of the start of classes. Also, the outside health insurance plan must meet the following minimum requirements:

1. Must be at least a full year coverage; including summer and any periods of authorized work (except for OPT),
2. Medical benefit is at least \$50,000 per condition, illness, or injury,
3. Co-payment does not exceed \$300,
4. Repatriation benefit is at least \$10,000,
5. Medical evacuation benefit is at least \$25,000,
6. Deductible does not exceed \$200 per illness or injury,
7. And prescription drugs: Paid at 100%.

If a student is a graduating student, they are able to submit a Last Semester Waiver Form and pay a prorated rate for health insurance for the semester. All other students will be charged annually. If a student withdraws or transfers out prior to the next semester, after submitting the

required withdrawal form, VIU will refund the prorated insurance charged.

If a student would like to purchase health insurance through VIU, please contact the Student Health Insurance Coordinator at [healthinsurance@viu.edu](mailto:healthinsurance@viu.edu).

## **VIU Library Services**

The purpose of the VIU Library is to provide students with ready access to the wide range of information, reference, and research materials they will need to supplement classroom instruction and assigned textbooks, to complete homework, and to undertake research projects. The Library maintains a sizable in-house collection of books, periodicals, and audio-visual materials. Additionally, the Library staff can assist students in accessing a variety of online resources including two online libraries that provide access to thousands of full-text books and millions of periodical articles.

**Hours of Operation:** The VIU Library, located in the Commonwealth Hall Campus, is open and staffed by the Librarian and/or trained Library Assistants from 8:30 AM to 6:30 PM, Monday through Friday.

**Website and Catalog:** The Library maintains a website at <http://library.viu.edu> that includes a catalog of library holdings, links to two online libraries as well as to a variety of other online resources that can be used by students for study, reference, research, and assistance on how to conduct research and avoid plagiarism. Using the Library's electronic catalog, students can search for books and other materials by title, author, keyword, and ISBN (International Standard Book Number).

**Collection:** The VIU Library currently has approximately 6,000 volumes, the majority of which are relevant to the university's three areas of concentration: business, computer and information science, and English language programs. The Library maintains a reference collection with a variety of standard and specialized reference works and a reserve collection consisting of textbooks and supplementary material for current courses. It subscribes to approximately 50 periodicals, primarily in the areas of business and computer and information science. The Library collection is currently undergoing a significant expansion. (For more information, see the discussion of the Library Development Action Plan below.) Students at VIU can also use the resources of a number of nearby academic and public libraries to support their studies.

**Online Resources:** VIU subscribes to two online libraries – LIRN and e.brary – that can be accessed from the Library’s website. Both online libraries give students and faculty access to a wide range of information, reference, and research resources. LIRN focuses on providing access to articles from thousands of periodicals, many of them peer-reviewed journals, while e.brary focuses on providing access to the full-text of current academic books. The Librarian and Library Assistants are available to assist students in the use of LIRN and e.brary. In addition to LIRN and e.brary, the VIU Library webpage has links to approximately 200 other websites in the areas of business, computer science, ESL, general reference, biology, comparative religion, English language and literature, history, mathematics, philosophy, psychology, and sociology. The links provide valuable resources for student study and research.

**Circulation Policy:** Reference materials and periodicals must be used in the library. Books in the course reserve collection must also remain in the library so they are available to all students during the reserve period. All other materials in the collection may be checked out for four (4) weeks at a time. The VIU Student ID serves as a library card. When checking out materials or requesting reference assistance or other library services, students will be asked to show their Student ID card. Borrowed material may be renewed in-person, online or by phone if there is no request for the material from other students or faculty. Library materials should be returned to the VIU Library Circulation Desk.

**Reference Services:** Members of the VIU Library staff are available to assist students with their research needs. Additionally, they are available to help students use VIU's online resources. Library staff can be contacted for assistance at the Library Reference Desk or by e-mail at any time during library hours.

**Computer and Internet Access:** The library has wireless Internet access, so students and faculty can access the Internet from the Library using their own wireless-enabled laptop. Desktop computers with Internet connection and a printer are available for use in the Library.

**Library Development Action Plan:** For the past several years, VIU has been implementing a Library Development Action Plan. The plan includes a significant acquisition program designed to increase and modernize the library’s holdings in three core areas – business, computer and information science, and English language programs – as well as in general reference. The library is also developing a collection of materials in non-print media; including e-books, CD-ROMs, audio CDs, and DVDs.

## APPLICATION FOR ADMISSIONS

For the 2010-2011 academic year, all VIU applicants must provide the necessary documentation, as described below:

An application will not be considered complete, and thus, will not be reviewed, until all application documents have been received. Once the completed application and fees are received, the application is carefully reviewed. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly. At any time during the application process an applicant may check the status of their application by visiting [admission.viu.edu/ApplicationStatus.aspx](http://admission.viu.edu/ApplicationStatus.aspx).

Applications are processed on a first-come, first-serve basis. By submitting all necessary documents in one application package, applicants may receive faster notice of admission. Applications for admission to any of our programs for the Spring 2011 semester must be received by December 1, 2010. Applications for admission for the Summer 2011 Session I must be received by March 28, 2011. Applications for admission to the Summer 2011 Session II must be received by May 31, 2011. Applications for admission for the Fall 2011 semester must be received by July 22, 2011. Application forms can be filled out from our website at the following address: <http://admission.viu.edu>

### Admissions Requirements

For admission to study at VIU, all applicants are required to submit a completed application package, as outlined below, with a nonrefundable \$100 application fee.

#	Admission Materials	Programs				
		Graduate	Under-graduate	Graduate Certificate	Undergrad Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & min GPA	✓ GPA: 2.5	--	✓ GPA: 2.5	--	--
5	English Proficiency <sup>1</sup>	✓	✓	✓	✓	--
6	GRE/GMAT	Recomm- ended	--	--	--	--

7	Financial Documents <sup>2</sup>	✓	✓	✓	✓	✓
8	Health Insurance	✓	✓	✓	✓	✓

<sup>1</sup> For non-native English speakers only. See *Explanation of Admission Materials* below for more details.

<sup>2</sup> For F-1 Visa applicants only. An official bank statement of the sponsor and a Statement of Financial Support must be submitted.

## Explanation of Admission Materials

**NOTE:** ANY APPLICATION MATERIALS NOT IN ENGLISH MUST BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION OF THE ORIGINALS.

- 1. Application Form:** All applicants must submit a fully completed application form. Incomplete applications will NOT be considered for admission until all necessary information has been received by the Admissions Office.
- 2. Application Fee:** Each applicant is required to pay a non-refundable \$100 application fee. Students who want to pay by credit card may do so separately by providing VIU with the Credit Card Authorization Form signed by the owner of the card. The form should be faxed to the Admissions Office at (703) 591-7048 or emailed to [admission@viu.edu](mailto:admission@viu.edu). VIU accepts VISA, MasterCard, Discover, and American Express. Students may also pay in person at the Accounting Office or by sending a check or money order made out to VIU. This check or money order must be payable in US dollars with an intermediary bank in the United States.
- 3. Previous Degree:** Applicants already holding a degree from a foreign or domestic college or university must submit a notarized copy of their college or university diploma, accompanied by a certified translation if the original is not in English.
  - For Master's programs and graduate level certificate programs, a Bachelor's degree is required.
  - For undergraduate and undergraduate level certificate programs, a minimum of a high school diploma or high school completion certificate is required.

**For International Students:** Bachelor's degrees from foreign universities should be equivalent to the completion of a four-year program of study at a US college or university with a minimum of 120 semester credits. Those who obtained a Bachelor's degree from abroad with less than 120



semester credits will be conditionally accepted to graduate programs and required to make up the credit difference.

- 4. Official Transcripts:** All applicants must submit official transcripts, or notarized (or otherwise certified) copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from an institution). A minimum of a 2.5 GPA (on a 4.0 scale) is recommended for graduate admission, and a minimum of a 2.0 GPA (on a 4.0 scale) is recommended for undergraduate admission.

**For International Students:** If you would like to have any college credits you have earned outside the US transferred to VIU, we will consider such requests on a case-by-case basis. We prepare credential evaluations for internal use only. For more general evaluations of your transcript and the US equivalency of your foreign diploma, which may be accepted by VIU and other US institutions of higher learning, please contact one of the National Association of Credential Evaluation Services at [www.naces.org](http://www.naces.org).

- 5. Evidence of Sufficient English Language Proficiency:** All applicants whose first language is not English, whether enrolling in residential or online courses, must submit proof of language proficiency to VIU prior to enrollment. There are several ways to meet VIU's English language proficiency requirement. VIU accepts multiple standardized test scores as proof of English proficiency. The table below shows the tests and minimum scores accepted.

Name of Standardized Test	Minimum Scores Required
SAT II	English 600
IELTS	Overall band 6
TOEFL (PBT, CBT, IBT)	550, 213, 80
TOEIC	750

TOEFL is the most widely accepted English language proficiency test for admission to US colleges and universities. Students must submit original TOEFL results or have the results sent directly to VIU by the Educational Testing Service (ETS). The TOEFL School Code for VIU is 7137. Scores must be no more than two years old. Students who have been studying continuously at a US college or university may submit an older score that was accepted by their last US school.

Instead of the standardized test scores, English language proficiency may also be demonstrated by successful completion of four years of secondary education or higher in which the language of instruction was English or by completion of at least 12 semester hours with at least a C average at a U.S. postsecondary institution at which the language of instruction was English.

VIU holds several articulation agreements with local colleges and universities. For students coming from such colleges and universities, the English language proficiency requirement may be waived under certain conditions. Applicants from such schools should consult with the Admissions Office staff at VIU prior to applying.

Applicants who do not meet any of the previous conditions must take our English Placement Test. Based on the results of this test; students may be required to attend our ESL program for one or more semesters before taking academic classes. Successful graduation from our ESL program and passing of our exit test waives the TOEFL score requirement for admission to any of our academic programs.

VIU reserves the right to require a student to take VIU's English Placement Test when there are reasonable doubts in the authenticity of the submitted standardized test scores or in the degree of English proficiency evidenced by other documentation. Based on the results of the English Placement Test, the student may be placed in ESL classes before beginning his/her academic program.

**6. GMAT/GRE Scores:** There are two types of widely accepted graduate examination scores used by US universities for graduate admissions. The GMAT (Graduate Management Admission Test) is for admission to business programs such as our MBA programs. The GRE (Graduate Record Exam) is for admission to non-business graduate programs such as computer science. For more information about the GMAT or GRE, please visit [www.gmat.org](http://www.gmat.org), or [www.gre.org](http://www.gre.org). It is strongly recommended that all graduate study applicants coming from either national or international institutions of higher education submit either GRE or GMAT scores. However, VIU does not require a GRE or GMAT score for its graduate programs at this time.

**7. Statement of Financial Support:** All international (F-1 visa) applicants must submit a Statement of Financial Support detailing the source(s) of funding for their program of study. Please visit our web site ([www.viu.edu](http://www.viu.edu)) to download VIU's "**Statement of Financial Support**" Form. International applicants will need to submit the following documentation in addition to the Statement of Financial Support Form:

1. A recent letter from their bank or their sponsor's bank providing the following data:
  - a. The account holders legal name;
  - b. Total amount deposited within the last 3-6 months; and

- c. The current balance.
- 2. A statement certifying that their family or other sponsors are going to support them financially during the period of stay in the US.

If a student's sponsor resides in the US and is an American citizen or a green card holder, the sponsor must provide VIU with an I-134 Form, which can be downloaded from [www.uscis.gov](http://www.uscis.gov). Please bring the original form to VIU or send it directly to the Admissions Office. If the sponsor lives and works in the US, a W-2 form for the previous tax year may be submitted in lieu of a bank statement.

**NOTE:** For all financial support documents, originals or certified copies are required, and they must not be more than 6 months old at the time of admittance.

- 8. **Health Insurance:** All F-1 visa students are required to purchase health insurance coverage. Applicants who do not yet have health insurance may purchase it through VIU at a reasonable cost. For more information, see the previous Student Services section of this Catalog.

# TUITION AND FEES

## Tuition and Other Related Fees

This tuition and fee structure is effective for the 2010 - 2011 academic year.

### Graduate Level Programs:

- MBA  
*Tuition:* Full-time (9 credits) \$586 per credit  
Part-time \$597 per credit
- MCS
- MIS
- MA in TESOL  
*Tuition:* Full-time (9 credits) \$441 per credit  
Part-time \$452 per credit

### Undergraduate Level Programs:

- BBA
- BCS  
*Tuition:* Full-time (12 or 15 credits) \$4,965 per semester  
For each additional course \$331 per credit  
Part-time \$343 per credit

### Career Programs - Graduate Level:

- TESOL Certificate  
*Tuition:* Full-time (9 credits) \$441 per credit  
Part-time \$452 per credit

### Career Programs - Undergraduate Level:

- International Business
- Small Business Management
- IT Specialist Diploma
- Medical Administrative Assistant  
*Tuition:* Full-time (12 credits) \$331 per credit  
Part-time \$343 per credit

### ESL Program:

- Tuition:* Full-time (20 hours/week) \$8.83 per hour  
Part-time \$11.00 per hour

## Continuing Education Programs:

- Adult ESL Classes.

**Tuition:** \$230 per session (Books not included)

- Evening TOEFL Preparation Classes.

**Tuition:** \$450 per session (Books not included)

- One-on-One ESL Classes.

**Tuition:** \$40 per hour

- Professional Seminars.

**Tuition** depends on the type of seminar and group size. Please contact us to get a quote.

Continuing Education Programs do not provide enough credits to maintain F-1 visa status. F-1 visa students can take them as in addition to regular classes.

Tuition and Fees are subject to change without notice. Funds for personal expenses (e.g., food, health, insurance, books, supplies, etc.) are not included.

### Tuition of Program Prerequisites

Graduate Students who need to take program pre-requisite courses will pay the Undergraduate tuition rate for those courses required.

**NOTE:** *The only fee an agent is authorized to collect on behalf of VIU is the \$100 application fee. Tuition and other fees are to be paid directly to VIU.*

**Related Fees:** Some fees are mandatory and due at the time of application or enrollment. There are also service fees charged at VIU when necessary as a student progress through their program of study or required upon their request. All fees are non-refundable.

Services Provided	Explanation	Fee
Application Fee	Degree, Certificate, and ESL Programs	\$100
	Continuing Education Programs	\$20
Postal Fee	International	\$65
	Domestic	\$25
Student Activity & Services Fee	Special lectures and seminar series, sports and festivals, registration process, student orientation, initial student ID, VIU clubs, student association, computer lab usage, VIU student e-mail, student events, movies and other activities.	\$75

Health Insurance	Per academic year	\$550	
Technology Fee	Per online course	\$150	
English Placement Test	Those who need to take the test only.	\$30	
Late Registration Fee	After the last day of registration before the end of the add/drop period.	\$50	
Returned Check Fee	If the check issued by the student is not honored by their bank.	\$30	
Student ID Card, and its Renewal	If student ID card is lost or a replacement is needed. Student ID cards must be renewed every year.	\$10	
Transcript Processing Fee	Upon request by the student. It will take three business days to process transcript requests.	\$10	
Graduation Application /Diploma Processing Fee	All students graduating must pay this fee when submitting the <b>Graduation Application Form</b>	Degree	\$100
		Diploma & Certificate	\$50
Cap & Gown	All degree program students that participate in the Commencement Ceremony must pay this fee	Graduate	\$50
		Undergraduate	\$30
Cancellation Fee	When students cancel their enrollment within 3 business days prior to beginning of semester.	\$100	

**Living and other expenses:** Students should calculate and bring extra funds for these expenses based upon individual projected need.

Expenses	Explanation	Amount
Living expenses	The approximate cost for an individual student living in the Washington, D.C. metropolitan area	\$9,000 per year
Textbook expenses	Textbook expenses are not included in the tuition. All students must obtain their books before the course add/drop period ends.	Academic program students may spend \$100 per class
		ESL students may spend \$200 per semester

## Payment Information

One week before the first day of classes, the student's tuition and fees are due in full for that semester. For an up-to-date payment schedule, please refer to our web site. Payments received at the Accounting Office by 6:00 p.m., Monday through Friday, will be considered as received on that business day. Allow ample time for processing of payments. Payments received are applied to the oldest outstanding balance first.

Payments can be made using the following methods:

**Cash:** Cash is only received at the Accounting Office located at the Waples Mill Campus. Please do not send cash payments through the mail.

**Check: Made payable** to Virginia International University, with the student's ID number written on the front. Already endorsed checks are not accepted. Checks must be payable in US dollars with an intermediary bank in the US.

**MasterCard, Visa, Amex, and Discover: Credit card** payments are accepted at the Accounting Office. Credit card payments can also be submitted by fax using the Credit Card Authorization Form. The form is available at [www.viu.edu](http://www.viu.edu) and the fax number is 703-591-7048.

**Wire Transfer:** Please send an e-mail to [accountant@viu.edu](mailto:accountant@viu.edu) to obtain our bank account information. New students please provide your application number. Current students please provide your student ID number.

## Payment Plan

### 1. Installment Payment Plan

A payment plan is available for VIU students who cannot complete full tuition payments by the deadline and wish to finance their tuition in installments. Payments for other fees cannot be deferred. A Payment Plan Agreement is available at the Accounting Office. This agreement must be signed and submitted with the first installment. The installment fee is \$25 per installment and this fee is nonrefundable.

Any changes on the payment plan must be made before the due date. Failure to pay the outstanding balance will result in an academic hold, a late fee of 0.2% of the balance due per day, up to \$500 for the semester, and normal university collection activity. Your payment plan (if there is one) will be automatically changed to the next payment plan if you fail to pay the installment and late fee for more than one month after the initial due date. For example, VIU will charge an additional installment fee along with the appropriate late fee. Failure to pay by the end of the semester will prevent students from being eligible to use this agreement in future semesters.

### 2. Advance Payment Plan

An advance payment plan is usually available for the Spring and Fall semesters. The Advance Payment Plan consists of paying tuition with up to 7 installments. Students must start paying one, two, or three months in

advance of the regular payment plan. By selecting this option, students can save up to \$100 in installment fees.

## Cancellation and Refund Policies

If a student elects to withdraw from specific course(s) or completely from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Time of withdrawal notice	Tuition refund amount*
Four or more business days prior to 1 <sup>st</sup> day of the semester	100% of the semester tuition
Within three business days up to the 1 <sup>st</sup> day of the semester	100% of the semester tuition, minus a cancellation fee of \$100
2 <sup>nd</sup> day of the semester and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

\* Excludes all fees

A student applicant will be considered a student as of the first day of classes. If an international student accepts an I-20 from VIU, they are financially responsible according to the above schedule.

A written notice must be submitted to officially withdraw from VIU. **The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by VIU.**

No refund will be honored without written notice. Students may download the **Institutional Withdrawal Form** from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services. Applicants must submit the **Refund Request & Application Cancellation Form** within 12 months of the initial application date.

VIU will issue refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If no payment was made, the University will bill the student for the due amount according to the schedule above. If a student is participating in a payment plan and the installment payment is insufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference.

If a student's financial obligation is not fulfilled, VIU is authorized to do the following until the monies owed are paid:



- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, VIU reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.

## Financial Penalties

1. **Late fee:** Failure to make any payment on or before the due date results 0.2% of unpaid balances added per day. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example activity fee, technology fee, etc.) will be deducted before applying payment for tuition.
2. **Return Check Fee:** A \$30 fee will be charged for each unpaid check returned by the bank. Moreover, VIU will recalculate the late fee daily until the balance is cleared.

**Special Cases:** In the *documented* event of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other special circumstances that make it impractical to complete the program, VIU will work toward a settlement that is reasonable and fair to both parties.

## Family Discount Policy

VIU offers a 5% tuition discount per semester for family members concurrently studying at VIU. The discount is valid as long as the family members are enrolled and paying tuition.

Parents, children, brothers, sisters, and spouses of students are eligible for the discount when:

- Each member of the family is enrolled full-time.
- Family members are enrolled concurrently for each semester.

## When and how to apply

The deadlines to apply for this discount is the last day of add/drop in every semester. Applications after this deadline will only be considered for the next semester.

Please complete the Application for Family Discount Form and submit it to the Accounting Office. Be sure to include the VIU student ID number of your relative.

## **Family Discount Procedures**

The discount will be applied to tuition only. Scholarships, Work on Campus Discount, and Referral fees will be deducted first and the family discount will be applied to the remaining balance. The students must be enrolled on a full-time basis. The discount will also apply to extra credits.

## **SCHOLARSHIPS**

### **Scholarship Selection**

The VIU Tuition Scholarship Program is designed to attract exceptional students worldwide and provide them with a unique opportunity to study in the United States. The awards are based upon exemplary academic accomplishment.

Each applicant's file is reviewed and evaluated by the Scholarship Committee. Once an applicant is granted a scholarship, he or she is issued a scholarship letter that includes the terms of the award, the conditions required to maintain the scholarship, and the annual renewal process. The committee also meets as necessary to review practices and procedures to provide the best scholarship program possible.

### **Scholarship Funding Sources**

VIU Tuition Scholarship Program funding is derived from a number of sources. It is supported by generous contributions from individuals and organizations.

VIU's Board of Trustees approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the calendar year. These funds are awarded in the order in which the completed application and supporting documents are received from qualified students during the periodic meetings of the Scholarship Committee.

Scholarships range from \$500 to \$4,000 annually.

### **Eligibility**

All incoming freshmen and continuing undergraduate or graduate students (including international students planning to attend VIU full-time in a degree program) are eligible to receive an award, if the scholarship requirements as stated below are met.

Please be aware that eligibility and fulfillment of scholarship criteria do not guarantee the award of a scholarship. Scholarship selection is made by

the Scholarship Committee based on a variety of factors. Candidates may be invited for an interview.

## When to Apply

The completed application package must be postmarked on or before July 1<sup>st</sup> of the application year to be considered for the following Fall semester. Students granted an award must also re-apply every year before July 1<sup>st</sup> for approval of the continuation of their scholarship awards. Results will be announced by August 15<sup>th</sup> or earlier. If you will be entering the university in the Spring semester, the scholarship application package must be postmarked on or before November 1<sup>st</sup> and results will be announced by December 15<sup>th</sup> or earlier.

If you are a current student or a potential student who lives near VIU, you may pick up a scholarship application packet from VIU's International Student Service (ISS) Office. Most students will find it convenient to download a copy of the Scholarship Application Form from the VIU website. Individuals may also request that an application packet be mailed to them by contacting the VIU ISS Office by phone, mail, e-mail, or fax.

## Scholarship Criteria

The amount of the scholarship a student is awarded depends upon many factors. However, to be considered for a scholarship of a particular amount, a candidate must meet at least two of the criteria listed for each amount in the following table:

### Undergraduate Scholarship

<b>A. \$500 per academic year</b>
<ul style="list-style-type: none"><li>• TOEFL (PB, CB, IB) score of (563 or 220, or 83) or above</li><li>• IELTS Score of 6.5 Band</li><li>• GPA <sup>a</sup> average: 3.3 or above (out of 4)</li><li>• SAT/ACT composite score of 940 or above</li></ul>
<b>B. \$1,000 per academic year</b>
<ul style="list-style-type: none"><li>• TOEFL (PB, CB, IB) score of (577, or 230, or 89) or above</li><li>• IELTS Score of 7.0 Band</li><li>• GPA <sup>a</sup> average: 3.5 or above (out of 4)</li><li>• SAT/ACT composite score of 1060 or above</li><li>• Outstanding Success <sup>c</sup></li></ul>
<b>C. \$2,000 per academic year</b>

<ul style="list-style-type: none"> <li>• TOEFL (PB, CB, IB) score of (592, or 240, or 95) or above</li> <li>• IELTS Score of 7.5 Band</li> <li>• GPA a average: 3.7 or above (out of 4)</li> <li>• SAT/ACT composite score of 1220 or above</li> <li>• Outstanding Success <sup>c</sup></li> </ul>
<b>D. \$4,000 per academic year</b>
<ul style="list-style-type: none"> <li>• TOEFL (PB, CB, IB) score of (620, or 260, or 105) or above</li> <li>• IELTS Score of 8.0 Band</li> <li>• GPA a average: 3.9 or above (out of 4)</li> <li>• SAT/ACT composite score of 1300 or above</li> <li>• Outstanding Success <sup>c</sup></li> </ul>

## Graduate Scholarship

<b>A. \$500 per academic year</b>
<ul style="list-style-type: none"> <li>• TOEFL (PB, CB, IB) score of (563 or 220, or 83) or above</li> <li>• IELTS Score of 6.5 Band</li> <li>• GPA a average: 3.1 or above (out of 4)</li> <li>• GRE / GMAT b score of 540 or above (out of 800)</li> </ul>
<b>B. \$1000 per academic year</b>
<ul style="list-style-type: none"> <li>• TOEFL (PB, CB, IB) score of (577, or 230, or 89) or above</li> <li>• IELTS Score of 7.0 Band</li> <li>• GPA a average: 3.3 or above (out of 4)</li> <li>• GRE / GMAT b score of 580 or above (out of 800)</li> <li>• Outstanding Success <sup>c</sup></li> </ul>
<b>C. \$2000 per academic year</b>
<ul style="list-style-type: none"> <li>• TOEFL (PB, CB, IB) score of (592, or 240, or 95) or above</li> <li>• IELTS Score of 7.5 Band</li> <li>• GPA a average: 3.5 or above (out of 4)</li> <li>• GRE / GMAT b score of 600 or above (out of 800)</li> <li>• Outstanding Success <sup>c</sup></li> </ul>
<b>D. \$4000 per academic year</b>
<ul style="list-style-type: none"> <li>• TOEFL (PB, CB, IB) score of (620, or 260, or 105) or above</li> <li>• IELTS Score of 8.0 Band</li> <li>• GPA a average: 3.7 or above (out of 4)</li> <li>• GRE / GMAT b score of 660 or above (out of 800)</li> <li>• Outstanding Success <sup>c</sup></li> </ul>

<sup>a</sup> *High school GPA is NOT acceptable. Incoming students who do not have a college GPA will need to study one full academic year and then apply for a scholarship. For master's degree students, a bachelor's degree GPA is needed.*

<sup>b</sup> *Based upon the single score from either the verbal or quantitative reasoning test. The range of scores for both GRE and GMAT is the same -- 200-800.*

<sup>c</sup> *Outstanding success is defined as a student who has achieved recognition in fields such as sports, music, art, or academic competition. Proof of this success will need to be provided in the form of original copies of relevant diplomas, certificates, awards, etc.*

Applicants should make sure to include all paperwork required for the application, including official documents. Incomplete applications WILL NOT be considered for a scholarship.

Students should keep in mind that VIU awards tuition scholarships only. The applicant, once found eligible, will not actually receive cash in hand. However, the amount will be deducted from the tuition fees they would normally have to pay.

## **How to Maintain a Scholarship Award**

We would like to remind our scholarship students of their responsibilities as a scholarship holder and inform them about the terms for maintaining their awards.

1. Scholarship students (regardless of their level and program of study) must maintain the required GPA for the scholarship they have been awarded.
2. Reported misbehavior, negative feedback from your instructors, and any violation of the student code of conduct (either academic or non-academic) will jeopardize your scholarship. We will randomly do a feedback check with your teachers about your overall performance.
3. Academic dishonesty will result in immediate termination of the scholarship award and will also jeopardize the student's academic history, as it will be permanently recorded on the student's transcript.

## **Renewal of Annual Scholarships**

VIU's tuition scholarship is an annual award that will expire on its anniversary. Therefore, a student's eligibility to be continuously qualified for a scholarship award is based not only on the above cited conditions but also upon an annual review and renewal. A student must apply for renewal of his/her award and must submit a new scholarship application form. The renewal process is no different than that of the initial grant of the award, regardless of the applicant's history at VIU.

# ACADEMIC REGULATIONS

## Enrollment

1. **Full-time Study:** Undergraduate students registered for twelve (12) or more credit hours per semester and graduate students registered for nine (9) or more credit hours per semester are considered full-time students. Full-time students pay full-time tuition and fees. Certification by the Registrar's Office of any student as full-time requires that the student be engaged in full-time academic study. Certification will not be warranted merely by payment of full-time tuition. Students not attending classes full-time will not be certified as such.
2. **Part-Time Study:** All students who do not meet the criteria for full-time students (i.e., who enroll for less than the minimum number of credit hours per semester as prescribed above) are considered part-time. Part-time students pay tuition based upon the number of credit hours for which they are enrolled.
3. **Student Overloads:** Ordinarily, a student who is willing to register for an overload beyond the full-time course load must have a satisfactory GPA as required by the degree preceding the overload. For undergraduate study, a minimum GPA of 2.0 and for graduate study a minimum GPA of 3.0 is required to become eligible. Students may not enroll in overload courses beyond 20 credit hours, except in extremely rare and compelling circumstances. Students requesting an overload should be aware that additional tuition charges will be incurred.

## Continuous Enrollment

All students in degree-seeking programs (whether full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until the completion of their programs. Exceptions may be made only for an officially authorized leave of absence.

## Academic Advising

Academic advising includes, but is not limited to, assisting students in choosing a concentration, planning course selection and registration, tracking academic progress, developing an academic plan, advising on how to improve a GPA, and providing guidance on career planning. General academic advising procedures are to be followed by all VIU students. Some programs may require additional advising beyond what is

prescribed here. All students are required to meet regularly with their academic advisors for discussion of their educational goals, career objectives, and academic progress. With their advisor's help, students design and maintain an academic program that will fulfill general and specific degree or certificate requirements. Students should note that it is their responsibility to understand and satisfy all academic requirements. Since individual programs may establish their own advising processes, students should check with their School Dean for any additional procedures. To assist students in the advising process, VIU provides computerized monitoring and analysis of the student's academic progress and of any approved modifications to the student's program.

Results of all advising sessions, including any recommendations or approved modifications, are entered into the student's computerized study plan.

Upon admission to a VIU program of study, but before the beginning of classes, students are encouraged to meet with an academic advisor. This initial advising session includes the following:

1. A review of the requirements for the student's intended program of study.
2. A review of the student's record-to-date to determine whether academic deficiencies exist that must be remedied.
3. A recommendation as to course selection for the upcoming semester/academic year.
4. A discussion of the career and/or graduate study options open to the student.
5. Further evaluation of the student's suitability to major in the chosen discipline.

Students returning for study at VIU must schedule a meeting with their advisors to take place no later than one week before the start of classes. The meeting should accomplish at least 1, 2, and 3 above (and 4 and 5 as needed).

## **Semester and Credit System**

VIU is a traditional university where the academic year is divided into two main semesters, Fall and Spring, and two Summer Sessions. Fall and Spring semesters are 15 weeks in duration and Summer consists of two concentrated 8-week sessions for academic courses and 8-10 weeks for ESL courses.

**Credit Hours:** For VIU students to complete any program, they must complete a specified number of credit hours as required by their respective programs of study. **One credit hour** can be earned by

successful completion of **15 contact hours** of learning during the 15 week-long semester. **One contact hour** of learning is defined as a minimum of **50 minutes of supervised** or directed instruction and appropriate break(s). For example, for three graduate credit hours, a student must receive 45 contact hours of classroom instruction or a combination of lab and class work. Two hours of **lab** is equal to one hour of classroom teaching. Additionally, three hours of **internship or externship** is equal to one hour of classroom teaching.

## Grading System and Grade Point Average

**Grade Point Average (GPA):** is the total grade earned divided by the total credits attempted at the end of each semester.

**Cumulative GPA (CGPA):** is the overall GPA attained so far in an ongoing education period.

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the GPA and the CGPA for graduation.

## Explanation of Grades

The grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and S are passing grades. Grades of “F” and “U” are failing grades. The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required course work by the end of the semester. Students should be advised that grades lower than “C” are not normally accepted for transfer. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

Percentage	Letter Grade	Grade Points	CGPA	Academic Standing
100-95	A	4.0	4.0	Honors
94-90	A-	3.7		
89-85	B+	3.3		
84-80	B	3.0	3.0	Excellent-Satisfactory <sup>a</sup>
79-75	B-	2.7		
74-70	C+	2.3		
69-65	C	2.0	2.0	Satisfactory-Lowest passing <sup>b</sup>
64-60	C-	1.7		



59-55	D+	1.3		
54-50	D	1.0		
49-45	D-	0.7	0.7	Lowest passing grade <sup>c</sup>
44 and below	F	0	0.0	Failure
--	S*	--	--	Satisfactory (non-credit)
--	U*	--	--	Unsatisfactory (non-credit)
--	I	--	--	Incomplete (see below)

<sup>a</sup> *Satisfactory grade for graduate level programs*

<sup>b</sup> *Lowest passing grade for graduate level programs*

<sup>c</sup> *Lowest passing grade for undergraduate level programs*

\* *For non-credit courses such as ESL*

## President's and Dean's List

The President's and Dean's list are compiled at the end of the Fall and Spring semesters to recognize VIU's high academic achieving students. The list consists of names of students who meet the following criteria for that semester.

### President's List

#	Requirements	Undergraduate students	Graduate students
1	GPA (minimum)	4.00	4.00
2	Minimum credits attempted	12	9
3	Min grade	C+	B+
4	Other requirements	<ul style="list-style-type: none"> <li>• No I, U or F</li> <li>• Grades are for the courses required for the intended program only.</li> </ul>	

### Dean's List

#	Requirements	Undergraduate students	Graduate students
1	GPA (minimum)	3.75	3.90
2	Minimum credits attempted	12	9
3	Min grade	C+	B+
4	Other requirements	<ul style="list-style-type: none"> <li>• No I, U or F</li> <li>• Grades are for the courses required for the intended program only.</li> </ul>	

A letter from each office (the Office of the President or the Dean's Offices) is sent to students noting their accomplishments and placement on the list. Each semester the lists are published on VIU's website.

## Graduation Requirements

Students should meet the following minimum requirements to qualify for a degree:

	Master's	Bachelor's	Graduate Level Cert.	Undergrad. Level Cert.
Minimum Passing Grade Per Course	C	D-	C	D-
CGPA	3.00	2.00	3.00	2.00
Total Required Credits	36	120	18	24

**Symbols:** The following symbols may appear next to a grade or in the grade column:

**R:** Repeat Course

**W:** Withdrawn

**IP:** In-Progress

**TC:** Transfer-in Credits

**X:** Audited Course

**(\*):** Course not applicable to current degree

### Course Codes and Levels:

- **ESL 100-499:** English as a Second Language Courses (ESL is a non-credit program)
- **GEC 100-199:** General Education Courses
- **100-499:** Undergraduate level courses with increasing levels of difficulty as the number increases.
- **500-699:** Graduate level courses with increasing levels of difficulty as the number increases.

### Incompletes “I”

The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required course work by the end of the semester. Students receiving a grade of “I” will be evaluated at the end of the sixth week of the following semester according to the minimum standards for academic progress. At this time, all work from the previous semester must be completed and submitted to the instructor.

A grade of “I” is not included in the calculation of the CGPA, but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. Courses that remain as an “I” at the end of the six-week period will automatically become an “F” and will be calculated in the CGPA.

Incompletes are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course. Incompletes and withdrawals may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course. The “I” grade is issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript. The instructor may complete a **Grade Change Form** to change a grade and must submit the form to the Registrar’s Office.

## **Repeat or Retake Courses “R”**

If a student repeats a course and completes it with any grade other than the grade of “F”, the following rules will apply in posting the student’s cumulative record:

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of satisfactory academic progress. As a general rule, all of the credit hours for which the university has collected any tuition, whether for a first time or repeated course, will be included in the computation of the successful course completion percentage.
2. The GPA will be based only upon the higher grade for the repeated course attempted.
3. The original grade for the course repeated under this rule will remain on the student’s academic record. The lower attempt will be flagged for exclusion in the GPA calculation and the higher attempt will be flagged for inclusion in the GPA calculation.
4. Course repetition does not extend the maximum time frame for completing a program of study. (Maximum Time Frame is the time allowed for a student to complete a course of study. This requirement is discussed in more detail in other sections.) The student must complete the program within the original Maximum Time Frame allowed for their program.

## **Transfer Credits Policy “TC”**

When a student brings credits from other institutions, these credits will be noted with a grade of “TC”, meaning *Transfer Credits*. Since these courses will not carry grades, they will have no effect on GPA calculations. These courses meet graduation requirements only. The student’s new normal program length will be shortened to reflect the transfer courses and the maximum time frame will be recalculated. Normally, a transfer student would start with a 0.0 CGPA and 0% courses attempted and successfully completed for the purpose of satisfactory academic progress.

As a general rule, a transfer student must complete at least 50% of the credit hours required by their program of study in residence at VIU. For example, a transfer student in VIU's MBA program would have to complete at least 18 of the required 36 credit hours at VIU. This means that prior to enrollment, a graduate student may bring up to 18 semester hours of graduate credits from other institutions and apply them towards a graduate program at VIU (with the School Dean's and Registrar's approval). A minimum of a 3.0 grade point average (B) out of 4.0 must have been earned on all graduate-level transferable credits. An undergraduate student may transfer up to 60 credits from other institutions and apply them to the program of study at VIU. A minimum of a 2.0 grade point average (C) out of 4.0 must have been earned on all undergraduate-level transferable credits.

Transferable credit is considered upon the request of the student at the time of initial registration. An official copy of all transcripts from higher education institutions must be submitted to the Admissions Office to be forwarded to the Registrar for evaluation. Additional documentation such as course descriptions, syllabi, and academic catalogs may be necessary to assure that the transferred course is equivalent to one of the courses required for completion of the degree program at VIU.

## **Add/Drop a Course**

After registration, a student may add a course at any time before the deadline specified in the Academic Calendar. Adding a course after the last day to add a course requires proof of extenuating circumstances and the written approval of both the course instructor and the School Dean. Under no circumstances may a course be added after three (3) calendar days beyond the last day to add a course. Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear in the student's academic record. To add or drop a course, the student must fill out a **Course Add/Drop/Withdrawal Form** (available from the Registrar's Office and on our website at [www.viu.edu](http://www.viu.edu)), obtain the School Dean's or the academic advisor's signature, and submit the completed form to the Registrar's Office.

## **Withdrawals "W"**

### **1. Withdrawals after the Add/Drop Period**

A student who wishes to change his/her schedule by dropping a course may do so only within the first two weeks of each semester by filing a Course Add/Drop/Withdrawal Form. From the third week to the end of the eighth week of classes, students may withdraw only after obtaining the School Dean or academic advisor's signature on the **Course Add/Drop/Withdrawal Form**, available from the Registrar's Office. A

“W”, indicating official withdrawal, will be recorded on transcripts. After a “W” is issued, the course may be repeated once. The grade of “W” will not be assigned to any student who has taken the final examination in the course. “W” grades are not calculated in the CGPA. However, they will be considered credits attempted if the student has incurred a financial obligation for the course. “W” grades affect the successful course completion percentage. A student who does not withdraw from a course before the last day to do so will receive a letter grade based upon his/her performance in the course. To withdraw from a course, the student must complete the relevant section of the **Course Add/Drop/Withdrawal Form**, obtain his or her School Dean’s signature, and submit the completed form to the Registrar’s Office.

## **2. Withdrawals from the University**

A student may withdraw from the university only when circumstances beyond the student’s control make it impossible for him or her to complete coursework for the semester. A student wishing to withdraw from the university must complete the relevant section of the **Course/Institutional Withdrawal Form** (available from the Registrar’s Office), obtain the School Dean’s signature, and submit the completed form to the Registrar’s Office. The student will receive a withdrawal grade if he or she withdraws between the 3<sup>rd</sup> and 8<sup>th</sup> week of the semester. The student will receive a failing grade if he or she withdraws after the 8<sup>th</sup> week of the semester. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student. Students who fail to register by the end of add/drop periods are automatically considered to be officially withdrawn from the university.

## **Auditing Courses “X”**

Students taking one or more courses for credit may also register to audit one additional course with the written approval of the instructor and the School Dean. Students may not change status in a class from audit after the eighth week of the semester. An auditing student is not required to take an active part in classroom activities or to complete or pass exams, quizzes, or projects. Classes taken for audit may be repeated for credit. Audit courses are subjected to all regular tuition and fees. Audit courses do not count as credits attempted for the purpose of determining satisfactory academic progress. Therefore, they have no effect on the student’s GPA computation.

## **Program and Course Prerequisite Policy**

The primary purpose of the program and course prerequisite policy is to enhance the student’s success. Program and course prerequisites are designed to ensure that students registered for a course have the required minimum background for study of the course content. This background

may be obtained through courses equivalent to the listed prerequisites or through other educational and/or professional experiences. In such cases, students should consult School Deans for advice and guidance. In those cases, a prerequisite may be waived with the appropriate approval. The approval of the waiver, to include documentation, will be maintained in the Registrar's Office and respective School Dean's office.

## **Attendance Policies**

Good academic standing requires the presence of students at all class and lab meetings. Therefore, course attendance at VIU is mandatory. There are only two acceptable reasons for absence from class or lab: 1) serious illness on the part of the student or 2) a family emergency. In the former case, the student must submit a doctor's or clinic note explaining the reason for the absence to the instructor(s) and the Registrar's Office. In the latter case, the student must submit a note to his/her instructor explaining the reason for the absence. Explanations for excused absences must be received no later than one week after the last missed class. However, exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University of his or her situation.

Students are required to e-mail instructors for absences prior to the missed class. If prior contact is not possible, the student must contact each instructor and arrange to make-up work immediately upon returning to the university. All make-up work is assigned by the instructor. Instructors are not obligated to provide make-up work for unexcused absences.

Absence for unexcused reasons may negatively affect the student's final course grade. More importantly, under faculty discretion, unexcused absences in excess of 25% of total class and lab time may result in failure of the course.

All students are expected to arrive to class on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for a class more than the instructor deems advisable, the instructor will report the issue to the student's School Dean for appropriate action.

## **Grade Appeals**

VIU's faculty members strive to conduct fair and just performance evaluations of students' academic work and scholarly success. A student who believes that his/her efforts and achievement have not been reflected by the final grade obtained may file a grade appeal in writing with the faculty member within two weeks of receiving the grade. If the issue remains unresolved after receiving the faculty member's decision of the appeal, then

the student may appeal in writing to the School Dean within seven (7) days after receiving the decision.

The School Dean will call a meeting with the Academic Committee and both the student and faculty member will be invited to present their sides of the issue. The Academic Committee will then vote for a resolution and both the student and faculty member will be notified about the decision within seven (7) days. The decision made by the Academic Committee is **final** and cannot be appealed further.

## Satisfactory Academic Progress Policy

The following standards and requirements of satisfactory academic progress apply to all enrolled students.

### 1. Maximum Time Frame (MTF) Allowed

The Maximum Time Frame (MTF) is the time allowed for a student to complete a course of study. According to Appendix D, Requirement 4 of the ACICS's Accreditation Criteria, "The Maximum Time Frame is not to exceed 150% of the normal program length". In practice, this means all students at VIU must complete their programs of study within 1.5 times the program length as measured in semester credit hours attempted. If a student cannot complete the program within the MTF, the student will be dismissed from the university.

A credit hour attempted also is defined as any clock or credit hour for which a student has incurred a financial obligation. All registered hours, at the end of the add/drop period will be counted in the MTF determination. In addition, all transfer credit hours accepted from other institutions will be counted in the Maximum Time Frame.

The MTF is 1.5 times the Normal Program Length (NPL) which can be formulized as  $MTF = 1.5 \times NPL$ . For example: **MTF = 120 credits x 1.5 = 180 credits** (maximum time allowed for a bachelor's degree program).

Program of Study	NPL in credits	MTF Allowed in credits*
Undergraduate Certificate Programs	24	36
Graduate Certificate Programs	18	27
Bachelor's Degree Programs	120	180
Master's Degree Programs	36**	54**

\* MTF includes credits attempted at VIU and transferred to VIU from other institutions

\*\* Beyond the program prerequisites

If a student is unable to complete the program within one of the aforementioned time periods, the individual will not be eligible to receive the original credential (i.e., bachelor's degree).

## 2. Required Minimum Completion Percentage

VIU will evaluate the successful course completion percentages for all enrolled students at 25%, 50%, 75% and 100% of the Maximum Time Frame above to determine whether the student is maintaining specific qualitative and quantitative minimums in order to avoid probation or dismissal.

**Hour Attempted (HA):** An Hour Attempted is defined in terms of the semester credit hour. An example of an hour attempted is any credit hour (or the equivalent) for which the student has incurred a financial obligation.

Evaluation Points (% of MTF attempted)	Required Minimum Completion % (all credits attempted)	Number of HA Which Must be Earned
At <b>25%</b> of MTF	*55%	55% x ____ = ____ HA
At <b>50%</b> of MTF	**60%	60% x ____ = ____ HA
At <b>75%</b> of MTF	**65%	65% x ____ = ____ HA
At <b>100%</b> of MTF	**70%	70% x ____ = ____ HA

\* A student not meeting standards does not have to be dismissed; probation is required.

\*\* Probation is not allowed at this point and academic dismissal is required.

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete 55% of all credits attempted with a grade of D- or above in undergraduate programs or with a grade of C or above in graduate programs. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at either 50%, 75%, or 100% renders the student ineligible for probation and the student must be dismissed. All courses, including withdrawals and retakes, will be included in credit hours attempted. Therefore, withdrawals and retakes will have an impact on the minimum completion percentage. The completion percentage is calculated at the end of each semester.



### 3. Required Minimum CGPA

The third requirement of acceptable satisfactory academic progress is to meet the minimum CGPA requirement at each evaluation point of the MTF.

VIU uses a 4.0 scale grading system and GPAs are calculated at the end of each semester. Withdrawals are not included in GPA calculations. However, in the case of retakes, only the highest grade is included in the GPA calculation.

Evaluation Points (% of MTF attempted*)	Required <u>Minimum CGPA</u> for Undergraduate Level Programs		Required <u>Minimum CGPA</u> For Graduate Level Programs	
	Probation Point	Dismissal Point	Probation Point	Dismissal Point
At <b>25%</b> of MTF	CGPA < 1.25	No dismissal is allowed. Probation is required.	CGPA < 2.25	No dismissal is allowed. Probation is required.
At <b>50%</b> of MTF	CGPA < 1.50	CGPA < 1.25	CGPA < 2.50	CGPA < 2.25
At <b>75%</b> of MTF	CGPA < 1.75	CGPA < 1.50	CGPA < 2.75	CGPA < 2.50
At <b>100%</b> of MTF	No probation is allowed. Dismissal is required.	CGPA < 2.00	No probation is allowed. Dismissal is required.	CGPA < 3.00

*\* If these evaluation points fall during the middle of a semester, the evaluation will be conducted at the end of the previous semester. The university will not wait until the end of the next semester to monitor the satisfactory academic progress of its students.*

In practice this means that, for an undergraduate student, when attempted credits are 50% of the maximum time frame, a GPA below 1.50 but greater than or equal to 1.25 will result in probation. A CGPA below 1.25 will result in dismissal. For a graduate student, when attempted credits are 50% of the MTF, a CGPA below 2.50 but greater than or equal to 2.25 will result in probation and below 2.25 in dismissal.

At 100% of the MTF, or graduation, whichever occurs sooner, the student must have completed all of the program requirements with a CGPA of 2.0 or higher in a bachelor's degree program and a CGPA of 3.0 or higher in a master's degree program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory

progress, no probation is allowed at this point, and student will be dismissed from the program. S/he cannot receive the original credential.

## Academic Warning

Any student who:

1. Fails to maintain a minimum GPA of 2.0 in a bachelor's degree program or an undergraduate certificate program, or a 3.0 in a master's degree program or a graduate certificate program for any semester; or
2. Who receives an "F" or incomplete "I" grade; or
3. Who engages in academic dishonesty as defined in the Academic Catalog below will receive an academic warning at the end of that semester. The student will continue to receive warnings until the situation improves. The Registrar has the authority to place on academic probation any student who receives warning letters for three consecutive semesters.

## Academic Probation

Students who fail to maintain the required CGPA and successful course completion percentage minimums at 25%, 50%, and 75% of the Maximum Time Frame (MTF) at the end of each academic year (for those programs equal to one year in length or longer) will be placed on academic probation as shown in the table below:

Evaluation Points (% of MTF attempted*)	<u>Probation Period</u> for Undergraduate-Level Programs	<u>CGPA Falling in</u> <u>Probation Period</u> for Graduate-Level Programs
At <b>25%</b> of MTF	CGPA < 1.25	CGPA < 2.25
At <b>50%</b> of MTF	1.25 < CGPA < 1.50	2.25 < CGPA < 2.50
At <b>75%</b> of MTF	1.50 < CGPA < 1.75	2.50 < CGPA < 2.75
At <b>100%</b> of MTF	No probation is allowed. Dismissal is required.	No probation is allowed. Dismissal is required.

Students who do not maintain satisfactory academic progress will be placed on academic probation for one semester. The student on academic probation will be counseled and given assistance, if needed, in order to improve his/her CGPA. The statement "Placed on Academic Probation" will be entered into the student's permanent record. The academic probationary period is normally one semester, except under mitigating circumstances. The student is considered to be maintaining satisfactory academic progress while on probation.

If a student fails to attain a minimum GPA of 2.0 at the end of the academic probationary period, the student will be dismissed and the statement “Academic Dismissal” will be entered into the student’s permanent record.

## Academic Dismissal

Students who do not maintain at least a 2.0 GPA at the end of the academic probationary period, and who cannot meet the minimum CGPA requirement at the evaluation points shown in the table below, will be dismissed from the university.

Evaluation Points (% of MTF attempted*)	<u>Dismissal Points</u> for Undergraduate Level Programs	<u>Dismissal Points</u> for Graduate Level Programs
At <b>25%</b> of MTF	No dismissal is required.	No dismissal is required.
At <b>50%</b> of MTF	CGPA < 1.25	CGPA < 2.25
At <b>75%</b> of MTF	CGPA < 1.50	CGPA < 2.50
At <b>100%</b> of MTF	CGPA < 2.00	CGPA < 3.00

The statement “Academic Dismissal” will be entered into the student’s permanent record. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the university. (See “**Reinstatement as a Regular Student**” policy below.)

## Change of Program or Concentration

A student who is pursuing an academic program and who decides to change his or her program of study may apply only those courses that count towards the *new* degree program in the CGPA calculations and course completion percentages. The student’s normal program length will be recalculated. He or she will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress. VIU limits the number of times a student can change programs to two maximum. That means that the student must fully complete and graduate from his or her third program of study.

To change a program or concentration, a student must:

1. Submit a **Declaration/Change of Concentration Form** available both from the Registrar’s Office and on VIU’s website.
2. Meet with the new program School Dean for advising.

3. Meet with the Registrar for transfer credit issues. (The transfer credit policy above applies.)
4. Meet with a representative of VIU's Admissions Office to determine if extra documentation is required.

## **Reinstatement as a Regular Student**

A student who has been dismissed from the university may petition to be readmitted. In order to be considered for readmission, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the School Dean at least two weeks before the beginning of the semester in which the student requests readmission. The Dean, in coordination with the Registrar, will determine if the student has demonstrated likelihood for future success in the program of study. If the University determines that there is a likelihood of future success, the student will be placed on academic probation for a period of one semester. The student may then be permitted to retake previously failed, incomplete, or withdrawn courses in order to improve his or her CGPA and course completion percentage and to re-establish satisfactory academic progress. During the academic probationary period, these students may not be eligible to receive loans and they will be responsible for all costs incurred during this semester.

At the completion of this academic probationary semester, a student who has established satisfactory progress according to the tables above will return to regular student status.

## **Leave of Absence**

Students who plan to be absent from the University must fill out a Leave of Absence Form and have it approved by the School Dean. If a leave of absence is unavoidable, it is best to finish the current semester before taking a leave. Students who begin a leave of absence during a semester prior to the eighth week will be assigned a grade of "W." If a student takes a leave of absence after the eighth week of the semester, he or she will receive a failing grade. The maximum permitted duration of an approved leave of absence is normally one academic year; however, students must file a leave of absence each semester. The leave of absence is not counted as part of the student's period of residence or for any other requirement of the student's program. Students desiring a leave of absence must submit a completed **Leave of Absence Form** (available from the Registrar's Office). A leave of absence has no effect on satisfactory academic progress if, during the leave period, no credits are attempted.

As a general rule, F-1 visa students must go back to their home country when applying for a leave of absence, as their primary goal in the U.S. is to obtain an academic degree. If a student is on a leave of absence due to a medical reason, a doctor's notes must be submitted together with a Leave of Absence Form.

## **STUDENT RIGHTS & RESPONSIBILITIES**

Students at VIU enjoy certain rights while at the same time, have certain responsibilities. The submission of an application for admission to VIU represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of VIU. University approval of that application, in turn, represents the extension of a privilege to join VIU and remain a part of it so long as the student meets the required academic and social standards of VIU.

VIU is a learning community with specific expectations concerning the conduct of its students. The university strongly believes that students are adults who are expected to take personal responsibility for their own conduct.

Acceptance into any of the university's programs means that the student has the following rights and responsibilities:

1. To pursue the student's educational goals through the resources and the opportunities made available to him or her by the university.
2. To challenge any university ruling or other sanction by appealing to due process, except as hereinafter provided.
3. To inquire, express views, and assemble with others as long as the student does not interfere with the rights of others or the university's effective operation.
4. To receive a professional and non-biased review of the student's academic ability and performance.
5. To recognize the safety and protection of property and the continuity of the educational process.
6. To help the university maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, not littering or causing any disturbance, and respecting private property.

### **Grounds for Warning, Suspension, or Dismissal**

The following may be considered as cause for probation, suspension, or dismissal:

1. Academic dishonesty of any kind
2. Failure to maintain satisfactory academic progress
3. Violation of institutional rules and regulations
4. Failure to maintain financial obligations

## **A. Academic Dishonesty Policy and Procedures**

Those students who engage in academic dishonesty are subject to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might impose. Academic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
3. Substituting for another person during an examination or allowing such substitution for oneself.
4. Plagiarizing: This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work.
5. Colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
6. Other Forms: Other forms of academic dishonesty include selling or purchasing examinations, papers or other assignments and submitting or resubmitting the same paper for two different classes without explicit authorization.

When an instructor suspects cheating, plagiarism, and/or other forms of academic or non-academic dishonesty, the faculty member exercises her/his academic judgment in light of the particular circumstances and the student's academic history. Consultation with the Vice President of Academic Affairs and/or the School Dean throughout the process is encouraged.

There are two levels of academic and non-academic misconduct: A) misconduct resulting from an honest mistake and B) intentional breach of the rules.

- A. Unintentional Breach of Dishonesty Policy:** When a faculty member determines that an instance of academic dishonesty/misconduct resulted from insufficient academic skills, the faculty member (in consultation and close cooperation

with the School Dean) uses his/her discretion to determine appropriate action. Examples of possible disciplinary actions are listed below:

1. The faculty member may advise the student on the nature of the student's breach of academic expectations.
2. The faculty member may allow the student to redo the assignment.
3. The faculty member may require that the student complete one or more additional assignments that meet the standards of academic honesty.
4. The faculty member may lower the grade for the work in question.
5. The faculty member may assign a failing grade for the work in question.
6. The faculty member may give the student a failing grade for the course.

Once an action(s) is taken, after close consultation with the School Dean and the faculty member, the School Dean will inform the student in writing about the decision and instruct the student regarding the next steps and timeline of future tasks.

The student has the right to appeal the action taken at the departmental level. To do so, the student must appeal to the Vice President of Academic Affairs in writing within five (5) working days and provide substantial evidence for his/her appeal. The Vice President of Academic Affairs will then send the case back to the School Dean with his/her recommendation. The final decision will be reached by the School (instructor and the School Dean).

If the school decides to refer the student to the Discipline & Honor Committee, then the misconduct will be treated as an intentional breach (see below).

**B. Intentional Breach of Dishonesty Policy:** Having provided guidance to the student, the faculty member remains alert to the possibility of further breaches. If the faculty member discovers instances of problematic behavior, he/she determines whether the breach is an intentional/knowing act or if it resulted from a need for further skills development. If the faculty member concludes that these instances are intentional and/or knowing acts of dishonesty, he/she proceeds as follows:

1. The faculty member will meet with the student to present and discuss evidence for the particular violation, giving the student an opportunity to refute or deny the charge(s).
2. The instructor informs the School Dean of the breach and may schedule an appointment with the student to discuss the matter further.
3. If the faculty member and the School Dean both confirm that the breach is fully intentional, then the student is referred to the Discipline & Honor Committee (DHC).

The Discipline & Honor Committee (DHC) is composed of the following members: School Deans, a senior faculty member, a Student Government Association member, the Registrar, and the Vice President of Academic Affairs as the chair of the committee. The DHC must meet at least once in a semester to review policies and procedures. However, it may meet more frequently when necessary.

At a written request of an academic school, the Vice President of Academic Affairs will call the DHC for a meeting within ten (10) working days. The committee will review all aspects of the case to ensure fair treatment. During the hearing process, which should not last more than five (5) working days, the student may be called for a short defense and presentation of his/her side of the story only if the majority of the committee members decide to do so. After a careful review and thorough discussion of the breach committed, the DHC, with a simple single majority vote, may choose to impose one or more of the following possible penalties:

1. **Reprimand:** A reprimand is a formal written notice from the Vice President of Academic Affairs to the student expressing disapproval of the behavior. It describes the nature of the breach of academic honesty standards, expectations for future behavior, and any specific educational requirements. The letter of reprimand is not included in the student's official university record.
2. **Academic Warning:** An academic warning for academic dishonesty is a formal written notice from the Vice President of Academic Affairs to the student setting forth conditions for continued enrollment in the university. The academic warning for academic dishonesty is included in the student's official university record. A breach of academic honesty expectations after an academic warning for academic dishonesty normally leads to dismissal. An academic warning for academic dishonesty remains active on the student's academic record until graduation. While the university retains information about the academic warning after graduation for internal purposes, the university clears the official record. If the student



pursues additional study with the university, the information is available to university personnel who may consider it if the student breaches academic honesty expectations again.

3. **Academic Dismissal:** An academic dismissal for academic dishonesty is an indefinite separation from the university. The formal written notice describes the nature of the breach of academic honesty expectations. The academic dismissal for academic dishonesty is included in the student's official university record (transcript).

The student will be notified in writing about the committee's decision within three days of the meeting. Copies of the notification letter will be placed in the student's file and forwarded to the School Dean and to the Registrar. The DHC's decision is **final** and may not be appealed unless compelling evidence is submitted to the committee.

## **B. Non-Academic Dishonesty/Misconduct**

By enrolling in the university, the student recognizes that the following types of behavior are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or involvement of the local police department.

1. Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
2. Copyright: Most printed materials, photographs, motions pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this catalog.
3. Computer Use: Software is protected by copyright. Students may not copy the institution's software without permission of the copyright holder. Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this catalog.
4. The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property.
5. Use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.

6. Use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.
7. Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
8. Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation of, or causing to be initiated, any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction, is prohibited.
9. Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
10. Use of profanity and disorderly obscene conduct is strictly prohibited.
11. Students are expected to familiarize themselves with the university's policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; and unauthorized or disorderly assemblies that hamper the effective functioning of the university, its students, staff, and visitors, and its daily routine operations.
12. The university does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.
13. The university reserves the right to expel any student for illegal activity and/or for any action outlined above.

## **Disruptive Students**

In general, classroom management is the responsibility of the instructor. The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior may include, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, talking on a cell phone, or working on an assignment for another class;
3. Use of profanity in classroom discussion; or
4. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

Instructors have the right to dismiss a student temporarily from class when the student's behavior distracts or disrupts the other students' learning.

## **Civil Rights and Sexual Harassment**

Virginia International University does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the university's effort to maintain a learning, and working, environment free from sexual harassment, exploitation, or intimidation. Violation of this policy will subject individuals to disciplinary actions, up to and including dismissal for employees and students. Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the US Equal Employment Opportunity Commission on sexual harassment in employment, VIU defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur. Sexual harassment is deemed to have occurred when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic performance; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, including, but not limited to, promotion, transfer, selection for training or performance evaluation, or used as the basis for academic evaluation; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected employee's work performance or an affected student's academic performance or participation in educational pursuits; or
4. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or study environment.

Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action that may include dismissal. A student who engages or assists in such conduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to remedy violations of this policy. Students accused of sexual harassment will have the right to a fair due process hearing.

## **Safe and Drug-Free School Policy**

In compliance with the US Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 USC's 1145g, Higher Education Act of 1965, Section 1213, VIU has

adopted the following safe and drug-free school policy for the protection and welfare of all students and staff:

1. VIU will not tolerate the unlawful possession and use of alcohol or controlled substances (drugs) on its premises.
2. The unlawful manufacture, distribution, dispensation, possession or use of alcohol and controlled substances is prohibited in and on property owned by or under the control of VIU.
3. Students and employees who violate this policy may be subject to arrest and prosecution and will be subject to the disciplinary procedures provided by the various negotiated agreements or such other corrective action as the president or the president's designee may deem appropriate. Other corrective action may include satisfactory participation in an approved alcohol or drug rehabilitation program.
4. Students and employees should be aware that the legal sanctions that may be imposed under current laws regarding the unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol or controlled substances include fines and prison terms ranging from one year to life in prison upon conviction.
5. Students and employees should also be aware that the health risks associated with the abuse of alcohol and the unlawful use of controlled substances include, but are not limited to, memory loss, depression, seizures, falls, accidents, heart and lung diseases, frequent infection, and sudden death.
6. VIU will make a good-faith effort to maintain an alcohol-free and drug-free workplace.

### **Non-Smoking Policy**

Smoking is not permitted within facilities owned or leased by the university nor in university-owned vehicles. Smoking is not permitted within 50 feet of any university facility.

### **Copyright & Fair Use Policies for Software & Other Materials**

VIU, its students, faculty, and employees must comply with the provisions of the United States Copyright Act (Title 17 of the United States Code). Copyright is the right of the creator of a work of authorship to control the use of that work by others. Copyrighted work may not be reproduced, distributed, performed, or adapted by others without the copyright owner's permission. Works protected by copyright include, but are not limited to: literary, musical, and pictorial works; sound recordings, motion pictures, and other audiovisual works; and computer software.

VIU employees shall use computer software only in accordance with the terms of the VIU Computer Software Policy and the licensing agreement

for the software. The university does not condone or support the use of any unauthorized copies of software. All software used by university employees to perform their responsibilities shall be purchased through appropriate procedures.

Violation of copyright law may subject the guilty party to severe civil and criminal penalties. There are some exceptions in United States copyright law such as the fair use doctrine. The fair use doctrine allows limited use of copyrighted material without the permission of the copyright owner for several purposes, including teaching and scholarship. It is the responsibility of each student, faculty, and staff to inform oneself about what is and what is not permissible use of copyrighted material. Copyright and fair use guidelines for students, faculty, and staff can be found on the VIU Library website and are posted in the VIU Library as well as at all photocopy machines at VIU. For additional assistance with copyright and fair use issues, please consult the VIU Librarian.

Violations of VIU's copyright and fair use policies will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, dismissal from the university, and legal action.

## **Student's Records and Release of Information**

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act", which is Section 438 of the General Education Provision Act, VIU has adopted policies and procedures that permit the student the opportunity to view his or her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. The institution will not permit access to or release of confidential information from a student's records to any individual or agency without the written consent of the student, except for the following situations:

1. Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.
2. Records are required by VIU officials in the proper performance of their duties.
3. Organizations are conducting studies for educational and governmental agencies.
4. US government agencies as listed in Public Law 93-380 request information for specific purposes
5. At the request of any Accrediting agencies.

6. Parents of dependent children as defined in the Internal Revenue Code of 1954.
7. Appropriate persons in connection with an emergency.
8. For the purposes of awarding financial aid.
9. In response to legal court orders.

## Program and Policy Changes

This Academic Catalog is current as of the time of printing. From time to time, it may be necessary or desirable for VIU to make changes to the Academic Catalog due to the requirements and standards of the university's accrediting body, state licensing agencies, the US Department of Education, market conditions, and employer needs, among other reasons. VIU reserves the rights to make changes to any provision of the Academic Catalog, including the amount of tuition and fees, academic programs and courses, university policies and procedures, faculty and administrative staff, the Academic Calendar and other dates, and other provisions. VIU also reserves the right to make changes in equipment and instructional materials, modify curriculum, and when size and curriculum permit, to combine classes. The Registrar should be contacted for information concerning any such changes. Changes will be added as an addendum to the Catalog and will be published on VIU's website.

## Regulations for F-1 visa International Students

It is the student's responsibility to comply with all immigration regulations that apply to F-1 visa students. If a student fails to follow these procedures, then they will be considered "Out of Status" and until the student has their F-1 status reinstated, they may NOT be allowed to:

1. Continue to stay and study in the USA.
2. Extend their period of study.
3. Transfer to another school .
4. Travel outside of the USA.
5. Pursue practical training.

### F-1 visa International Students are required to:

1. Keep an **un-expired passport** that is valid for at least six (6) months at all times during their stay in the U.S.
2. Attend the **school that they are authorized** to attend.
3. Make normal **progress towards completing** their program of study.
4. **Special Registration and Change of Address:** Report any change of address to VIU within 10 days of the change. If applicable, comply with Special Registration Procedures for Certain Foreign Nationals. (For more details please contact VIU's ISS Office).

5. **Maintain full-time enrollment:** The full-time course load for graduate programs is 9 credits per semester, and the full-time course load for undergraduate, diploma, and certificate programs is 12 credits per semester. The full-time course load for the ESL program is 20 hours per week.
6. Obtain a **new I-20 for a change in academic or program level** of study.
7. Abide by VIU's **attendance policy**, which requires that all full-time students attend **at least 80%** of all classes.
8. **Vacation:** All F-1 students, including ESL and all degree-seeking students, with no exceptions, are allowed to take vacation only during the official school recesses, semester breaks, and summer terms.
9. Accept **no employment of any kind**, either on- or off-campus, without written permission from VIU's ISS Office and, if necessary, the USCIS.
10. If a student needs to make a **school transfer**, they must do so in a timely fashion. Students must inform VIU of their intention to transfer at least 15 days before the start date of the new semester at VIU. Please note that VIU does not grant any transfer certificates when school is officially in-session.
11. **Obtain an F-1 visa extension of stay as needed:** If a student requires more time to complete their program than that which is authorized on the VIU I-20, they must request a program extension through VIU's ISS Office.
12. **F-1 visa Grace Periods:** After students have completed or terminated their studies, and have completed their authorized period of practical training, if any, they must leave the US within a 60 day period, or change to another immigration status within the time allowed, usually within the first 45 days of the grace period. A student who obtains permission from an International Student Advisor prior to withdrawing from VIU will have 15 days to depart the US. However, a student who withdraws without a prior approval or terminates the course of study has zero (0) days to leave the US. The student must depart the US immediately.
13. **Financial Support:** If there are any changes in their financial status and sponsorship information such as a change in your sponsor or receipt of scholarship and/or other financial aid, the student must report this change to the International Student Advisor within 10 days of this change.
14. Complete a **timely reinstatement application** if the student has become out-of status.

For more information about F-1 visa rules and regulations for international students, please consult with the International Student Advisor in the ISS Office.

## **Opportunities for Practical Training**

The U.S. Government allows F-1 visa holding students two opportunities to gain practical experience related to their field of study.

### **Curricular Practical Training (CPT)**

An F-1 visa student may be authorized by the DSO to participate in a CPT program that is an integral part of an established curriculum. CPT is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. The CPT component of any course is equal to only one (1) or three (3) credit hours. CPT is an optional component of specific degree programs at VIU. Students who wish to pursue the CPT program should consult with the School Dean or the Career Center for the required paperwork and permission.

### **Optional Practical Training (OPT)**

The USCIS permits graduated students in F-1 visa status to work for a limited amount of time in the United States so that they may reinforce what they have learned in university and college degree programs. This benefit is called Optional Practical Training (OPT). OPT allows graduated F-1 visa students to obtain employment in areas related to their academic program of study. OPT is available for periods up to twelve months at each higher academic level, and may be extended under some circumstances in computer program related fields. A job offer is not necessary to apply for OPT and a student may work for one or more employers, change jobs, or look for work during the training period. Students who wish to pursue the OPT program should consult with the ISS office and the Career Center for the required paperwork and permission.

## **Holidays**

The university observes the following holidays, on which there are no classes and administrative offices will be closed:

- New Year's Day (January 1<sup>st</sup>)
- Martin Luther King Day (the third Monday in January)
- Memorial Day (the last Monday in May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the fourth Thursday in November)
- The day after Thanksgiving
- Christmas Day (December 25<sup>th</sup>)



- Winter Break (VIU is closed from December 25<sup>th</sup> through January 2<sup>nd</sup>. VIU will reopen on Monday, January 3<sup>rd</sup>.)

Conversely, the university does not observe the following holidays, on which classes are held:

- Presidents Day (the third Monday in February)
- Columbus Day (the second Monday in October)
- Veterans Day (the second Tuesday in November)

## **Inclement Weather Policy**

- A. Day Classes:** If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the university, announcements will be made on all major local television and radio networks and on the school's website. A makeup class will be scheduled by the instructor.
- B. Midday Closing:** A decision to close the university during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time of a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, if doing so will be fairer to the students. In all cases, the instructor's good sense should prevail. A makeup class will be scheduled by the instructor.

## **Formal Complaint Procedure**

VIU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, we have established a procedure that we hope will address any school-related problem, concern, or complaint. Most academic concerns will be handled by the instructors. Students should first discuss the problem with the instructor and the head of the School, if necessary. If the problem is not resolved at that level, the student should contact the Associate Vice President of Academic Affairs.

The Associate Vice President of Academic Affairs, and all other administrative team members, maintains an open-door policy. Students may express concerns to any administrator. Complaints, however, are best handled by following the above-stated procedure. At the written request of the student, an ad hoc Grievance Committee comprised of the Associate Vice President of Academic Affairs, one senior faculty member, the head of the School, and a staff member will be convened to address concerns which remain unresolved. The ad hoc Grievance Committee will convene within 10 days of a written request. The student will be notified of the committee's decision within three days of the meeting. If after following the above stated procedure, the student feels that his or her

concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education  
for Virginia (SCHEV)  
James Monroe Building, 9<sup>th</sup> Floor  
101 N. 14<sup>th</sup> Street,  
Richmond, VA 23219  
(804) 225-2600  
Institutional Approval Coordinator

Accrediting Council for  
Independent Colleges and  
Schools (ACICS)  
750 First Street NE, Suite 980  
Washington, DC 20002  
(202) 336-6780

VIU ensures that a student will not be subjected to unfair action as a result of initiating a complaint proceeding.

## ACADEMIC PROGRAMS

### A. Graduate Programs

VIU currently (Fall 2010) offers four graduate programs:

1. Master of Business Administration (MBA)
2. Master of Science in Computer Science (MCS)
3. Master of Science in Information Systems (MIS)
4. Master of Arts in TESOL (Teaching English to Speakers of Other Languages) (MAT).

VIU's graduate programs provide a high level of professional education in business administration, computer and information systems, and TESOL. They cover a broad range of subjects, thereby qualifying students for more diverse job opportunities. For the admission requirements and list of materials required for admission to the graduate programs, please refer to the **Application for Admissions** section of the Academic Catalog.

### Graduation Requirements for MBA, MCS, and MIS Programs

All of these degrees are earned by completing the program course requirements of 36 credit hours, 3 credit hours per course, beyond the prerequisite courses. To qualify for the MBA, MCS, or MIS degree, students must meet all credit requirements, as described below.

1. Students enrolled in the graduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B), out of 4.0, and a minimum grade of not less than 2.0 (C), out of 4.0, in all courses to qualify for the MBA, MCS, or MIS degree, to remain in good standing and to graduate.
2. The Maximum Time Frame (MTF) permitted for the completion of any graduate program is 54 semester credits.
3. Only graduate-level courses may be applied toward the degree. A master's student may transfer up to 18 credit hours of graduate credit earned at other accredited institutions.
4. Beyond the prerequisites, the student must have completed 36 credit hours, of which:
  - a. **In MBA:**
    - i. Students enrolled in the International Business Management, International Finance, Marketing Management, Health Care Management and Global Logistics concentrations must complete 18 credit hours of required Core Courses, 12 credit hours of Concentration Courses, and 6 credit hours of Electives.
    - ii. Students enrolled in the Accounting and Human Resources Management concentrations must complete 24 credit hours

of required Core Courses and 12 credit hours of required Concentration Courses.

- b. **In MCS:** 21 credit hours of required Core Courses and 15 credit hours of Elective Courses must have been completed.
  - c. **In MIS:** 21 credit hours of required Core Courses and 15 credit hours of Elective Courses must have been completed.
- 5. No degree credit is earned by a graduate student for any grade below 2.0 (C), out of 4.0, received in a graduate-level course. However, any grades lower than 2.0 (C), out of 4.0, will be calculated in the Grade Point Average.
  - 6. Credit earned with undergraduate courses taken as required prerequisite courses by the graduate student will not be counted toward the total credit requirement for degree completion.

## **VIU Thesis Guide**

The VIU Thesis Guide is designed to assist VIU's graduate students in the SCIS at all stages of the thesis or project process. Students are advised to consult the guide as early into their work as possible as it will help facilitate the process of submitting a thesis or project that conforms to VIU regulations. The thesis must be bound, cataloged, archived, and made available to the university academic community. The downloadable VIU Thesis Guide (available online at [www.viu.edu](http://www.viu.edu) under the SCIS website) provides an overview of the thesis or project process and includes a checklist of procedures to guide students during the writing of their thesis or project.

## **Internships**

Graduate programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience. There are separate internship courses where a student can earn 3 credits, in each program. In some cases, internships can be completed in conjunction with specific courses and the student can earn a portion of the course credit with their internship program. Those courses are marked as "Internship/CPT qualified" in the course lists, as well as in the course descriptions. There are no guarantees that all interested students will be able to participate in internships, as they are based solely on the student's academic credentials, the internship interview, and internship availability. International students must complete the Curricular Practical Training (CPT) authorization process in order to participate in the internship program. For more information on

CPT, see the **Regulations for International Students** section above or contact VIU's Career Center.

## 1. Master of Business Administration (MBA)

VIU's MBA program enables students to gain knowledge in the core business areas of management, finance, marketing, accounting, and decision-making. The program provides students with high quality, professional education in business administration, thereby, qualifying students for more diverse job opportunities. The program aims to:

- Provide a background in the concepts of production, marketing, and business finance.
- Provide a foundation in the methods for decision-making and information technology.
- Develop management practitioners who embrace change creatively for the benefit of business.
- Provide individuals the capacity and the discipline necessary for continuous learning.

### Structure of the MBA Program

There are seven different areas of concentration in VIU's MBA program: International Business Management, Marketing Management, International Finance, Health Care Management, Global Logistics, Accounting, and Human Resources Management. This degree is earned by completing the program course requirements of 36 credit hours, at 3 credit hours per course, beyond the prerequisite courses.

**MBA Program Prerequisites:** Applicants seeking admission into the MBA program who have no previous business background and whose bachelor's degrees are not related to business are required to take VIU's MBA Program Prerequisite Courses listed below:

Course Code	Course Name	Credits
ACCT 201	Principles of Financial Accounting	3
BUSS 303	Principles of Finance	3
ECON 101	Principles of Economics I	3
STAT 200	Introduction to Statistics	3

These program prerequisites are co-requisites and may be taken at the same time. Additionally, the Dean or Associate Dean at his/her discretion has the authority to issue permission or waiver for these courses. Students also have an option of testing out of these courses or provide other evidence of content knowledge through certifications, successful completion similar courses, or training certificates.

## Structure of MBA Concentrations

- International Business Management
- Marketing Management
- International Finance
- Health Care Management
- Global Logistics

**MBA Core Courses (18 Credits):** Core Courses provide students with the skills and knowledge that all managers need. Each candidate must complete the following six (6) Core Courses.

Course Code	Course Name	Credits
MBA 511	Managerial Finance	3
MBA 512	Project & Cost Management	3
MBA 513	Organizational Behavior & Human Resources Management	3
MBA 515	Applied Statistics for Management Science	3
MBA 516	Strategic Management	3
MBA 611	Legal & Ethical Environment Of Business	3

**MBA Concentration Courses (12 Credits):** Students must specialize in one of the following concentrations during the second year of their study. Students must take MBA 627: Advanced Research Project (3 credits) and choose three (3) courses (9 credits) from the Concentration Courses for a total of 12 credits.

**MBA 627: Advanced Research Project** is a capstone course that provides MBA students with the opportunity to integrate and build upon what they have learned in their various fields of business study and to utilize this knowledge in the analysis of complex business problems. The course allows students to apply the knowledge gained in earlier courses through actual business cases, preferably with local Northern Virginia-based companies.

### A. International Business Management (4 courses - 12 credits)

Course Code	Course Name	Credits
MBA 612	International Management*	3
MBA 613	Enterprise Resource Planning*	3
MBA 614	International Finance*	3
MBA 615	International Strategy*	3

MBA 616	International Marketing*	3
MBA 617	Import / Export Management*	3
MBA 627	Advanced Research Project*	3

*\* Internship / CPT qualified course.*

## **B. Marketing Management** (4 courses – 12 credits)

Course Code	Course Name	Credits
MBA 616	International Marketing*	3
MBA 622	Marketing Research*	3
MBA 623	Sales Management*	3
MBA 624	Advertising & Promotion*	3
MBA 625	Effective Negotiation*	3
MBA 626	Consumer Behavior*	3
MBA 627	Advanced Research Project*	3

*\* Internship / CPT qualified course.*

## **C. International Finance** (4 courses - 12 credits)

Course Code	Course Name	Credits
MBA 614	International Finance*	3
MBA 618	International Economics & Trade*	3
MBA 620	Long-Term Financial Decisions*	3
MBA 621	Trading & Risk Management*	3
MBA 627	Advanced Research Project*	3
MBA 634	Operations Management*	3

*\* Internship / CPT qualified course.*

## **D. Health Care Management** (4 courses - 12 credits)

Course Code	Course Name	Credits
MBA 613	Enterprise Resource Planning*	3
MBA 627	Advanced Research Project*	3
MBA 634	Operations Management*	3
MBA 640	The Health Services System*	3
MBA 641	Economics of Health Care & Policy*	3
MBA 642	Financial Management of Health Institutions*	3
MBA 643	Legal Aspects of Health Care*	3

*\* Internship / CPT qualified course.*

## E. Global Logistics (4 courses - 12 credits)

Course Code	Course Name	Credits
MBA 616	International Marketing*	3
MBA 617	Import/Export Management	3
MBA 627	Advanced Research Project*	3
MBA 628	Global Sourcing and Logistics*	3
MBA 650	European Union Policy-Making in a Global Context*	3
MBA 651	International Economics and Politics: Asia and the Pacific*	3

*\* Internship / CPT qualified course.*

**MBA Elective Courses (6 credits):** Students must take two (2) additional courses from any of the concentrations or they may take two (2) of the following courses:

Course Code	Course Name	Credits
MBA 631	Current Topics in Business	3
MBA 633	Business Planning and Development*	3
MBA 634	Operations Management*	3
MBA 635	Managerial Communication	3
MBA 636	Managerial Accounting*	3
MBA 652	International Industrial Development Strategies: Privatization*	3
MBA 653	Nations, Politics, and Markets: A Cost Benefit Analysis*	3
MBA 560	Graduate Internship I	3
MBA 660	Graduate Project Internship II	3
CAR 600	Career Planning and Development	3

## Structure of MBA Concentrations

- Accounting
- HR Management



**MBA Core Courses (24 Credits):** Core Courses provide students with the skills and knowledge that all managers need. Each candidate must complete the following eight (8) Core Courses.

Course Code	Course Name	Credits
MBA 511	Managerial Finance	3
MBA 512	Project & Cost Management	3
MBA 513	Organizational Behavior & HR Management	3
MBA 516	Strategic Management	3
MBA 611	Legal & Ethical Environment Of Business	3
MBA 627	Advanced Research Project*	3
MBA 616	International Marketing	3
MIS 552	Introduction to Information Systems	3

*\* Internship / CPT qualified course.*

**MBA Concentration Courses (12 Credits):** Students must specialize in one of the following concentrations during the second year of their study.

#### **F. Accounting** (4 courses – 12 credits)

Course Code	Course Name	Credits
MBA 654	Accounting Information Systems*	3
MBA 608	Financial Reporting and Decision Making*	3
MBA 636	Managerial Accounting*	3
MBA 610	Taxation of Business Entities*	3

*\* Internship / CPT qualified course.*

#### **G. Human Resources Management** (4 courses - 12 credits)

Course Code	Course Name	Credits
MBA 538	Compensation and Benefits*	3
MBA 536	Labor Relations*	3
MBA 523	HR Law*	3
MBA 551	Conflict Resolution*	3

*\* Internship / CPT qualified course.*

#### **Pre-MBA Program**

Students who have earned their bachelor's degree with less than 120 undergraduate credits can be given conditional admission to the MBA program, provided they enroll in and successfully complete the Pre-MBA

courses. Successful completion of the Pre-MBA courses will allow these students to complete the undergraduate credit requirement of 120, and enter into the MBA program.

The following courses represent Pre-MBA program requirements. If a Pre-MBA Core course has been completed in prior study, students can select alternative courses from the Pre-MBA Electives to fulfill the credit requirements. If none of the Pre-MBA Electives is an option, then student may take other BBA courses with the approval of the Dean.

### ***Pre-MBA Courses***

#### ***Pre-MBA Core Courses:***

1. ACCT 201 Principles of Financial Accounting
2. STAT 200 Introduction to Statistics
3. ECON 101 Principles of Microeconomics
4. BUSS 303 Principles of Finance
5. BUSS 312 Organizational Theory & HR Management
6. ENG 145 Academic Writing
7. GEC 103 Oral Communication Skills
8. BUSS 302 Principles of Marketing

#### ***Pre-MBA Elective Courses:***

1. ECON 102 Principles of Macroeconomics
2. BUSS 322 Marketing Research
3. BUSS 456 Project Management
4. BUSS 307 Business Law I

## **2. Master of Science in Information Systems (MIS)**

The Master of Science in Information Systems (MIS) is designed to prepare students for positions in the information systems field. The curriculum is focused on gaining a better understanding of the use of information systems to enhance business processes and the decision-making process associated with them. Business theory is merged with information systems theory to prepare leaders for success in public and private business environments. Practical applications are emphasized throughout the curriculum.

### **MIS Program Objective**

VIU's Master of Science in Information Systems (MIS) program is the study of information systems, including their design, development, deployment, and usage in various organizations. Research in this field covers a wide range of topics including design and architecture, deployment and execution, adoption of information technology in organizations, human factors in information systems, knowledge

acquisition, expert systems, systems analysis and design methods, object-oriented enterprise modeling, knowledge-based systems to support database design, automated mediation in group support systems, and distributed information systems.

The program teaches students the significance of an effective information system for any organization and the creation and execution of an information system for achieving an organization's objective. Students will be able to use technology as a competitive advantage and understand how technology helps to achieve the key business goals of an organization.

Graduates of this program can anticipate the following types of careers:

- Analyst in information system development projects.
- IT consultant for projects that include a substantial dependence on information systems.
- Research and development of information technologies and related products and services.
- Designer/analyst in start-up IT companies.
- Instructor at a college or university teaching information systems-related courses.

VIU's MIS program is generally completed within two years full time. It consists of seven (7) Core Courses (21 credits) and five (5) Elective Courses (15 credits). Electives cover the essential areas of computer science theory and application and provide an opportunity for students to develop and fine-tune specific computer science skills according to their areas of interest.

## MIS Program Prerequisites

All new MIS students need certain basic skills to succeed in the MIS program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin work on the Core Courses.

Course Code	Course Name	Credits
<b>Programming Language*</b>		
CS 311*	Principles of Programming Languages	3
CS 326*	Object Oriented Programming	3
CS 328*	Programming with C/C++	3
<b>Statistics *</b>		

### Database

CS 423	Database Concepts	3
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*\* For Programming Languages, CS 311 or CS 326 or CS 328 must be satisfied. For Statistics, one of the listed courses must be satisfied.*

These program prerequisites are co-requisites and may be taken at the same time. Additionally, the Dean or Associate Dean at his/her discretion has the authority to issue permission or a waiver for these courses.

### MIS Degree Requirements

The MIS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses. MIS degree courses are MIS 500 and MIS 600 level courses.

Area	# of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
<b>Total</b>	<b>12</b>	<b>36</b>

### MIS Core Courses

MIS Core Courses provide students with the skills and knowledge needed by all information systems professionals. Along with the knowledge of the specific technical areas of information systems, these courses are designed to improve communication skills.

Each candidate must satisfactorily complete the following seven (7) Core Courses (21 credits):

Course Code	Course Name	Credits
MIS 551	Research Methods	3
MIS 552	Introduction to Information Systems	3
MIS 554	Systems Analysis and Design	3
MIS 555	Database Management Systems	3
MIS 558	Information Systems Security	3
MIS 560	Software Engineering	3
MIS 561	Systems Communication and Networking	3

## MIS Elective Courses

In addition to Core Courses, students are required to choose five (5) additional Elective Courses according to their interests from the following:

Code	Course Name	Credits
MIS 611	Special Topics in IT*	3
MIS 617	Security Management	3
MIS 619	Network Security/Security in Distributed Systems	3
MIS 641	IT Project Management*	3
MIS 651	Technology and Development of E-Business	3
MIS 652	Operating Systems	3
MIS 655	Management Information Systems in Supply Chain Management Technology	3
MIS 656	E-Commerce and Internet Security	3
MIS 658	Wireless Communications and Networking	3
MIS 661	Master's Thesis I	3
MIS 662	Software Testing & Quality Assurance*	3
MIS 663	Information Architecture and Knowledge Management	3
MIS 664	Master's Thesis II	3
MBA 512	Project and Cost Management	3
MIS 591	Graduate Internship in Computer Science / Information Systems Level I	3
MIS 691	Graduate Internship in Computer Science / Information Systems Level II	3
CAR 600	Career Planning and Development	3

*\* Internship / CPT qualified course.*

Please refer to the MIS Courses section in the Academic Catalog for course descriptions.

## Pre-MIS Program

Students who have earned their bachelor's degree with less than 120 undergraduate credits can be given conditional admission to the MIS program, provided they enroll in and successfully complete the Pre-MIS courses. Successful completion of the Pre-MIS courses will allow these

students to complete the undergraduate credit requirement of 120, and enter into the MIS program.

The following courses represent Pre-MIS program requirements. If a Pre-MIS Core course has been completed in prior study, students can select alternative courses from the Pre-MIS Electives to fulfill the credit requirements. If none of the Pre-MIS Electives is an option, then student may take other BCS courses with the approval of the Dean.

### ***Pre-MIS Courses***

#### ***Pre-MIS Core Courses:***

1. CS 110 Computer Science I
2. CS 311 Principles of Programming Languages
3. CS 316 Software Engineering
4. CS 326 Object Oriented Programming
5. CS 328 Programming with C++
6. CS 355 Essentials of Networking
7. CS 423 Database Concepts
8. MATH 337 Introduction to Probability and Statistics

#### ***Pre-MIS Elective Courses:***

1. CS 270 Computer Science II
2. ENG 301 Business English

### **3. Master of Science in Computer Science (MCS)**

The Master of Science in Computer Science (MCS) program is designed to appeal to a broad range of individuals. The program balances theory with practice, offers an extensive set of traditional and state-of-the-art courses, and provides the necessary flexibility to accommodate students with various backgrounds, including computer professionals who want to expand their understanding of computer science, as well as individuals whose undergraduate degrees are not in computer science but wish to broaden their knowledge in computing. The program also provides the background necessary to continue the study of computer science at the doctoral level. Students may choose a thesis option which requires two semesters of study under the direction of a faculty member in which the student gains an understanding of an area of current research and contributes to the state of the art in that area.

#### **MCS Program Objective**

VIU's MCS program is the study of computer science theory and its application. The objective of the program is to provide graduates with a solid foundation in the theory of computer science; apply the theory to

the practice of computing, prepare students for productive long-term careers in industry, government, and academia; and to develop the foundation for continuing education and growth in the field of computer science. MCS graduates will become key contributors to computer science research and applied computer science and can further their education by entering a doctoral degree program. Students will demonstrate a broad knowledge of computer science and a focused understanding of their area of expertise. They will apply their knowledge and analytical skills to create effective and novel solutions to practical problems. Student will communicate effectively and work both collaboratively and independently. Students will study computer science from a theoretical perspective including such subjects as algorithms, automata, and formal languages. Students will also study computer science systems areas such as computer architecture, networking, and operating systems. In addition, students will study application areas such as database and graphics as well as software engineering and programming. Student will be able to apply these skills to achieve key business objectives for organizations.

- Graduates of the MCS program can anticipate the following types of computer science professional careers: Computer scientist in the role of researcher, theorist or inventor.
- Computer engineer or designer for hardware based organizations.
- Consultant for projects that include a substantial dependence on computer science.
- Research and development in computer science and related disciplines.
- Application and system programmers or developers.
- Software system architect.
- Instructor at a college or university teaching computer science-related courses.

## MCS Program Prerequisites

All new MCS students need certain basic skills to prepare them to succeed in the MCS program. The MCS degree provides a broad understanding of computer science theory and technology. Students who do not have the required background need to take some or all of the prerequisites before taking the Core Courses. Thus to be successful, students must have a background in the following areas:

Code	Course Name	Credits
<b>Math, Statistics, and Theory</b>		
CS 270*	Computer Science I	3

CS 467*	Design and Analysis of Algorithms	3
MATH 250*	Discrete and Combinatorial Mathematics	3
MATH 337*	Introduction to Probability and Statistics	3
<b>Systems</b>		
CS 324*	Computer Architecture	3
CS 326* or CS 328*	Object Oriented Programming or Programming with C/C++	3
<b>Applications</b>		
CS 423*	Database Concepts	3

*\*Core Course program prerequisites. Core Course program prerequisites and other program prerequisites above may also apply to Elective Courses. Depending on the background of the student, the School Dean or Associate Dean may waive some of these prerequisites at his/her discretion.*

## MCS Degree Requirements

The MCS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses. MCS degree courses are CS 500, CS 600, MIS 500, and MIS 600 level courses. To qualify for the MCS degree, students must meet all credit requirements, as described below.

VIU's MCS program is generally completed within two years full time. It consists of seven (7) Core Courses (21 credits) and five (5) Elective Courses (15 credits). Electives cover the essential areas of computer science theory and application and provide an opportunity for students to develop and fine-tune specific computer science skills according to their areas of interest.

Area	# of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
<b>Total</b>	<b>12</b>	<b>36</b>

## MCS Core Courses

MCS core courses provide the skills and knowledge needed for computer science professionals with the foundation necessary to pursue their goals in industry, government, or research. Each candidate must satisfactorily complete the following seven (7) Core Courses (21 credits):

Code	Course Name	Credits
CS 511	Computer Architecture and Implementation	3
CS 561	Algorithm Analysis	3



CS 571	Automata and Formal Languages	3
CS 573	Compiler Construction	3
MIS 551	Research Methods	3
MIS 555	Database Management Systems	3
MIS 652	Operating Systems	3

## MCS Elective Courses

In addition to the Core Courses, students are required to choose five (5) additional Elective Courses (15 credits), according to their interests, from the following:

Code	Course Name	Credits
CS 621	Introduction to Artificial Intelligence	3
CS 625	Natural Language Processing	3
CS 627	Data Mining*	3
CS 631	Systems Programming	3
CS 635	Programming Languages and Systems*	3
CS 641	Advanced Operating Systems	3
CS 651	Advanced Database Management Systems	3
CS 655	Advanced Computer Graphics	3
CS 693	Special Topics in Computer Science*	3
CS 695	Master Thesis I	3
CS 696	Master Thesis II	3
MIS 554	Systems Analysis and Design	3
MIS 560	Software Engineering	3
MIS 561	System Communications & Networking	3
CAR 600	Career Planning & Management	3
CS 591	Graduate Internship in Computer Science / Information Systems Level I	3
CS 691	Graduate Internship in Computer Science / Information Systems Level II	3

\* Internship / CPT qualified course.

Please refer to the MCS Courses and CS Courses sections in the Academic Catalog for course descriptions.

## Pre-MCS Program

Students who have earned their bachelor's degree with less than 120 undergraduate credits can be given conditional admission to the MCS program, provided they enroll in and successfully complete the Pre-MCS

courses. Successful completion of the Pre-MCS courses will allow these students to complete the undergraduate credit requirement of 120, and enter into the MCS program.

The following courses represent Pre-MCS program requirements. If a Pre-MCS Core course has been completed in prior study, students can select alternative courses from the Pre-MCS Electives to fulfill the credit requirements. If none of the Pre-MCS Electives is an option, then student may take other BCS courses with the approval of the Dean.

### ***Pre-MCS Courses***

#### ***Pre-MCS Core Courses:***

1. CS 270/CS 213 Computer Science II
2. CS 324 Computer Architecture
3. CS 326 Object Oriented Programming
4. CS 328 Programming with C++
5. CS 423 Database Concepts
6. CS 467 Design and Analysis of Algorithms
7. MATH 250 Discrete & Combinatorial Mathematics
8. MATH 337 Introduction to Probability and Statistics

#### ***Pre-MCS Elective Courses:***

1. CS 110 Computer Science I
2. CS 235 Introduction to Logic
3. CS 311 Principles of Programming Languages
4. CS 438 Computer Graphics

## **4. Master of Arts in TESOL (MAT)**

VIU's MA in TESOL (Teaching English to Speakers of Other Languages) or (MAT) program prepares its students to work as English language teachers in a world where the global need for English language skills is growing. Upon successful completion of the program, students will have a solid linguistic and pedagogical base for teaching English to speakers of other languages. Students will also gain valuable classroom experience through observation and supervised teaching. Our graduates will be qualified to teach English in a variety of educational settings in the US and abroad, such as intensive language programs, private language schools, adult education programs, and English as a foreign language programs in non-English speaking countries.

**Program-Specific Admission Requirements:** Admission to the program does not require any previous course work in pedagogy or language studies. A bachelor's degree in any field that satisfies the 120

credit hour requirement and evidence of sufficient English proficiency are required for admission.

**Program Structure:** VIU's MA in TESOL program is generally completed within four semesters of full-time study. A total of 36 credits (12 courses) are required for graduation. The required minimum cumulative GPA for this program is 3.0. The program consists of seven (7) Core Courses (21 credits) and five (5) Elective Courses (15 credits).

**Core Courses:** Students must take all seven (7) Core Courses (21 credits). The Core Courses provide the students with the skills and knowledge needed by all TESOL professionals (a strong background in language teaching methodology, understanding of the nature of human language and the structure of English, and familiarity with the basic principles of language acquisition, testing, assessment, and curriculum design). The Practicum course gives the students a chance to observe experienced teachers, reflect on and formulate their ideas about teaching and learning, and gain classroom experience through supervised teaching.

Course Code	Course Name	Credits
TSL 505	Introduction to Language and Linguistics	3
TSL 510	Methods of Teaching	3
TSL 515	Structure of English	3
TSL 520	Language Acquisition Theories	3
TSL 525	Practicum	3
TSL 530	Curriculum Materials and Design	3
TSL 535	Assessment	3

**Elective Courses:** Students must take five (5) of the following Elective Courses (15 credits). The Elective Courses provide an opportunity for students to develop specific skills and interests, ranging from intercultural communication to program administration. Our optional internship course gives the students an opportunity to practice and apply their newly acquired skills and knowledge, or to research an issue or a problem that arose from their teaching experience or prior course work. Students who plan to become language program administrators may choose to take up to two (2) courses with TSLB course codes. These courses are managed by VIU's School of Business; a consultation with a School of Business academic advisor is recommended prior to registering for these courses.

Course Code	Course Name	Credits
TSL 550	Special Topics in TESOL	3

TSL 600	Sociolinguistics and the ESL Classroom	3
TSL 605	Intercultural Communication	3
TSL 610	Teaching Pronunciation	3
TSL 615	Teaching Second Language Reading	3
TSL 620	Teaching Second Language Writing	3
TSL 625	Teaching with Technology	3
TSL 630	TESOL Internship	3
TSLB 651	Principles of Management	3
TSLB 652	Principles of Marketing	3
TSLB 653	Organizational Theory & HR Management	3

## B. Undergraduate Programs

VIU currently (Fall 2010) offers two undergraduate programs:

1. Bachelor of Science in Business Administration (BBA)
2. Bachelor of Science in Computer Science (BCS)

VIU's undergraduate programs provide a high level of professional education in business administration and computer science studies. They cover a broad range of subjects, thereby qualifying students for more diverse job opportunities. For the admission requirements and list of materials required for admission to the undergraduate programs, please refer to the **Application for Admissions** section of the Academic Catalog.

## Graduation Requirements for Undergraduate Programs

An undergraduate degree at VIU can be earned by completing the program minimum course requirements of 120 credit hours. Normally courses, including the General Education Courses (GEC), are three (3) credit hours. To qualify for the bachelor's degree, students must meet all credit requirements as described below:

1. Students enrolled in any undergraduate program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 (B), out of 4.0, and a minimum grade of not less than 0.7 (D-), out of 4.0, in all courses to remain in good standing and to graduate.
2. The maximum number of credits permitted for the completion of any undergraduate program is 180 semester credits.
3. Undergraduate students may transfer up to 60 semester hours of college credits earned at other accredited institutions.
4. No degree credit is earned by a student for any grade below 0.7(D-), out of 4.0, received in an undergraduate-level course. However, any

grades lower than 0.7 (D), out of 4.0, will be calculated in the Grade Point Average (GPA).

5. Including GEC, Foundational Core, Professional Core, Concentration, and Elective Courses, the student must have completed a minimum of 120 semester credits. The required distribution of these credits is shown under the detailed description of each undergraduate program.

### **General Education Courses (GEC) (12 Courses - 36 Credits)**

VIU's General Education requirements are designed to give each student a breadth of experience by exposing them to a variety of academic disciplines. These learning experiences provide an introductory basis to fields of study and discuss how each discipline conducts its research, thus adding to general knowledge. General Education Courses (GEC) are designed to help students develop a useful perspective on cultural, political, scientific, and economic issues.

Undergraduate students are required to meet the General Education requirements listed below. Students should choose twelve (12) courses from the list below in consultation with their academic advisor. All of those 12 courses should be taken during the two first years of academic study.

### **Distribution of GEC Courses**

#### **Mandatory Courses: (7 Courses – 21 Credits)**

<b>Course code</b>	<b>Course name</b>	<b>Credit</b>
GEC 101	English Composition	3
GEC 103	Oral Communications Skills	3
GEC 108	Business English	3
GEC 140	Introduction to Humanities	3
ENG 145	Academic Writing	3
MATH 101	Pre-Calculus	3
MATH 151	Calculus I	3

#### **Social Sciences: (3 Courses – 9 Credits)**

<b>Group A (1 Course – 3 Credits)</b>		
GEC 130	Psychology	3
GEC 131	Sociology	3

GEC 132	Philosophy	3
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### Group B (2 Courses – 6 Credits)

GEC 110	World History	3
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GEC 112	World Geography	3
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GEC 114	Comparative Government	3
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### Laboratory Sciences: (2 Courses – 6 Credits)

Course code	Course name	Credit
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GEC 120	General Chemistry	3
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GEC 122	College Physics	3
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GEC 124	General Biology	3
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GEC 126	Introduction to Geology	3
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Course offerings may vary from time to time without prior notice. Please consult your academic advisor before you make your choice. See the GEC Courses section of the Academic Catalog for GEC course descriptions.

### Internships

There are separate internship courses where a student can earn 3 credits, in each program. In some cases, internships can be completed in conjunction with specific courses and the student can earn a portion of the course credit with their internship program. Those courses are marked as “Internship/CPT qualified” in the course lists, as well as in the course descriptions. There are no guarantees that all interested students will be able to participate in internships, as they are based solely on the student’s academic credentials, the internship interview, and internship availability. International students must complete the Curricular Practical Training (CPT) authorization process in order to participate in the internship program. For more information on CPT, see the **Regulations for International Students** section above or contact VIU’s Career Center.

### 1. Bachelor of Science in Business Administration (BBA)

The Bachelor of Science in Business Administration program prepares qualified students for leadership positions in the 21st century global marketplace. Future leaders will need to balance the goals of economic success with the constraints of greater social and environmental responsibility. Students are instructed by a distinguished faculty and learn

to integrate changing human and information resources with continually developing technology, while nurturing the entrepreneurial spirit that has always been one of the key characteristics to successful businesses and management. The School of Business offers a Bachelor of Science in Business Administration degree in the following three concentrations: International Business, Marketing, and Finance. In business organizations and situations, VIU BBA graduates will be able to:

- Conceptualize a complex issue into a coherent, persuasive written or oral statement.
- Use critical thinking skills to evaluate information, solve problems, and make sound decisions.
- Use information technology in decision-making.
- Apply general concepts of ethical behavior in dealing with stakeholders.
- Understand the importance of group dynamics in achieving organizational goals and use the skills needed for effective teamwork.
- Understand the importance of culture and diversity.

### Structure of BBA Program

The BBA degree requires 40 courses, each course consists of 3 credit hours. Students will complete 84 credit hours of Foundational Core, Professional Core and Concentration Courses, and 36 credit hours of General Education Courses, for a total of 120 credit hours.

Area	# of Courses	Credit Hours
General Education	12	36
Foundation Core	6	18
Professional Core	12	36
Concentration	6	18
Elective	4	12
<b>Total</b>	<b>40</b>	<b>120</b>

### Foundation and Core Courses: (18 Courses - 54 Credits)

All business administration students will take the same Foundation and Core Courses.

### Foundational Core Courses (8 Courses - 24 Credits)

Course code	Course name	Credit
CAR 100	Career Planning and Development	3
COMP 124	Information Technology	3
BUSS 210	Introduction to Business	3

BUSS 301	Principles of Management	3
BUSS 302	Principles of Marketing	3
ACCT 201	Principles of Financial Accounting	3
COMP 127	Office Applications	3
STAT 200	Introduction to Statistics	3

### **Professional Core Courses** (10 Courses - 30 Credits)

<b>Course code</b>	<b>Course name</b>	<b>Credit</b>
ACCT 202	Principles of Managerial Accounting	3
ACCT 305	Accounting Information Systems	3
ECON 101	Principles of Microeconomics	3
ECON 102	Principles of Macroeconomics	3
BUSS 303	Principles of Finance	3
BUSS 307	Business Law I	3
BUSS 312	Organizational Theory & HR Management	3
BUSS 406	Operations Management	3
BUSS 407	Political & Social Environment of Business	3
BUSS 480	Senior Business Research Project*	3

*\* Internship / CPT qualified course.*

**Concentration Courses: (6 Courses - 18 Credits)** All Concentration Courses should be taken during the third and fourth years of study. Some of these Concentration Courses may be replaced with Elective Courses. Elective Course offerings may vary and are subject to change without prior notice.

**A. Finance: (6 Courses - 18 Credits)** The Finance concentration prepares students to examine the decision-making process and the role of markets in the allocation of both real and financial resources. It integrates the fields of finance and business economics. Students will explore both theoretical and applied concepts in the related fields of corporate finance, investment, speculative and financial markets, real estate, banking, industrial organization, and public policy towards business. Balanced emphasis is placed on both primary theory and its application to business problems.



Course code	Course name	Credit
BUSS 314	Corporate Finance*	3
BUSS 420	Introduction to Investment Banking*	3
BUSS 430	Financial Analysis & Valuations*	3
BUSS 444	International Finance*	3
ECON 207	Intermediate Microeconomics*	3
ECON 208	Intermediate Macroeconomics*	3

*\* Internship / CPT qualified course.*

**B. International Business: (6 Courses - 18 Credits)** The International Business concentration provides a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments.

Course code	Course name	Credit
BUSS 154	Introduction to Import/Export*	3
BUSS 340	International Business*	3
BUSS 420	Introduction to Investment Banking*	3
BUSS 442	International Marketing*	3
BUSS 443	International Strategy*	3
BUSS 444	International Finance*	3

*\* Internship / CPT qualified course.*

**C. Marketing: (6 Courses - 18 Credits)** The Marketing concentration prepares students for careers in any sector of this exciting field. A wide range of course options allow students to acquire a strong general background in marketing or to specialize in one of the sub disciplines of the field, for example, internet marketing.

Course code	Course name	Credit
BUSS 322	Marketing Research*	3
BUSS 421	Advertising and Promotion*	3
BUSS 422	Sales Management*	3

BUSS 423	Services Marketing*	3
BUSS 424	Non-Profit Marketing*	3
BUSS 442	International Marketing*	3

*\* Internship / CPT qualified course.*

**Elective Courses: (4 Courses - 12 Credits)** Students are encouraged to consult with their academic advisor prior to choosing their Elective Courses from among the following:

Course code	Course name	Credit
BUSS 165	Small Business Management	3
BUSS 314	Corporate Finance	3
BUSS 321	Consumer Behavior	3
BUSS 348	Public Relations	3
BUSS 420	Introduction to Investment Banking	3
BUSS 425	Internet Marketing	3
BUSS 430	Financial Analysis and Valuations	3
BUSS 456	Project Management	3
BUSS 470	Business Law II	3
LANG 244	Foreign Language I	3
LANG 245	Foreign Language II	3
BUSS 260	Internship Level I	3
BUSS 261	Internship Level II	3
BUSS 360	Internship Level III	3
BUSS 460	Internship Level IV	3

**Other Elective Course Options:** Students can take courses from other business concentrations as an elective. Taking six courses from another concentration will allow students to obtain a degree with two concentration areas. Student may also take elective courses from the School of Computer Information Systems concentration core courses with the permission of the Dean of SCIS.

## 2. Bachelor of Science in Computer Science (BCS)

VIU's location in the Northern Virginia area, "Silicon Valley II," means that graduates of our Computer Science program have ample opportunities to move immediately into employment or go on to advanced study.

The curriculum for the Bachelor of Science in Computer Science degree is designed to give a student a state of the art education in both the theory and practice of computer science. Upper-level courses involve students in team projects that emphasize industrial processes and practices.

The program provides a blend of theory and applications, preparing students for a variety of computer science and software engineering positions in scientific and business fields, and lays the foundation for graduate studies employment in a wide range of industrial and technological environments.

### BCS Program Objective

The Bachelor of Science in Computer Science program educates and trains students to create solutions for information systems-based needs and problems in commercial, financial, governmental, or other types of organizations. The approach of this degree program is to integrate theoretical and practical aspects of information technology and business systems.

VIU's Bachelor of Science in Computer Science program emphasizes the design and use of computer technology to develop information processing systems. The program provides students with broad range of computer knowledge and practical skills required in most of business and industry areas today. Successful graduates are awarded a Bachelor of Science in Computer Science degree. No concentration is associated with this degree.

### BCS Degree Requirements

The Bachelor of Science in Computer Science requires 40 courses: 12 (twelve) General Education Core Courses (GEC), 18 (eighteen) Professional Core Courses and 10 (ten) Elective Courses.

Area	# of Courses	Credit Hours
General Education	12	36
Professional Core	18	54
Elective	10	30
<b>Total</b>	<b>40</b>	<b>120</b>

### Professional Core Courses

Students need to take 14 computer science Core courses including Senior Computer Design Project I and II (CS 498 and CS 499) in their third and fourth year of study at VIU.

Course Code	Course Name	Credits
CS 110	Computer Science I	3
CS 215	Digital Design	3
CS 223	Ethics in Computer Science	3
CS 270	Computer Science II	3
CS 311	Principles of Programming Languages	3
CS 316	Software Engineering	3
CS 324	Computer Architecture	3
CS 326	Object Oriented Programming	3
CS 345	Operating Systems	3
CS 423	Database Concepts	3
CS 456	Computer Networks	3
CS 467	Design and Analysis of Algorithms	3
CS 498	Senior Computer Design Project I	3
CS 499	Senior Computer Design Project II	3
MATH 220	Calculus II (Analytical Geometry)	3
MATH 250	Discrete & Combinatorial Mathematics	3
MATH 337	Introduction to Probability and Statistics	3
MATH 360	Linear Algebra	3

### Electives (6 Courses – 18 Credits)

Students are also required to take six (6) Elective courses from the following list:

Course Code	Course Name	Credits
CS 328	Programming with C/C++	3
CS 355	Essentials of Networking*	3
CS 360	Web Development Methods*	3
CS 438	Computer Graphics	3
CS 445	Distributed Systems	3
CS 458	Principles of Network Security	3
CS 460	Theory of Computation	3

CS 475	Special Topics in Computer Science*	3
CAR 100	Career Planning and Development	3
CS 391	Internship Level I	3
CS 392	Internship Level II	3
CS 491	Internship Level III	3
CS 492	Internship Level IV	3

\* *Internship CPT qualified / course.*

See the BCS section of the Academic Catalog for course descriptions.

## C. Certificate Programs

### 1. Business Certificate Programs

In today's hyper-competitive job market, professionals are actively pursuing continuing education and professional certification to put them on the fast track to success. Corporations are constantly evolving, continuously adding new standards, and constantly requiring employees to learn new skill sets. VIU's business certificate programs provide career professionals with new concepts, best-practice techniques and proven strategies for management in today's competitive business world. The certificate programs described below are designed to give the student specific, up-to-date skills that are demanded by employers. The following business certificate programs are one year (two semesters) programs.

**Note:** Some certificate students taking regular business courses may be exempt from mandatory prerequisites.

**A. International Business:** The International Business Certificate program is designed to provide information about international business that can be adapted to an administrative staff. Students will acquire an awareness of the importance of cultural, religious, and language differences when doing business abroad and/or with international or multinational companies.

**Length of the program:** 2 Semesters

**Graduation Award:** Certificate

Course Code	Course Name	Credits
BUSS 154	Introduction to Import/Export Management	3
BUSS 312	Organizational Theory & HR Management	3

BUSS 340	International Business	3
BUSS 442	International Marketing	3
BUSS 444	International Finance	3
GEC 103	Oral Communication Skills	3
ENG 145	Academic Writing	3
ECON 101	Principles of Microeconomics	3
<b>Total Credits</b>		<b>24</b>

**B. Small Business Management:** This Small Business Management Certificate program is designed to acquaint current and potential small business owners and employees with the business fundamentals essential to starting and operating a successful small business. This program will teach students vital skills and proven management techniques that today's success entrepreneurs already know and use.

**Length of the program:** 2 Semesters

**Graduation Award:** Certificate

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
ACCT 201	Principles of Financial Accounting	3
BUSS 165	Small Business Management	3
COMP 127	Office Applications	3
BUSS 302	Principles of Marketing	3
BUSS 303	Principles of Finance	3
BUSS 307	Business Law I	3
BUSS 312	Organizational Theory & HR Management	3
ECON 101	Principles of Microeconomics	3
<b>Total Credits</b>		<b>24</b>

**C. Medical Administrative Assistant:** VIU's Medical Administrative Assistant Certificate program is designed to teach individuals the key concepts of medical billing, office management, maintaining medical records, interacting with patients, and other routine administrative office duties; including but not limited, to scheduling patient appointments, taking phone calls, and customer service.

The program is designed to include extensive instruction in medical terminology, medical related procedures, insurance billing, and claims reimbursement. In addition to these, the student will be given instruction in various medical related software for data protection and transmission, as well as in basic anatomy and ethics.

The hands-on training and knowledge students will obtain throughout the course of study will make candidates prepared for a fast-paced work environment where they can be depended on for their ability to multi-task and know every aspect of their position.

Graduates from VIU's Medical Administrative Assistant Certificate program will be able to use their skills in a variety of areas in the DC-Metropolitan area, as well as outside the region and on a global scale. Typical places where this type of certificate is accepted might include hospitals, physician's offices, clinics, and laboratories.

**Length of the program:** 2 Semesters

**Graduation Award:** Certificate

Course Code	Course Name	Credits
MED 101	Biology & Human Anatomy	3
MED 110	Accounting, Coding, & Insurance Processing	3
MED 115	Business Correspondence	3
MED 120	Medical Terminology	3
MED 201	Law & Ethics for Medical Assistants	3
MED 210	Computer Applications in the Medical Office	3
MED 215	Patient Relations & Human Resource Management	3
MED 299	Medical Externship	3
<b>Total Credits</b>		<b>24</b>

## 2. Computer Certificate Programs

**A. IT Specialist:** The IT Specialist Certificate program is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program with elective courses designed to meet today's business environment's information systems needs.

The IT Specialist Certificate program teaches students the essential skills required to use and troubleshoot computers and computer applications effectively. Certificate program students can develop an emphasis in:

- Computer applications to develop the skills required to use the essential applications found in nearly all job environments.
- Web technologies to develop foundation-level skills in website development and maintenance.

Graduates will be prepared to obtain employment as an IT professional and will develop technical skills in the areas of object-oriented programming, web development, and database management. Students will be able to take two (2) courses in their area of interest from Elective Courses listed below.

Graduates will be able to implement, support, and troubleshoot computer and information technology systems. Graduates should qualify for a wide variety of computer-related, entry-level positions. Duties may include systems maintenance, support and training, and business applications design and implementation.

### **Occupational Titles Available After Graduation**

Software Engineer, Computer Programmer, Programmer-Analyst, System Programmer, System Analyst and Technical Support Specialist.

**Length of Program:** 2 semesters

**Graduation Award:** Certificate

### **Certificate Requirements**

For all two-semester long certificate programs, a total of 24 credits are required to graduate with a minimum CGPA of 2.0. Students must take the following six (6) courses:

#### **Courses (6 Courses - 18 credits)**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
CS 311	Principles of Programming Languages	3
CS 316	Software Engineering	3
CS 326	Object-Oriented Programming	3
CS 355	Essentials of Networking	3
CS 360	Web Development Methods	3
CS 423	Database Concepts	3

Students will be able to take two (2) courses in their area of interest from the Elective Courses listed below:



### **Elective Courses (2 Courses – 6 Credits)**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
CS 324	Computer Architecture	3
CS 328	Programming with C++	3
CS 458	Principles of Network Security	3
CS 475	Special Topics in Computer Science	3

To ensure successful coverage of the courses that comprise the IT Certificate program, some students may be required to take some or all the courses below before taking courses from the IT Certificate program:

<b>Code</b>	<b>Course name</b>	<b>Credits</b>
MATH 151	Calculus I	3
CS 110	Computer Science I	3
CS 215	Digital Design	3
CS 270	Computer Science II	3

See the IT Specialist Certificate Courses section of the Academic Catalog for the course descriptions.

### **3. TESOL Graduate Certificate**

VIU's Graduate Certificate in TESOL (Teaching English to Speakers of Other Languages) program prepares its students to work as English language teachers in a world where the global need for English language skills is growing. Upon successful completion of the program, students will have a sound grasp of the structure of modern English as well as basic concepts of language acquisition and language pedagogy, and gain valuable classroom experience through observation and supervised teaching. Our graduates will be qualified to teach English in a variety of educational settings in the US and abroad, such as intensive language programs, private language schools, adult education programs, and English as a foreign language programs in non-English speaking countries.

**Program-Specific Admission Requirements:** Admission to the program does not require previous background in pedagogy or language studies. A bachelor's degree and evidence of sufficient English proficiency are required for admission.

**Program Structure:** This certificate program can be completed in two (2) semesters of full-time study. A total of 18 credits (6 courses) is required to meet the graduation requirements. The required minimum cumulative GPA for this program is 3.0.

**Courses:** Graduate Certificate in TESOL students must take one (1) course in each of the following four core areas, for a total of 12 credits:

- Language Structure (either TSL 505 or TSL 515)
- Language Teaching (TSL 510)
- Language Acquisition (TSL 520)
- Language Teaching Practice (TSL 525)

Students must also take two (2) Special Topics courses in the areas of particular interest to them, for a total of six (6) credits.

The courses listed below can be taken in any order, with the exception of TSL 525 Practicum which must be taken either together with or after TSL 510 Methods of Teaching. TSL 550 Special Topics will be offered with a different topic every semester; alternatively, any of our current MA TESOL courses can be taken to satisfy this requirement.

Course Code	Course Name	Credit
TSL 505	Introduction to Language and Linguistics	3
TSL 510	Methods of Teaching	3
TSL 515	Structure of English	3
TSL 520	Language Acquisition Theories	3
TSL 525	Practicum	3
TSL 550	Special Topics in TESOL	3

## D. English as a Second Language (ESL) Program

**Program Objectives:** The English as a Second Language Program at VIU provides quality English language instruction for students whose native language is not English. The program focuses on helping students develop sufficient language proficiency and skills for successful study at an American university or college. The program also prepares students for the TOEFL examination.

**Program Structure:** The program offers instruction at four levels of proficiency (elementary, intermediate, advanced, and high-advanced/college prep). Each level can be completed in one semester of full-time study. The overall length of the program depends on the initial placement level.

Each level includes 240 academic hours of instruction in core subjects and 60 hours in elective courses, for a total of 300 academic hours of classroom instruction per level/semester. During a regular 15-week

semester, full-time students receive 20 hours of classroom instruction per week. Summer sessions are usually shorter in duration at 12.5 weeks, with 24 hours of instruction per week.

**Placement Test:** All new students are required to take a three-part English proficiency test at VIU to determine appropriate placement in one of the four levels within the program. The VIU placement test includes the following components:

- An essay writing task (45 minutes),
- A computer-based test of grammar, vocabulary, and reading skills (2 hours) , and
- An interview (10-15 minutes).

The scores achieved on these three components of the test determine student placement within the program. Students usually take all classes at one level; split placements are rare. In order to be allowed to register for a combination of ESL and academic courses, a student must attain a near-academic score for two out of the three test components and an academic-level score for the third component. Placement tests can be taken only once per semester.

### **Program Advancement, Completion, and University**

**Admission:** All ESL classes are graded on a pass/fail basis. An average score of 75% and an adequate attendance record are required to pass an ESL class. Full-time students who pass at least 80% of their ESL courses receive a certificate of level completion and are qualified to take classes at the next level during the following semester. Full-time students who pass at least 80% of their high-advanced college-prep courses receive a certificate of program completion. The program completion certificate serves as evidence of sufficient English proficiency for admission in to VIU's academic programs.

**ESL Core Courses:** Courses numbered 100-199 are open to elementary students; courses numbered 200-299 are open to intermediate students; courses numbered 300-399 are open to advanced students; and courses numbered 400-499 are open to high-advanced/college prep students.

Course Code	Course Name	Semester Hours
ESL 102	Elementary Grammar	60
ESL 163	Elementary Speaking and Listening	90
ESL 183	Elementary Reading and Writing	90
ESL 202	Intermediate Grammar	60
ESL 263	Intermediate Speaking and Listening	90
ESL 283	Intermediate Reading and Writing	90

ESL 302	Advanced Grammar	60
ESL 322	Advanced Pronunciation	60
ESL 362	Advanced Speaking and Listening	60
ESL 382	Advanced Reading and Writing	60
ESL 400	TOEFL Preparation	60
ESL 401	College Preparation Skills	60
ESL 462	College Prep Speaking and Listening	60
ESL 482	College Prep Reading and Writing	60

**ESL Elective Courses:** Elective Courses appeal to a broad range of interests. Not every course is offered every semester. Electives numbered 100-199 are open to elementary students; electives numbered 200-299 are open to intermediate students; electives numbered 300-399 are open to advanced & high-advanced students; and electives numbered 400-499 are open to high-advanced students.

Course Code	Course Name	Semester Hours
ESL 193	Introduction to Debate	30
ESL 194	Fluency Through Video I	30
ESL 195	Vocabulary Development I	30
ESL 196	Introduction to American History	30
ESL 197	Life Skills	30
ESL 210	The American Short Story I	30
ESL 215	Business English I	30
ESL 216	Conversation Strategies	30
ESL 217	Introduction to American Culture I	30
ESL 218	Introduction to Public Speaking	30
ESL 294	Fluency Through Video II	30
ESL 295	Drama in English	30
ESL 300	TOEFL Prep - Intro	60
ESL 310	The American Short Story II	30
ESL 311	Creative Writing	30
ESL 314	Business English II	30
ESL 315	Current Events	30
ESL 316	Introduction to American Culture II	30
ESL 318	Brilliant Essays in 30 Minutes (TOEFL Writing)	30
ESL 324	Fluency Through Video III	30
ESL 394	English Through Songs and Broadway Musicals	30
ESL 395	Vocabulary Development II	30
ESL 396	Introduction to Journalism	30
ESL 414	Business English III - Oral Skills	30
ESL 415	Business English III - Writing	30
ESL 416	English for Science and Technology	30
ESL 422	Pronunciation Workshop	30

ESL 455	American Culture in Film and Song	60
ESL 456	Language of the News	60
ESL 457	Expanding English Fluency	60
ESL 458	Hot Topics – Reading and Discussion	60
ESL 494	Grammar Workshop	30
ESL 495	Vocabulary Development III	30

## Distance Education

In addition to regular classroom delivery, VIU offers online courses as an alternative delivery method of instruction. VIU uses Pearson Learning Studio as an online learning platform, and delivers asynchronous online courses. The online courses offered at VIU do not differ in content, expectations, and requirements from the regular face-to-face courses. The online courses have three (3) credit hours as specified by the program of study. The Syllabi, as well as textbook, are similar with those used in face-to-face classes. The online courses are available to VIU students. Prior to registering to an online class, the prospective students have to be admitted to an academic program of study at VIU.

The online courses at VIU are completely Internet-based with no face-to-face meetings. Typically, students work independently on their own schedule. Occasionally, synchronous activities are held to allow for the instructor and the students to communicate in real-time. The courses are instructor-led – the instructor leads the online course and manages the online forums and also monitors and assesses student progress and performance in the online classroom.

The VIU online courses are Web-based and are delivered through a learning management system. Online courses are very similar to the courses delivered on campus. The learning objectives are the same for online and on-campus classes. Online sessions typically contain the following elements: session learning objectives, online lectures, and readings, multimedia, text presentations, assignments, threaded discussions, case studies, quizzes, opportunities for collaborative learning and for problem solving. The methods that are used to deliver the online courses typically consist of lecture, discussion/forum, research, case studies, and group work, that are supported by selected tools and resources, that include but are not limited to printed materials/resources, video, audio, nonlinear media, reviews and exams, email communication, threaded discussions, blogs, chat, video and teleconferencing.

## Admissions Requirements

There are **no additional admission requirements** and **no admission test** for students taking online courses.

## Technical Requirements

In order to make the most of your online learning experience, there are several technical requirements you will need to fulfill. Refer to the guidelines below to help ensure your online success.

## System Requirements

- *Windows OS Users*
  - Windows 2000, XP, Vista, or 7
  - 28.8 kbps modem (56K recommended)
  - Soundcard & Speakers
  - Internet Explorer 8.0
- *Mac OS Users*
  - Mac OS X or higher (in classic mode)
  - 28.8 kbps modem (56K recommended)
  - Soundcard & Speakers
  - Safari 3.0
  - Screen Resolution set to 1024 x 768

## Browser Requirements

If a browser is not listed below, it has not been tested on the online platform. A user risks running into problems with the course software if they choose to use a non-supported browser. Browsers listed below have been validated with the course platform.

- Recommended Version for:
  - *Windows OS Users:*
    - Windows Internet Explorer 8.0
    - Mozilla Firefox 3.0
  - *Mac OS Users:*
    - Safari 3.0
    - Mozilla Firefox 3.0
- Supported versions for:
  - *Windows OS Users:*
    - Microsoft Internet Explorer 6.0 & 7.0
    - Mozilla Firefox 2.0 & 3.5
  - *Mac OS users:*
    - Safari 2.0 & 4.0
    - Mozilla Firefox 2.0 & 3.5

## Feature Requirements

These commonly used plug-ins listed below may be required depending on the course or program. You will be able to access your course without them; however, you may not be able to access specific features.

- *Windows OS Users: ClassLive Class Live Audio, supported browser plug-ins (Assistive Technology, third-party CoursePacks)*
- *Mac OS Users: ClassLive, Mac Classlive Audio, Supported Browser Plug-ins (Third-party CoursePacks)*

## **Additional Information**

### *VIU Campus E-mail Account*

Students will receive a VIU campus e-mail account. Students are expected to use this e-mail for all communications within the university, including correspondence with their instructors.

### *Avoiding Inactivity Timeout*

When an ISP's internal browser is not in use, the ISP will consider the user inactive and will disconnect the user after a period of time. To remain active and avoid being disconnected, return to the main page of the ISP (every half hour or so) and click on a link or check e-mail. This will reset the ISP's "inactivity timer" and allow you to continue working in your online course.

**Technology Fee:** Students who register for online courses will be charged a \$150 fee per online course as a special access fee to the online platform.

**Courses offered online:** The School of Business and the School of Computer Information Systems offer a number of online courses each semester. To locate the courses being offered online during any semester, see the **Course Schedule** page at [www.viu.edu/current-students/course-schedules.html](http://www.viu.edu/current-students/course-schedules.html).

## COURSE DESCRIPTIONS

### MBA Courses

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.*

#### **MBA 511: Managerial Finance (3)**

*Prerequisite: ACCT 201 Principles of Financial Accounting*

This course focuses on companies' sources and uses of financial resources. Students will focus on capital/debt structure decision and capital budgeting techniques, with particular emphasis on the impact of long-end short-term uses and sources of funds on the firm's value.

#### **MBA 512: Project & Cost Management (3)**

*Prerequisite: STAT 200 Introduction to Statistics*

This course focuses on the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives, especially within specific start and completion dates. In addition, students will learn how to adhere to classic project constraints of scope, quality, time and budget while learning the tools and techniques necessary to minimize the risk of failure in achieving the organization's goal and objectives.

#### **MBA 513: Organizational Behavior & HR Management (3)**

*Prerequisite: None*

This course focuses on how people behave in organizations and groups. Topics include leadership, motivation, organizational culture, and roles within groups.

#### **MBA 515: Applied Statistics for Management Science (3)**

*Prerequisite: STAT 200 Introduction to Statistics*

This course focuses on the use of statistics in business research. In addition to mastering common statistical tools, students will study the design and execution of typical business research projects using such methods as surveys, analysis of archival data, and direct observation.

#### **MBA 516: Strategic Management (3)**

*Prerequisite: None*

This course, which serves as the capstone for the MBA Core Courses, focuses on the ways in which all areas of the organization contribute to overall firm strategy. The extensive use of case studies focuses students on diagnosis of problems and opportunities as well as the development of alternative courses of action.



### **MBA 523: HR Law (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course lays the foundation for in-depth review of federal, state, and international human resource laws and regulations. Students will gain knowledge of employment laws, HR regulations, and international agreements that affect human resource decisions. The course will introduce students to legal issues addressing employee rights such as privacy, EU Data Privacy Directive, Safe Harbor Principles, HIPAA, etc. The students will use case studies to better understand the complexities and challenges of applying HR law to global situations. A focus on HR international activities will include applying HR laws in the international context, legal aspects of managing people across nations and cultures, and legal issues and policies that impact international HR managers. The course will provide a basic foundation of global HR legal regulations and standards.

### **MBA 536: Labor Relations (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course will introduce students to the history of the labor movement and the collective bargaining process. Case studies will be used to understand the relationship between labor and management. Students will gain practical knowledge of balancing employee needs with organizational goals. Students will learn how to effectively evaluate employee relations programs to ensure productive and positive organizational environment. Students will participate in collective bargaining activities and understand the contract negotiation process.

### **MBA 538: Compensation and Benefits (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course focuses on the design and implementation of compensation and benefit strategies to retain talented and qualified staff in the organization. The course covers the importance of financial and non-financial benefits when developing a compensation package for employees. The course will review legally required benefits as well as voluntary benefits offered by the employer. Students will learn how to evaluate compensation plans and systems to ensure they are compliant with government regulations, equitable to all staff in the organization, competitive to attract qualified employees and align with organizational goals and values. Students will gain knowledge of federal compensation tax laws, job pricing, various pay programs, and international compensation plans.

### **MBA 551: Conflict Resolution (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

### **MBA 560: Graduate Internship I (3)**

*Prerequisite: None*

This course provides practical learning experience and application for qualified graduate students in a business concentration area such as: finance, accounting, management, HR, marketing, international business, global logistics, etc. The objective of the course is to provide hands-on and practical work experience in their business concentration that will give students a competitive advantage when they graduate. Students will have a chance to gain work experience in areas of their interest and gain exposure to the business environment, industry practices and key contacts for future employment opportunities. This three (3) credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **MBA 608: Financial Reporting and Decision Making (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course presents accounting reporting and decision making tools used in various businesses. Students will understand basic to complex financial reporting and decision making concepts and practices. Topics include the analysis of financial statements, ratio analysis, benchmarking, valuation concepts, risk, budgeting, investments, and taxes.

### **MBA 610: Taxation of Business Entities (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course provides students with the knowledge of basic to complex tax issues of businesses. The course includes a basic introduction to taxation, tax issues with investments and other business transactions. The course will also cover taxation of various types of corporations and individuals including gift taxes and income.

### **MBA 611: Legal & Ethical Environment of Business (3)**

*Prerequisite: None*

This course examines the legal and ethical basis of decision-making in business organizations. Topics include torts, contracts, liability, and the Uniform Commercial Code.

**MBA 612: International Management (3)**

*Prerequisite: MBA 513 Organizational Behavior and HR Management  
Internship / CPT Qualified*

This course focuses on the challenges inherent in managing a workforce comprised of employees from more than one country. Particular emphasis is placed on cultural and legal differences as well as the development of programs and processes which select, motivate, train, and evaluate across national borders.

**MBA 613: Enterprise Resource Planning (3)**

*Prerequisite: MBA 512 Project and Cost Management  
Internship / CPT Qualified*

Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

**MBA 614: International Finance (3)**

*Prerequisite: MBA 511 Managerial Finance  
Internship / CPT Qualified*

This course aims to concentrate on the following two topics: (1) basics of international financial markets including derivatives; and (2) managerial perspectives on international finance. The course includes an analysis of different types of financial instruments, such as currencies, stocks, futures, options, international risk and diversification, and swaps. The course covers the theoretical concepts of international financial markets and the study of valuations, acquisitions, and strategies using various techniques to analyze foreign investments.

**MBA 615: International Strategy (3)**

*Prerequisite: MBA 516 Strategic Management  
Internship / CPT Qualified*

This course examines entry strategies to foreign markets for international and multinational firms as well as strategies for managing operations across borders.

**MBA 616: International Marketing (3)**

*Prerequisite: MBA 513 Organizational Behavior and HR Management  
Internship / CPT Qualified*

This course examines the methods and strategies used by firms in international and multinational marketing efforts. Particular attention is paid to how companies decide whether to go global or remain local and how they engage in multi-level marketing opportunities.

### **MBA 617: Import/Export Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies and processes of import/export management.

### **MBA 618: International Economics and Trade (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course is designed to provide students with the analytical tools and techniques required to manage financial assets across international borders. Employing modern decision and probability theory and statistical techniques, the students will investigate the concepts governing the economics of international trade, risk management, logistics, and international law.

### **MBA 620: Long-Term Financial Decisions (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course places an emphasis on the optimal acquisition and allocation of long-term sources of capital. Topics include working capital, capital budgeting evaluation models, cash flow analysis, diversification, portfolio approaches to capital budgeting, capital structure, cost of capital, lease-purchase decisions, abandonment, and mergers.

### **MBA 621: Trading and Risk Management (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course uses case studies and historical market simulations to teach key principles of finance theory. Fundamentals of trading and the nature and uses of financial instruments are introduced through the **Financial Analysis and Securities Trading (FAST)** system, a computer-based simulation trading program. Students assume the roles of speculators, hedgers, market makers, financial intermediaries, and financial analysts.

### **MBA 622 Marketing Research (3)**

*Prerequisite: MBA 515 Applied Statistics for Management Science*

*Internship / CPT Qualified*

This course examines the theory and practice of marketing research. Use of various statistical tools and study designs is an integral part of the course as is the design and execution of a research project.

### **MBA 623: Sales Management (3)**

*Prerequisite: MBA 513 Organizational Behavior and HR Management*

*Internship / CPT Qualified*

The course focuses on the management of a professional sales force. Particular emphasis is placed on managing the sales force through recruiting, training, motivating, evaluating, and compensating sales force members.

**MBA 624: Advertising & Promotion (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

Advertising and promotion form the means by which organizations communicate the distinctive characteristics of their offerings to potential buyers. This course examines the theory and practice of promotions and advertising. The primary focus is on how advertising and promotions contribute to the overall marketing plan.

**MBA 625: Effective Negotiations (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course examines the theory and practice of negotiations, including strategies, legal issues, methods, and approaches.

**MBA 626: Consumer Behavior (3)**

*Prerequisite: MBA 513 Organizational Behavior and HR Management*

*Internship / CPT Qualified*

Effective marketing lies in understanding the needs and motivations of buyers. This course focuses on what is known about how human behavior influences the purchase decision as well as how to apply this knowledge to specific firms and industries.

**MBA 627: Advanced Research Project (3)**

*Prerequisite: All Core Courses and first-semester Concentration Courses*

*Internship / CPT Qualified*

This capstone course gives MBA students the opportunity to pull together and build upon what has been learned in separate business fields and to utilize this knowledge in the analysis of complex business problems. It is designed to aid the student in synthesizing and applying knowledge gained in earlier courses and will apply these skills through actual business cases, preferably with local Northern Virginia-based companies.

**MBA 628: Global Sourcing and Logistics (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course is designed to examine the complex issues that corporate executives must address in the decision-making process when considering whether or not to outsource internationally. It also examines the equally complex issues that arise once the decision is made to outsource, including

how to reduce risk, thereby minimizing exposure while maximizing the opportunities for favorable outcomes and more competitive landed costs.

### **MBA 631: Current Topics in Business (3)**

*Prerequisite: None*

This course will cover specific topics as described at the time of offering. Current topics offerings are used to present material not normally covered in existing courses.

### **MBA 633: Business Planning and Development (3)**

*Prerequisite: MBA 516 Strategic Management*

*Internship / CPT Qualified*

This course focuses on the development of new ventures and on strategic planning for new and existing organizations.

### **MBA 634: Operations Management (3)**

*Prerequisite: MBA 515 Applied Statistics for Management Science*

*Internship / CPT Qualified*

This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing, facility planning, distribution network, and transportation models.

### **MBA 635: Managerial Communications (3)**

*Prerequisite: None*

This course focuses on the theory and practice of effective communications by managers. Emphasis is placed on both written and oral communications.

### **MBA 636: Managerial Accounting (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course is an introduction to the concepts and practices of the managerial and cost accounting. Specifically, students will be introduced to the concepts used to develop financial information for the purposes of planning, resource allocation, and financial control.

### **MBA 640: The Health Services System (3)**

*Prerequisite: MBA 611 Legal and Ethical Environment of Business*

*Internship / CPT Qualified*

This course provides an overview of the evolution, structure and current issues in the health care system. It examines the unique features of health care as a product and the changing relationships between patients, physicians, hospitals, insurers, employers, communities, and government.

### **MBA 641: Economics of Health Care and Policy (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course applies basic economic concepts to analyze the health care market and evaluate health policies. The course begins with an analysis of the demand for health, the derived demand for medical care, and the demand for health insurance. The second part of the course examines the supply of medical care by physicians and hospitals, medical technology, and the role of managed care organizations.

**MBA 642: Financial Management of Health Institutions (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course focuses on the application of financial analysis to financial and operating decisions in the health care industry. Valuation methods covered include: net present value of free cash flows, decision tree analysis, real options, and multiples.

**MBA 643: Legal Aspects of Health Care (3)**

*Prerequisite: MBA 611 Legal and Ethical Environment of Business*

*Internship / CPT Qualified*

This course offers a current and historical overview of the regulation of health care delivery in the US. It examines principles and practical applications of laws that affect the operational decisions of health care providers, health plans, and third party payers and managers that impact development of markets for health care products and services.

**MBA 650: European Union Policy-Making in a Global Context (3)**

*Prerequisite: MBA 611 Legal and Ethical Environment of Business*

*Internship / CPT Qualified*

This course places the development of EU policy-making in its international context as it relates to globalization. It considers its impact on enlargement and the evolution of economic policies for implementation. This course also explores how companies must adapt and revise their strategies accordingly. Students will study the economics of European integration and the problems of regulation, redistribution, banking, security, and cooperation.

**MBA 651: International Economics & Politics: Asia & the Pacific (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course addresses the interaction of economic and political policy and the lessons to be derived for businesses and international organizations. The course will examine the political factors underlying economic policy in emerging market economies including policies toward banking crises, privatization of state-owned enterprises, macroeconomic problems, reform of the international trade system, and corruption.

### **MBA 652: International Industrial Development Strategies: Privatization (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

Privatization is sweeping the globe and the redefinition of boundaries between the public and private sectors has created new and exciting opportunities for business and policy makers. This course will review the international experience with privatization, the current sale of electric utilities, airlines, and telecommunication companies in emerging and developed economies.

### **MBA 653: Nations, Politics, & Markets: A Cost Benefit Analysis (3)**

*Prerequisite: MBA 511 Managerial Finance*

*Internship / CPT Qualified*

This course is designed to introduce students to the role of risk assessment, risk perception, and risk management in non-traditional markets by studying the tools for policy evaluations in the public sector. Cost benefit analysis is the principal tool for measuring government “products” that are rarely sold. The valuation of costs and benefits by alternative means to market prices is necessary to provide guidance in avoiding wasteful projects and undertaking those that are worthwhile.

### **MBA 654: Accounting Information Systems (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course focuses on the analysis and design of systems that facilitate the accounting process. The students will learn how to evaluate, develop, implement and apply accounting models, processes, and internal controls used in the accounting processes. The course introduces the use of simple to complex data flow diagrams for evaluation and decision making.

### **MBA 660: Graduate Project Internship II (3)**

*Prerequisite: None*

This course provides work exposure to qualified graduate students in their area of interest for their advanced research project. The objective of the course is to give students access to information and individuals that would help in the concept and/or development of their area of interest for their graduate research project. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CAR 600: Career Planning and Development (3)**

*Prerequisite: None*



In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

## **MIS Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.*

### **MIS 551: Research Methods (3)**

*Prerequisite: MATH 337 or Permission of the Dean*

This course provides knowledge of research methodologies used in management information systems, information systems, information technology, computer science, and other disciplines. The course includes experimental design, surveys, case studies, and fieldwork. It introduces students to applied research methodologies. The use of analytical tools, literature searches, and the application of VIU documentation style will result in a formal written proposal that may serve as the basis for each student's special project.

### **MIS 552: Introduction to Information Systems (3)**

*Prerequisite: None*

This course explores the management of information systems and related information technologies (IS/IT) as a part of a broader socio-technical system and their impacts on people and processes that extend well beyond organizational boundaries. Also, subjective and debatable issues associated with IS/IT will be discussed. Accordingly, critical thinking is an important part of this course and is essential for an analysis and understanding of important issues associated with the management aspects of information systems.

### **MIS 554: System Analysis & Design (3)**

*Prerequisite: CS 326 or CS 328, or Permission of the Dean*

This course provides an overview of the systems development life cycle. It introduces tools and methods for the analysis and design of information systems and the management and organizational skills needed for their implementation. Information analysis in entity-relationship modeling and process modeling in data flow diagrams will be covered as the key skills in structured system analysis and design.

### **MIS 555: Database Management Systems (3)**

*Prerequisite: CS 423 or Permission of the Dean*

This course provides an introduction to hierarchical and relational models, normalization, query facilities, transactions, indexing, security issues, relational algebra, SQL database design stages, distributed databases, data warehousing, data and database administration, and internet database environments. Students will learn various DBMS software products and multi-user database environments and how they are controlled.

### **MIS 558: Information Systems Security (3)**

*Prerequisite: None*

This course provides a broad review of the field of security of information systems. Topics include operating system models and mechanisms for mandatory and discretionary controls, data models, concepts and mechanisms for database security, basic cryptography and applications, security in computer networks and distributed systems, and control and prevention of viruses and rogue programs.

### **MIS 560: Software Engineering (3)**

*Prerequisite: CS 326 or CS 328, or Permission of the Dean*

The objective of this course is to familiarize students with software application development processes and underlying concepts. Topics covered include Object Oriented Analysis & Design (OOAD), Unified Modeling Language (UML), Software Development Life Cycle (SDLC), Models and Methodologies (RUP, XP & Scrum), Quality Assurance & Improvement (introduction to ISO, CMMI and Six Sigma ), and the basics of tools used for application development such as Requirement Management Tools, Version Control, Modeling, and Defect Tracking. Students will work on a dummy project and present their work.

### **MIS 561: System Communications & Networking (3)**

*Prerequisite: None*

This course explores fundamentals of computer systems communications and networking. These include standards in networking such as OSI seven layer architecture, TCP/IP, UDP, FTP, and NFS. Sockets, client/server architecture, IPv4, IPv6, networks (LAN, WAN), wireless and mobile networks are also topics that will be studied. Students will be given a class project and periodic assignments to evaluate and reinforce their learning.

### **MIS 591: Graduate Internship in Computer Science / Information Systems Level I (3)**

*Prerequisite: Permission of the Dean*

This course represents an opportunity for students enrolled in MIS or MCS degrees to receive academic credit through supervised practical training and earn industry experience in an actual work environment. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend

two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **MIS 611: Special Topics in IT (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

Students may choose to study the topics further that are in accordance to the MIS program and their interests. Topics can be taken from the domain of IT and should be of significance with respect to the IT industry. The study work can comprise literature survey, lectures/discussions with assigned faculty, project work, and detailed reports.

### **MIS 617: Security Management (3)**

*Prerequisite: MIS 558 or Permission of the Dean*

This course explores the criticality of protecting information's availability, accuracy, authenticity, confidentiality, and integrity. Topics include redundancy, backup and recovery, business continuity, security technologies, and controls such as audit, change management, and testing.

### **MIS 619: Network Security/Security in Distributed Systems (3)**

*Prerequisite: MIS 558 or Permission of the Dean*

This course serves as an introduction to network security, security threats, services, protocols, verification and design, architectures, technologies, testing advances, elements of cryptography, securing network systems, and applications. Projects involve designing a system, basic security tools, secure programs, and distributed systems.

### **MIS 641: IT Project Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course focuses on information technology project management and the unique challenges for managers. This course covers the principles, process, purpose and strategies of project management for an IT project. Students will learn the roles and responsibilities of participants on a typical IT project management team as well as how to manage clients, resources, budget, scheduling, and other items from project conception and planning to project implementation and evaluation. This course will utilize PMI project management framework in organizing projects, tracking costs and time expenditures, managing quality and risks, evaluating human resources requirements, and overcoming potential objectives.

### **MIS 651: Technology and Development of E-Business (3)**

*Prerequisite: None*

This course addresses the technological structure, architecture, development tools, and methods for constructing such web-based applications. It includes a project to develop an interactive web-based

transaction processing system. With the emergence of e-Business, organizations are adapting their transaction processing systems to use web technology. Such systems may operate as Intranet applications within the business, as Extranet applications between the firm and its business partners, or to provide access to customers via the Internet..

### **MIS 652: Operating Systems (3)**

*Prerequisite: None*

This course discusses the design and implementation of computer operating systems. Topics include operating system structures, functions of the kernel, process management, CPU scheduling, deadlocks, memory management, input/output, file system facilities, concurrent processes, security, and integrity.

### **MIS 655: Management Information Systems in Supply Chain Management (3)**

*Prerequisite: None*

This course explores the following topics: Integrating information systems technology in manufacturing environments; the role of information systems in supporting manufacturing decision-making processes; manufacturing imposed issues in information processing; and emerging information systems technology affecting manufacturing operations.

### **MIS 656: E-Commerce Security / Internet Security (3)**

*Prerequisite: MIS 558 or Permission of the Dean*

This course provides the salient computer security concepts needed for e-commerce. These include client and server security options, accountability, assurance, confidentiality, integrity, and availability of data. Students gain a basic knowledge of cryptology, why it's needed, how it's used, and how it makes electronic commerce possible using insecure channels, like the Internet. Cryptographic protocols are also discussed.

### **MIS 658 Wireless Communications and Networking (3)**

*Prerequisite: None*

This course provides a broad survey of wireless communications including in-depth coverage of protocols, transmission methods, and IEEE 802.11 standards. The course will present the functions of the layers in a wireless communication system and the use of wireless security technologies in frequency hopping, time hopping; direct-sequence spread spectrum, and other areas.

### **MIS 661: Master's Thesis I (3)**

*Prerequisite: MIS 551*

Students may choose this thesis option or take two elective courses. The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after

completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master's thesis topic and prepare a thesis proposal.

### **MIS 662: Software Testing & Quality Assurance (3)**

*Prerequisite: MIS 560 or Permission of the Dean*

*Internship / CPT Qualified*

This course covers topics including: Software development, the role of test engineers, software testing, SDLC (its scope and limitations), types of software testing and their specific requirements, testing methods (black box, white box, grey box), testing processes, manual testing, automated testing, alpha testing, beta testing, unit testing, system testing, regression testing. This course also explores testing environment creation, data preparation, testing artifacts, the test plan, test cases, result matrix, traceability, and the elements of best software testing practice.

### **MIS 663: Information Architecture and Knowledge Management (3)**

*Prerequisite: MIS 555 or Permission of the Dean*

This course introduces the principles, practices and application of information architecture and knowledge management for enterprises, management information systems, data administration, archives, museums, traditional or digital libraries, and others. The course covers information architecture and knowledge management systems, their services and processes. It includes types of knowledge, organizational learning, knowledge audits, organization structures, retrieval tools, standards, metadata, subject analysis, systems for vocabulary control and categorization (including thesauri and taxonomy), arrangement and display, tools, and other existing or emerging topics related to information architecture and knowledge management.

### **MIS 664: Master's Thesis II (3)**

*Prerequisite: MIS 661*

MIS 664 is a continuation of MIS 661: Master Thesis I. Students can take this thesis option after completion of MIS 660. The thesis work can comprise basic research or a practical project.

### **MIS 691: Graduate Internship in Computer Science / Information Systems Level II (3)**

*Prerequisite: Permission of the Dean*

This course offers hands-on experience to students enrolled in MIS or MCS degrees in a domain close to their main career path intentions. Students are encouraged to pursue projects that would allow them to apply engineering design concepts gained in the classroom; going through all stages of system development, from analysis and design to implementation and testing. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester.

Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CAR 600: Career Planning and Development (3)**

*Prerequisite: None*

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

## **MCS Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.*

### **CS 511: Computer Architecture and Implementation (3)**

*Prerequisite: CS 324 or Permission of the Dean*

This course surveys architecture and organization of modern computing systems including: CPU design, instruction sets, memory hierarchy, pipelined machines, and multiprocessors. The emphasis is on the major component subsystems of high performance computers: pipelining, instruction level parallelism, thread-level parallelism, memory hierarchies, input/output, and network-oriented interconnections. This course introduces techniques and tools for quantitative analysis, evaluation, and implementation of modern computing systems and their components.

### **CS 561: Algorithm Analysis (3)**

*Prerequisite: CS 467 or Permission of the Dean*

This course provides a survey of computer algorithms, examines fundamental techniques in algorithm design and analysis, and develops problem-solving skills required in all programs of study involving computer science. Topics include advanced data structures, recursion and mathematical induction, algorithm analysis and computational complexity, sorting and searching, design paradigms, and graph algorithms. Advanced topics include randomized algorithms, information retrieval, string and pattern matching, and computational geometry.

### **CS 571: Automata and Formal Languages (3)**

*Prerequisite: MATH 250 and CS 270 or Permission of the Dean*

This course introduces the fundamental concepts in automata theory and formal languages including grammar, finite automaton, regular expressions, formal language, pushdown automaton, and Turing machines. This course

covers properties of these models and various rigorous techniques for analyzing and comparing them using both formalism and examples.

### **CS 573: Compiler Construction (3)**

*Prerequisite: CS 270, CS 326 or CS 328, or Permission of the Dean*

This course provides an introduction to compiler construction and covers stages of compilation including lexical analysis, parsing, code generation and code optimization; formal translation of programming languages; program syntax and semantics; finite state recognizers and regular grammars; context-free parsing techniques such as LL(k) and LR(k); attribute grammars syntax-directed translation schema; type checking; code generation; data flow analysis and code optimization.

### **CS 591: Graduate Internship in Computer Science / Information Systems Level I (3)**

*Prerequisite: Permission of the Dean*

This course represents an opportunity for students enrolled in MIS or MCS degrees to receive academic credit through supervised practical training and earn industry experience in an actual work environment. The internship course guides the learning contract established in the beginning of the term, on which students have to report at the end of term. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CS 621: Introduction to Artificial Intelligence (3)**

*Prerequisite: None*

This course provides overview of the main thrusts in artificial intelligence, starting with the historically symbolic, logic-based approaches to knowledge representation, planning, reasoning and learning, leading into more recent directions of statistics-based probabilistic approaches (such as Bayesian approaches, belief nets, probabilistic reasoning, etc.). This course also touches on more recent developments in natural language processing, visual processing, robotics, machine learning, and philosophical foundations. This course covers search, constraint satisfaction, knowledge representation, probabilistic models, machine learning, neural networks, vision, robotics, and natural language understanding.

### **CS 625: Natural Language Processing (3)**

*Prerequisite: CS 571 or Permission of the Dean*

This course explores the principles of designing computer programs that can understand and produce language for applications such as information extraction, machine translation, automatic summarization, question-answering, and interactive dialogue systems. The course will cover linguistic (knowledge-based) and statistical approaches to language processing in the

three major subfields of NLP: syntax (language structures), semantics (language meaning), and pragmatics/discourse (the interpretation of language in context).

### **CS 627: Data Mining (3)**

*Prerequisite: MIS 555 or Permission of the Dean*

*Internship / CPT Qualified*

This course is an introductory course on data mining. It covers concepts, algorithms, and applications in data warehousing and OLAP, mining frequent patterns and association rules, classification and predication, and cluster analysis, implementations and applications of mining sequential and structured data, stream data, text data, Web data, spatiotemporal data, biomedical data and other forms of complex data.

### **CS 631: Systems Programming (3)**

*Prerequisite: CS 561 or Permission of the Dean*

This course is to help students fully understand and utilize the internal workings and capabilities provided by modern computing environment as typified by a network of workstations communicating with TCP/IP protocols. Topics includes: shell programming, interfaces, network programming using Berkeley Sockets, LINUX/UNIX systems programming (I/O, Processes and Signals), Java Systems Programming (Swing and AWT interfaces, Threads and Networking).

### **CS 635: Programming Languages and Systems (3)**

*Prerequisite: CS 561 or Permission of the Dean*

*Internship / CPT Qualified*

This course explores syntactic, operational, and semantic issues in the mathematical analysis of programming languages. Topics include type systems and non-context-free syntax, universal algebra and algebraic data types, operational semantics given by rewrite rules; confluence and termination, denotational semantics and elementary domain theory for languages with higher-type functions and recursion.

### **CS 641: Advanced Operating Systems (3)**

*Prerequisite: MIS652 or Permission of the Dean*

This course covers advanced concepts in operating system design and recent research directions. It includes resource management for parallel and distributed systems, interaction between operating system design and computer architectures. Other topics include: process management, virtual memory, inter-process communication, context switching, parallel and distributed file system designs, persistent objects, process and data migration, load balancing, security, protection.

### **CS 651: Advanced Database Systems (3)**

*Prerequisite: MIS 555 or Permission of the Dean*



This course provides an in-depth study of new developments in database systems and intelligent information systems. The course covers internet databases, data warehousing and OLAP, object-relational, object-oriented, and deductive databases. Formal semantics of relational database and systems, physical database tuning, advanced issues in query optimization and transaction processing, advanced database facilities such as triggers and materialized views, query caching, and database mediation.

### **CS 655: Advanced Computer Graphics (3)**

*Prerequisite: None*

This course explores advanced techniques in computer graphics such as digital image generation, geometric modeling, computer animation and rendering methods. Topics include rendering, ray tracing, radiosity, particle-based methods, physical modeling, curves, splines, NURBS, gaming and simulation, virtual and augmented reality and other techniques.

### **CS 691: Graduate Internship in Computer Science / Information Systems Level II (3)**

*Prerequisite: Permission of the Dean*

This course offers hands-on experience to students enrolled in MIS or MCS degrees in a domain close to their main career path intentions. Students are encouraged to pursue projects that would allow them to apply engineering design concepts gained in the classroom; going through all stages of system development, from analysis and design to implementation and testing. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CS 693: Special Topics in Computer Science (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

Students may choose to further study the topics in the Computer Science field. Topics can be taken from the domain of Computer Science and should be of significance with respect to the computer science industry. The work can include literature survey, lectures/discussions with assigned faculty, project work, and detailed reports.

### **CS 695: Master Thesis I (3)**

*Prerequisite: MIS 551 or Permission of the Dean*

Students may choose this thesis option or take two elective courses. The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master's thesis topic and prepare a thesis proposal.

### **CS 696: Master Thesis II (3)**

*Prerequisite: CS 695*

CS 696 is a continuation of CS 695 Master Thesis I. Students can take this thesis option after completion of MIS 660. The thesis work can comprise of basic research or a practical project.

### **CAR 600: Career Planning and Development (3)**

*Prerequisite: None*

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

## **MA in TESOL Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours, except for the TSL 525 Practicum course which gives one (1) credit for 15 academic hours of classroom instruction and two (2) credits for 90 hours of classroom observation and teaching. Internship courses (TSL 630 & TSL 635) require 135 hours of work per term, plus two (2) on-campus seminars.*

### **TSL 505: Introduction to Language and Linguistics (3)**

*Prerequisite: None*

This course is an introduction to the nature of human language as a unique communication system. Students will gain an understanding of the structure of language and of how all languages are fundamentally alike.

### **TSL 510: Methods of Teaching (3)**

*Prerequisite: None*

This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn the basics of lesson planning and classroom management.

### **TSL 515: Structure of English (3)**

*Prerequisite: None*

Upon successful completion of this course, students will gain an understanding of the internal structure of English words, phrases, and sentences, as well as a foundation in grammatical reasoning.

### **TSL 520: Language Acquisition Theories (3)**

*Prerequisite: None*

This course introduces students to the main theories of language acquisition and their relevance to language teaching.

**TSL 525: Practicum (3)**

*Prerequisite/Co-requisite: TSL 510 Methods of Teaching*

Students will observe experienced teachers conducting a variety of ESL classes in VIU's ESL Program, develop lesson plans, teach selected activities under the supervision of the practicum instructor, and develop a professional portfolio.

**TSL 530: Curriculum Materials and Design (3)**

*Prerequisite: None*

This course introduces the students to a needs-based, learning-centered approach to designing courses. Through needs assessment, students identify curricular goals and course objectives. From these they determine an appropriate syllabus structure, develop a course unit outline, plan and create materials for lessons, determine training needs for course instructors and devise a system of evaluation.

**TSL 535: Assessment (3)**

*Prerequisite: None*

This course examines in depth the major categories of language assessment. The main topics include approaches to evaluating language sub-skills (vocabulary, grammar, pronunciation) and communication skills (speaking, listening, reading, and writing); models of language assessment; examination of standardized tests and their appropriate application; and research-based framework linking assessment to instruction.

**TSL 550: Special Topics in TESOL (3)**

*Prerequisite: None*

This course covers topics of current interest selected by the faculty before each semester.

**TSL 600: Sociolinguistics and the ESL Classroom (3)**

*Prerequisite: None*

This course teaches theoretical principles governing social and linguistic variation, and the methodology used to study it. It explains the patterns and systems that underlie language variation in use, as well as the ways in which alternations between different language varieties index personal style, social power, and national identity.

**TSL 605: Intercultural Communication (3)**

*Prerequisite: None*

This course examines the pedagogy of teaching digitally and the use of technology as a teaching strategy for the classroom. Demonstrates approaches to teaching English using computer technology.

**TSL 610: Teaching Pronunciation (3)**

*Prerequisite: None*

This course offers teachers of English a comprehensive treatment of pronunciation pedagogy. It includes an overview of current theory and practice, a thorough grounding in the sound system of English, innovative teaching techniques, and insights into the role of pronunciation in areas such as listening and discourse.

### **TSL 615: Teaching Second Language Reading (3)**

*Prerequisite: None*

This course focuses on both theory and practice in developing literacy for students of diverse linguistic backgrounds. It addresses the development of reading in second language learners and effective instructional strategies for teaching reading.

### **TSL 620: Teaching Second Language Writing (3)**

*Prerequisite: None*

This course introduces students to the pedagogical approaches of second language writing in the framework of current theoretical perspectives on second language writing processes, practices, and writers.

### **TSL 625: Teaching with Technology (3)**

*Prerequisite: None*

This course examines the pedagogy of teaching digitally and the use of technology as a teaching strategy for the classroom. It demonstrates approaches to teaching English using computer technology.

### **TSL 630: TESOL Internship (3)**

*Prerequisites: TSL 510 & TSL 520*

This course provides supervised field experience in a setting appropriate to the student's program and career goals. Examples of appropriate experience include (but are not limited to) teaching language courses; assisting an instructor; developing materials or tests; working for a testing, writing, or language learning resource center; and administering language programs. The students are expected to work on-site for at least 135 hours; attend two meetings/seminars with their faculty advisor to determine the learning outcomes; and produce appropriate work plans/progress reports/papers as evidence of attaining the specified learning objectives.

### **TSLB 651: Principles of Management (3)**

*Prerequisite: None*

This course surveys the theories and practices of management, including quantitative and behavioral approaches.

### **TSLB 652: Principles of Marketing (3)**

*Prerequisite: None*

This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

### **TSLB 653: Organizational Theory & HR Management (3)**

*Prerequisite: None*

This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. The course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

## **BBA Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.*

### **ACCT 201: Principles of Financial Accounting (3)**

*Prerequisite: None*

This course is an introduction to accounting concepts and procedures for an organization. The emphasis is upon the accounting cycle as well as the recording, summarizing, and interpretation of accounting information.

### **ACCT 202: Principles of Managerial Accounting (3)**

*Prerequisite: ACCT 201 Principles of Financial Accounting*

This course continues the elementary accounting principles with a focus on operations, time value of money, and cost accounting. Job-order costing, process costing, cost-volume-profit, budgeting, and variance are introduced.

### **ACCT 305: Accounting Information Systems (3)**

*Prerequisite: ACCT 201 Principles of Financial Accounting and COMP 124 Information Technology*

This course focuses on the design and analysis of automated accounting systems for businesses. It includes the examination of payroll, receivables and payables, charts of accounts, and accounting reports as well as internal control and security issues.

### **BUSS 154: Introduction to Import/Export Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies and processes of import/export management.

### **BUSS 165: Small Business Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. The management application of the computer in a small business situation is highlighted. Upon completion, students should be able to develop a small business plan.

### **BUSS 210: Introduction to Business (3)**

*Prerequisite: None*

This course presents an introduction to the functioning of business enterprises within the US economic framework. Topics include developing a business vocabulary and learning the basic principles and practices of contemporary businesses. Upon completion, students should have an understanding of business concepts that will serve as a foundation for their further studies in the business field.

### **BUSS 260: Internship Level I (3)**

*Prerequisite: None*

This course will provide practical training and hands-on experience to undergraduate students working in various areas of business administration. The objective is to expose students to the process and operations of the general business environment. Students will be able to gain insights into general business operations which would enhance their classroom learning in various business disciplines. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **BUSS 261: Internship Level II (3)**

*Prerequisite: None*

This course will provide practical training and hands-on experience to undergraduate students in their more concentrated area of business administration. The objective is to give students practical work experience in a business environment specially related to their undergraduate business contraction area. Students will gain key industry knowledge in specific concentration areas such as international business, marketing, finance, etc. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **BUSS 301: Principles of Management (3)**

*Prerequisite: None*

This course surveys the theories and practices of management, including quantitative and behavioral approaches.

### **BUSS 302: Principles of Marketing (3)**

*Prerequisite: None*

This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

### **BUSS 303: Principles of Finance (3)**

*Prerequisite: ACCT 201 Principles of Financial Accounting*

This course focuses on the methods of financial analysis and planning within the firm including time value of money, cash flow analysis, capital budgeting, and valuation of debt and equity instruments.

### **BUSS 307: Business Law I (3)**

*Prerequisite: None*

This course examines operations relative to the legal and regulatory environment of business. Topics include torts, contracts, liability, sales, and forms of doing business.

### **BUSS 312: Organizational Theory & HR Management (3)**

*Prerequisite: None*

This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. This course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

### **BUSS 314: Corporate Finance (3)**

*Prerequisite: BUSS 303 Principles of Finance*

*Internship / CPT Qualified*

This course on corporate money management deals with long- and short-term capital, financial resources, flow of funds analysis and its time value, credit policy formulation and operation, financial aspects of parent-subsidiary relationships, and financial functions in the multinational corporations.

### **BUSS 321: Consumer Behavior (3)**

*Prerequisite: BUSS 302*

*Internship / CPT Qualified*

This course examines how our knowledge of human behavior is used to create and market goods and services. It also examines how marketers study human behavior to determine consumer needs as well as predict future needs.

### **BUSS 322: Marketing Research (3)**

*Prerequisite: STAT 200 Introduction to Statistics*

*Internship / CPT Qualified*

This course examines the theories and techniques of marketing research. In addition to discussing the design of marketing research studies, the tools used to carry out such studies will be covered as well as the use of marketing research results to make management decisions.

### **BUSS 340: International Business (3)**

*Prerequisite: BUSS 210 Introduction to Business*

*Internship / CPT Qualified*

This course focuses on the international environment and the ways in which businesses adapt to differences in culture, economic systems, and political systems.

### **BUSS 348: Public Relations (3)**

*Prerequisite: BUSS 210 Introduction to Business*

This course explores the interdisciplinary knowledge and skills foundations related to public relations, management, communication, social sciences and research. Students will be trained in the basic practical skills and educated in public relations, international public relations, and ethical and legal issues at a level suitable for an undergraduate academic qualification.

### **BUSS 360: Internship Level III (3)**

*Prerequisite: None*

This course will provide practical training and hands-on experience to undergraduate students in their area of professional interest. The objective is to give students experience and exposure in areas of their specific current and/or future professional interest. Students will be able to work in any key business areas as long as the opportunity clearly aligns to their professional goals. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **BUSS 406: Operations Management (3)**

*Prerequisite: STAT 200 Introduction to Statistics*

This course applies the mathematical modeling techniques of operations research to business operations problems such as forecasting, scheduling, facility design, and facility location.



### **BUSS 407: Political & Social Environment of Business (3)**

*Prerequisite: BUSS 301 Principles of Management*

This course examines how business decisions are shaped by the political, legal, and social environment in which firms operate. It includes an examination of ethical decision-making as well as social responsibility.

### **BUSS 420: Introduction to Investment Banking (3)**

*Prerequisite: BUSS 303 Principles of Finance*

*Internship / CPT Qualified*

This course analyzes the financial services that investment banks provide to corporations and governments. Some of the topics included are raising capital through the issuance of equity and debt securities; initial public offerings and secondary issues; private placements; venture capital; privatizations; and mergers and acquisitions, including the related activities of divestitures, spin-offs, and workouts.

### **BUSS 421: Advertising and Promotion (3)**

*Prerequisite: BUSS 302 Principles of Marketing*

*Internship / CPT Qualified*

This course examines the ways in which organizations promote their goods and services to potential customers. The costs and benefits of various promotional mixes and strategies are examined.

### **BUSS 422: Sales Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course deals with the personal selling function and its related managerial activities. It covers the development of the sales function, sales management planning, and sales force organization, recruiting, training, supervision, motivation, compensation, and evaluation.

### **BUSS 423: Services Marketing (3)**

*Prerequisite: BUSS 302 Principles of Marketing*

*Internship / CPT Qualified*

This course focuses on the specific challenges of marketing the services firm. The basic conceptual differences between selling a product and selling a service are the critical distinction in this course.

### **BUSS 424: Not-for-Profit Marketing (3)**

*Prerequisite: BUSS 302 Principles of Marketing*

*Internship / CPT Qualified*

This course focuses on the specific challenges of marketing the not-for-profit organization. Topics include marketing for donations, marketing to attract members and volunteers, and how the intangible nature of most

not-for-profit activities distinguishes this type of marketing from other marketing activities.

### **BUSS 425: Internet Marketing (3)**

*Prerequisite: BUSS 302 Principles of Marketing*

*Internship / CPT Qualified*

This course focuses on the marketing of goods and services over the Internet. It examines emerging theories and practices of online companies as well as successes and failures of Internet-based marketing.

### **BUSS 430: Financial Analysis and Valuations (3)**

*Prerequisite: BUSS 303 Principles of Finance*

*Internship / CPT Qualified*

The focus of this course is on the valuation of companies. Topics discussed include discounted cash flow techniques and valuations using alternative valuation techniques such as price multiples. Emphasis is on developing the required information for valuation from financial statements and other sources.

### **BUSS 442: International Marketing (3)**

*Prerequisite: BUSS 302 Principles of Marketing*

*Internship / CPT Qualified*

This course focuses on the marketing of goods and services in international and global markets. It examines the ways in which firms globalize and localize their offerings to balance the demands of scale economies with consumer needs.

### **BUSS 443: International Strategy (3)**

*Prerequisite: BUSS 210 Introduction to Business*

*Internship / CPT Qualified*

This course focuses on the strategies employed by firms competing in multinational and global markets. It draws heavily upon case studies of firm strategies.

### **BUSS 444: International Finance (3)**

*Prerequisite: BUSS 303 Principles of Finance*

*Internship / CPT Qualified*

This course focuses on the techniques and strategies of firms operating in the international environment. Topics include exchange rates, currency trading and risk, hedging techniques, international capital markets, and blocked fund alternatives.

### **BUSS 456: Project Management (3)**

*Prerequisite: None*

This course introduces main project management concepts such as the keys to project success, leadership skills in project management, project

management process and lifecycle, project planning, defining project outcomes and objectives, working effectively with key stakeholders, defining project scope, project phasing, time and cost, operational risk, project monitoring and control, progress reviews, quality assurance, change management, project risk assessment, and working with people and teams.

### **BUSS 460: Internship Level IV (3)**

*Prerequisite: None*

This course will provide practical training and hands-on experience to undergraduate students as related to their area of interest for their senior research project course. The objective is to give students insights and access to information that will help them complete their senior business research project. Students will be able to work in any area of interest as long as it relates to their current or future conceptual framework of their senior research project. This three credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **BUSS 470: Business Law II (3)**

*Prerequisite: BUSS 307 Business Law I*

This course continues the discussion of legal topics relevant to business. It is especially useful to accounting students who are preparing for the CPA exam, but it is also useful for any student wanting to gain further understanding of legal issues in business.

### **BUSS 480: Senior Business Research Project (3)**

*Prerequisite: All Core Courses **and** first semester senior Concentration Courses*

*Internship / CPT Qualified*

This course is designed for students to develop a project that will encompass the key elements of business operations which have been studied throughout the undergraduate program, culminating in the submission of a final project paper and an oral presentation.

### **CAR 100: Career Planning and Development (3)**

*Prerequisite: None*

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

### **COMP 124: Information Technology (3)**

*Prerequisite: None*

This course introduces approaches for using information technology and the role of the computer in modern organizations, discussing hardware and software, computer application development, data processing and database systems, and the impact of computer information systems on society. Emphasis is placed on integrating information technologies into the organization to meet organizational needs. Upon completion, students should be able to understand the different approaches to information technology and be able to determine the correct approach to use in the organization.

### **COMP 127: Office Applications (3)**

*Prerequisite: None*

This course provides an overview of personal computers applications. Students study widely used applications, including word processing, spreadsheets, presentation, databases, and introductory elements of web development.

### **ECON 101: Principles of Microeconomics (3)**

*Prerequisite: None*

Microeconomics mainly studies the economic choices facing the individual entities, including consumers and business firms. This course covers the basic topics of economic tradeoffs, supply and demand model, concept of elasticity, consumer choice model, theories of cost and production, and the firm's behavior and performance under different market structures. The course also introduces the students to the problems of market failure and public choice, and the impacts of public policy on consumers and business firms.

### **ECON 102: Principles of Macroeconomics (3)**

*Prerequisite: None*

Macroeconomics is primarily concerned with economic analysis and policy making at the national level. This course introduces the students to the basics of national income determination, measurements of inflation and unemployment rates, economic fluctuations, and economic growth. The course also covers the foundations of aggregate demand and aggregate supply, the basics of the classical and Keynesian models, the tools of fiscal and monetary policies, and an introduction to macroeconomic policy debates.

### **ECON 207: Intermediate Microeconomics (3)**

*Prerequisite: ECON 101 Principles of Microeconomics*

*Internship / CPT Qualified*

In addition to an in-depth coverage of the core concepts covered in ECON 101, this course incorporates a number of intermediate microeconomic topics, including the general equilibrium model, game

theory, and decision making under risk and uncertainty. The course applies algebra and extensive graphical analysis in presenting its main topics. It also involves problem-solving to demonstrate real-world applications of the theoretical microeconomic concepts.

### **ECON 208: Intermediate Macroeconomics (3)**

*Prerequisite:* ECON 102 *Principles of Macroeconomics*

*Internship / CPT Qualified*

This course goes beyond the basic concepts presented in ECON 102 and provides an in-depth coverage of the core macroeconomic topics within an analytical framework. Furthermore, it introduces the students to a number of modern macroeconomic topics; including credit market imperfections, new Keynesian economics, the monetarist counterrevolution, and international macroeconomics. The course applies algebra and extensive graphical analysis and also involves problem-solving to demonstrate the real-world applications of its theoretical concepts.

### **STAT 200: Introduction to Statistics (3)**

*Prerequisite:* MATH 151 *Calculus* or *Permission of the Dean*

This course provides an introduction to data analysis, least-squares regression, data collection, sampling distributions and strategies, probability, confidence intervals, and hypothesis testing.

## **BCS Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.*

### **CS 110: Computer Science I (3)**

*Prerequisites:* *Permission of the Dean*

This course is an introduction to field of computer science. Topics include an overview of computer system hardware and organization, algorithms, operating systems, networking and internet protocols, programming languages, software engineering, object oriented programming, database systems, artificial intelligence, and theory of computation.

### **CS 215: Digital Design (3)**

*Prerequisites:* MATH 151 or *Permission of the Dean*

This course explores Boolean algebra, logic theorems, simplification techniques including Karnaugh maps and the Quine-McCluskey method, combination gates, design of combinational circuits, electrical characteristics of digital circuits, timing and timing problems, the use of digital data books, sequential circuits, simplification methods, design of sequential circuits, the algorithmic state machine, principles of register transfer notation, and simulation design of digital circuits.

### **CS 223: Ethics in Computer Science (3)**

*Prerequisite: GEC 130 or Permission of the Dean*

This course provides the introduction to the impacts of technology on society and to the responsibilities of technical professionals as the principal agents in developing and applying new technology. Various important and controversial issues will be discussed, such as computers and privacy, effects of communications technology on the democratic process, environmental problems, intellectual property, and technology and war. Several different ethics codes will be used as the basis for discussion of professional obligations.

### **CS 270: Computer Science II (3)**

*Prerequisites: CS 110 or Permission of the Dean*

This course examines the fundamental data structures and analyzes algorithms such as files, sets, strings, and linked lists. It introduces searching and sorting algorithms and algorithm analysis. This course also covers abstract data types and essential data structures such as arrays, stacks, queues, and trees. The major emphasis of this course is on program development through various programming projects.

### **CS 311: Principles of Programming Languages (3)**

*Prerequisites: CS 270 or Permission of the Dean*

This course covers the fundamental concepts of programming language design and implementation. Topics include: language paradigms; syntax and semantics; names, binding, allocation, data structures, data types; scopes; control structures, data flow; concurrency; exception handling; subprograms; comparison of imperative, functional, logical, and object-oriented programming languages.

### **CS 316: Software Engineering (3)**

*Prerequisites: CS 270, CS 223 or Permission of the Dean*

This course covers the techniques in software design and development. Topics include: modern software engineering practice for long-term, large-scale programming projects; methods for requirements, specification, design, analysis, implementation, verification, and maintenance of large software systems; advanced software development techniques and large project management approaches; project planning, scheduling, resource management, accounting, configuration control, and technical documentation. Students organize, manage and develop a software engineering project.

### **CS 324: Computer Architecture (3)**

*Prerequisites: CS 215 or Permission of the Dean*

This course is an introduction to the architecture of computer systems. Topics include: computer hardware organization; floating-point arithmetic; central processing units; instructions set design issues (RISC vs. CISC);

micro-programmed control; addressing and memory hierarchies; bus control and timing; hardwired control; parallelism, pipelining; input/output mechanisms, peripheral devices; interrupt systems; software versus hardware trade-offs.

### **CS 326: Object Oriented Programming (3)**

*Prerequisites: CS 270 or Permission of the Dean*

This course concentrates on the concepts of object oriented programming (OOP) paradigm. Concepts presented are exemplified using a selected object oriented programming language. Topics include: fundamental abstraction, modularity and encapsulation mechanisms in OOP, classes, inheritance, polymorphism, exception handling, concurrent programming, data structures. Students complete a term project that utilizes object oriented programming.

### **CS 328: Programming with C/C++ (3)**

*Prerequisite: CS 110 or Permission of the Dean*

This course covers the fundamental concepts of C/C++ programming language. Topics include variables, expressions and interactivity, relational and logical operators, looping, functions, arrays, pointers, classes, file operations, inheritance, polymorphism and virtual functions. Students complete a term project that utilizes C/C++.

### **CS 345: Operating Systems (3)**

*Prerequisites: CS 311, CS 324 or Permission of the Dean*

The course is an introduction to the fundamentals of operating systems. Topics included: concurrent processes and synchronization mechanisms; processor scheduling; memory management, virtual memory; paging, file management; I/O management; deadlock management; interrupt structures, interrupt processing; device management; performance of operating systems; synchronization in a multi-programmed OS and with virtual memory management. Formal principles are illustrated with examples and case studies of one or more contemporary operating systems.

### **CS 355: Essentials of Networking (3)**

*Prerequisites: CS 324 or Permission of the Dean*

*Internship / CPT Qualified*

This course includes the fundamentals of network standards, concepts, topologies and terminologies including LANs, WANs, Internet Protocol (IP) addressing, subnet masking and network design, and various protocols. This course teaches concepts from the Open Systems Interconnection (OSI) Networking Reference Model, developed by the International Standards Organization (ISO) to describe the function and structure of network communications protocols.

### **CS 360: Web Development Methods (3)**

*Prerequisites: CS 270 or Permission of the Dean*

*Internship / CPT Qualified*

This course introduces web development technologies. The topics include: web page design techniques, using web design editors, designing graphical user interface with image processing tools, client and server side scripting, and development of database applications. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages and have hands-on experience in designing a website.

### **CS 391: Internship Level I (3)**

*Prerequisite: Permission of the Dean*

This course provides an opportunity for undergraduate students enrolled in the Bachelor of Science in Computer Science degree program to receive supervised practical training and earn industry experience in an actual work environment. Students will have the ability to improve their communication skills, while being exposed to real aspects of computer related industry. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CS 392: Internship Level II (3)**

*Prerequisite: Permission of the Dean*

This course provides practical experience through hands on activities for undergraduate students enrolled in the Bachelor of Science in Computer Science degree program, in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CS 423: Database Concepts (3)**

*Prerequisites: CS 311, CS 316 or Permission of the Dean*

This course introduces the fundamental concepts for design and development of database systems. Topics include: review of relational data model and the relational manipulation languages SQL and QBE; integrity constraints; logical database design, dependency theory and normalization; query processing and optimization; transaction processing, concurrency control, recovery, and security issues in database systems; object-oriented and object-relational databases; distributed databases; emerging database applications.

### **CS 438: Computer Graphics (3)**



*Prerequisites: MATH 250, MATH 220 or Permission of the Dean*

This course will introduce the fundamentals of computer graphics. Topics include: graphics displays and systems; two and three-dimensional transformations; curve and surface modeling; rendering pipeline, rasterization algorithms; animations; algorithms for hidden-surface removal; color models; methods for modeling illumination, shading, and reflection. Students organize, manage and develop computer graphics project.

### **CS 445: Distributed Systems (3)**

*Prerequisites: CS 324 or Permission of the Dean*

This course introduces the fundamentals of distributed systems and algorithms. Topics include: distributed systems architecture; IO subsystems; distributed shared memory; load-balancing; cache coherency; message passing; remote procedure calls; group communication; naming and membership problems; asynchrony, logical time and consistency; fault-tolerance and recovery.

### **CS 456: Computer Networks (3)**

*Prerequisites: MATH 337, CS 324 or Permission of the Dean*

This course covers the design of modern communication networks. Topics include: point-to-point and broadcast network solutions; ISO-OSI model description; circuit switching and packet switching; network topology, physical link layer; communication techniques; data link layer, flow control and error recovery; network layer, routing; local area networks, medium access control; examples of commonly used networks and protocols.

### **CS 458: Principles of Network Security (3)**

*Prerequisites: CS 355 or Permission of the Dean*

This course will discuss introduction to cryptography and its application to network and operating system security, including: security threats; applications of cryptography; secret key and public key cryptographic algorithms; hash functions; cryptographic protocols; SSL, IPSEC; basic number theory; authentication; security for electronic mail and intrusion detection.

### **CS 460: Theory of Computation (3)**

*Prerequisites: MATH 337 or Permission of the Dean*

This course covers alternative theoretical models of and their relations to formal grammars and languages. Topics include: finite state machines; regular languages and their limitations; tape automata, pushdown automata; context free languages, normal form grammars; Turing machines, halting problem; unsolvable decision problems.

### **CS 467: Design and Analysis of Algorithms (3)**

*Prerequisites: MATH 250 or Permission of the Dean*

This course introduces the analysis of algorithms and the effects of data structures on them. Topics include algorithms selected from areas such as sorting, searching, shortest paths, greedy algorithms, backtracking, divide and conquer, and dynamic programming. Data structures include heaps and search, splay, and spanning trees. Analysis techniques include asymptotic worst case, expected time, amortized analysis, solution of recurrence relation and reductions between problems.

### **CS 475: Special Topics in Computer Science (3)**

*Prerequisites: CS 31, CS 324, CS 326 or Permission of the Dean*

*Internship / CPT Qualified*

This course will cover the topics of current interest selected by the faculty. Subjects as announced before the start of each semester.

### **CS 491: Internship Level III (3)**

*Prerequisite: Permission of the Dean*

This course gives students the ability to gain practical skills applying the engineering design knowledge gained in the classroom. Students may relate this practical experience to their Senior Computer Design Project I, going through all system analysis and design phases of their projects. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CS 492: Internship Level IV (3)**

*Prerequisite: Permission of the Dean*

This course gives students the ability to gain practical skills applying the engineering design knowledge gained in the classroom. Students may relate this practical experience to their Senior Computer Design Project II, revising system analysis and design phases of their projects, and continuing with implementation and testing. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CS 498: Senior Computer Design Project I (3)**

*Capstone Course*

*Prerequisites: CS 324, CS 345, CS 423 and Permission of the Dean*

This is the first phase of a technical project that emphasizes engineering design principles on a specific topic in any field of computer science or engineering. It will be carried out by the senior student under the supervision of a faculty member. The first phase of the project includes identification of a topic and completion of the preliminary work. A progress report must be submitted at the end of the semester detailing the problem description, proposed solution approach, and a list of deliverables.

### **CS 499: Senior Computer Design Project II (3)**

*Capstone Course*

*Prerequisites: CS 498*

This is the second phase of the technical project that emphasizes engineering design principles on a specific topic in any field of computer science or engineering. It will be carried out by the senior student under the supervision of a faculty member. The first phase of the project must be completed in CS 498. A written report summarizing the accomplishments of the project and an oral presentation are required in this course.

### **CAR 100: Career Planning and Development (3)**

*Prerequisite: None*

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

### **MATH 220: Calculus II (3)**

*Prerequisite: MATH 151 and STAT 200*

The topics that are covered include conic sections, rotation of axes, polar coordinates, exponential and logarithmic functions, inverse (trigonometric) functions, integration techniques, applications of the integral (including mass, moments, arc length, hydrostatic pressure), parametric equations, infinite series, power, and Taylor series.

### **MATH 250: Discrete & Combinatorial Mathematics (3)**

*Prerequisite: STAT 200*

This course is intended to be a college-level introductory Discrete Mathematics course for either undergraduate or graduate students. The course focuses on the following seven key topics: Combinatorial Problems and Techniques, Sets, Relations and Functions, Coding Theory, Graphs, Matching, Counting Techniques, Recurrence Relations and Generating Functions.

### **MATH 337: Introduction to Probability and Statistics (3)**

*Prerequisite: MATH 151 and STAT 200*

This course is intended to be a college-level introductory probability and statistics course for either undergraduate or graduate students. The course will focus on the following seven key topics: The Nature of Statistics, Organizing Data, Descriptive Measures, Probability Concepts, Discrete Random Variables, and The Normal Distribution.

### **MATH 360: Linear Algebra (3)**

*Prerequisite:* MATH 151

This course is designed to teach the basics of the subject of linear algebra. There are no prerequisites other than ordinary algebra. The course focuses on the fundamental concepts and techniques of matrix algebra and abstract vector spaces. There is an emphasis on worked examples and on understanding theorems carefully.

### **MATH 371: Differential Equations (3)**

*Prerequisite:* MATH 151 and MATH 220

This course focuses on first-order and higher-order differential equations. Methods of solutions and their applications are also introduced. Modeling with higher-order, Laplace transform, and systems of linear first-order differential equations are also covered.

### **STAT 468: Applied Statistics (3)**

*Prerequisite:* MATH 151 and STAT 200

This course focuses upon the use of statistics in business research. In addition to mastery of common statistical tools, it discusses the design and execution of typical business research projects using such methods as surveys, archival data, and direct observation.

## **GEC Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.*

### **ENG 145: Academic Writing (3)**

*Prerequisite:* None

Academic Writing focuses on reviewing the fundamentals of standard written English. Students will practice writing common forms of business and academic documents. This interactive class provides students with an opportunity to improve their communication abilities that are necessary for success in college and beyond.

### **GEC 101: English Composition I (3)**

*Prerequisite:* None

This course is required by all undergraduate students. Students create and analyze writings that define social, professional, and cultural communication. This course includes six papers and a research project.

### **GEC 103: Oral Communication Skills (3)**

*Prerequisite:* None

This course provides the skills needed to prepare and deliver informative and persuasive speeches. Students will focus on adapting communication styles and content to diverse speakers and audiences. This course

emphasizes how to compose meaningful and coherent messages; conduct research; and develop effective presentation skills. Students will be required to deliver several oral presentations in front of the class during the course of the semester.

### **GEC 108: Business English (3)**

*Prerequisite: None*

This course teaches students how to create several type of business document, including business letters, resumes, employment letters, interoffice memos, new releases, and business reports.

### **GEC 110: World History (3)**

*Prerequisite: None*

World History is the only course offering students an overview of the entire history of humankind. The major emphasis is on the study of significant people, events, and issues from the earliest times to the present. Traditional historical points of reference in world history are identified as students analyze important events and issues in western civilization as well as in civilizations in other parts of the world.

### **GEC 112: World Geography (3)**

*Prerequisite: None*

This course provides a survey of physical, cultural, and economic aspects of world regions. It serves as an introduction to how constituent parts of the world differ from one another in their associated resources, cultures, and economics. Attention is given to the interrelationships, interdependencies, and associations that bind together the diverse communities of the world.

### **GEC 114: Comparative Government (3)**

*Prerequisite: None*

This course compares political processes and governing structures in European nations, the former Soviet Union, China, and the United States.

### **GEC 120: General Chemistry (3)**

*Prerequisite: None*

This course introduces the fundamentals of chemistry including atomic and molecular structure, thermo-chemical changes, and conservation of energy.

### **GEC 122: College Physics (3)**

*Prerequisite: None*

This course covers the principles of mechanics, heat, electricity, magnetism, optics, and atomic and nuclear physics.

### **GEC 124: General Biology (3)**

*Prerequisite: None*

This course is an introduction to the fundamentals of biology. It includes cell structure, chemistry and function, adaptation, and ecology.

### **GEC 126: Introduction to Geology (3)**

*Prerequisite: None*

This course provides an introduction to the dynamics of the earth – volcanoes, earthquakes, plate tectonics, rivers and streams, groundwater, glaciers, waves, wind, and landslides – with emphasis on the environmental applications of these processes. This course also covers the tools of the geologist, for example maps and aerial photographs.

### **GEC 130: Psychology (3)**

*Prerequisite: None*

This course examines human and animal behavior, relating experimental studies to practical problems. It includes topics such as learning, memory, motivation, stress, emotion, intelligence, development, personality, therapy, psychopathology, and social psychology.

### **GEC 131: Sociology (3)**

*Prerequisite: None*

This course examines patterns in political institutions, public policy, and conflict within and between communities and interest groups.

### **GEC 132: Philosophy (3)**

*Prerequisite: None*

This course introduces the study of philosophy through the history of philosophical thought and texts. It also introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about knowledge, meaning, reality, and values.

### **GEC 140: Introduction to Humanities (3)**

*Prerequisite: None*

This course is designed to provide a conceptual understanding and overview of the major disciplines of the humanities including music, theatre, cinema, visual arts, philosophy, and literature. This course will help students to hone their critical thinking, interpretation, and discussion skills.

### **LANG 244: Foreign Language I (3)**

*Prerequisite: None*

This course provides students with the basic skills and vocabulary required to communicate in a foreign language. The courses at this level incorporate grammar and communication exercises that students will need to communicate at the beginner level and to succeed at the intermediate level. No prior knowledge of the foreign language is necessary.

### **LANG 245: Foreign Language II (3)**

*Prerequisite: LANG 244*

This course provides students with the grammar and vocabulary necessary to read, understand, and communicate in a foreign language. In addition, students will begin to use writing as a means of communicating in the language. Moreover, the course further expands on the knowledge that students gained during the Level I course.

### **MATH 101: Pre-Calculus (3)**

*Prerequisite: None*

This course is intended to prepare students for the study of calculus. It includes a review of algebra (arithmetic operations, fractions, factoring, the quadratic formula, radicals, and exponents). This course also serves as an introduction to linear, polynomial, trigonometric, rational and logarithmic functions. Graphs of functions are also covered throughout the course.

### **MATH 151: Calculus I (3)**

*Prerequisite: Math 101*

This course covers functions, limits, the derivative, maximum and minimum problems, the integral, and transcendental functions.

## **Business Certificate Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.*

### **A. International Business**

#### **BUSS 154: Introduction to Import/Export Management (3)**

*Prerequisite: None*

For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies and processes of import/export management.

#### **BUSS 312: Organizational Theory & HR Management (3)**

*Prerequisite: None*

This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. This course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

#### **BUSS 340: International Business (3)**

*Prerequisite: BUSS 210 or BUSS 312*

This course focuses on the international environment and the ways in which businesses adapt to differences in culture, economic systems, and political systems.

### **BUSS 442: International Marketing (3)**

*Prerequisite:* BUSS 302

This course focuses on the marketing of goods and services in international and global markets. It examines the ways in which firms globalize and localize their offerings to balance the demands of scale economies with consumer needs.

### **BUSS 444: International Finance (3)**

*Prerequisite:* ECON 101 or BUSS 303

This course focuses on the techniques and strategies of firms operating in the international environment. Topics covered include exchange rates, currency trading and risk, hedging techniques, international capital markets, and blocked fund alternatives.

### **ECON 101: Principles of Microeconomics (3)**

*Prerequisite:* None

Microeconomics mainly studies the economic choices facing the individual entities, including consumers and business firms. This course covers the basic topics of economic tradeoffs, supply and demand model, concept of elasticity, consumer choice model, theories of cost and production, and the firm's behavior and performance under different market structures. This course also introduces the students to the problems of market failure and public choice, and the impacts of public policy on consumers and business firms.

### **ENG 145: Academic Writing (3)**

*Prerequisite:* None

Academic Writing focuses on reviewing the fundamentals of standard written English. Students will practice writing common forms of business and academic documents. This interactive class provides students an opportunity to improve their communication abilities that are necessary for success in college and beyond.

### **GEC 103: Oral Communication Skills (3)**

*Prerequisite:* None

This course provides the skills needed to prepare and deliver informative and persuasive speeches. Students will focus on adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages; conduct research; and develop effective presentation skills. Students will be required to deliver several oral presentations in front of the class during the course of the semester.



## **B. Small Business Management**

### **ACCT 201: Principles of Financial Accounting (3)**

*Prerequisite: None*

This course is an introduction to accounting concepts and procedures for an organization. The emphasis is upon the accounting cycle as well as the recording, summarizing, and interpretation of accounting information.

### **BUSS 165: Small Business Management (3)**

*Prerequisite: None*

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. The management application of the computer in a small business situation is highlighted. Upon completion, students should be able to develop a small business plan.

### **BUSS 302: Principles of Marketing (3)**

*Prerequisite: None*

This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

### **BUSS 303: Principles of Finance (3)**

*Prerequisite: ACCT 201*

This course focuses on the methods of financial analysis and planning within the firm, including time value of money, cash flow analysis, capital budgeting, and valuation of debt and equity instruments.

### **BUSS 307: Business Law I (3)**

*Prerequisite: None*

This course examines operations relative to the legal and regulatory environment of business. Topics include torts, contracts, liability, sales, and forms of doing business.

### **BUSS 312: Organizational Theory & HR Management (3)**

*Prerequisite: None*

This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. This course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

### **COMP 127: Office Applications (3)**

*Prerequisite: None*

This course provides an overview of personal computers applications. Students study widely used applications, including word processing, spreadsheets, presentation, databases, and introductory elements of web development.

### **ECON 101: Principles of Economics I (3)**

*Prerequisite: None*

This course introduces the student to the basic concepts of supply and demand, market demand and elasticity, and cost theory as well as how political and cultural variables affect economic policy and pricing decisions for consumers and businesses.

## **C. Medical Administrative Assistant**

### **MED 101: Biology & Human Anatomy (3)**

*Prerequisite: None*

This course is designed to introduce human anatomy and physiology of the endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

### **MED 110: Accounting, Coding & Insurance Processing (3)**

*Prerequisite: None*

This course is designed to introduce procedural and diagnosis coding in relation to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

### **MED 115: Business Correspondence (3)**

*Prerequisite: None*

This course will introduce the student to communication theories and their applications; the role of technology in communication; legality and ethics in communications; approaches to preparing business and personal documents; and the analysis and solution of business problems through effective letters and memos.

### **MED 120: Medical Terminology (3)**

*Prerequisite: None*

This course will introduce the student to communication between medical specialists and supporting staff, which requires knowledge of a consistent and reproducible vocabulary. It is important for students to realize that accurate spelling, pronunciation, and usage of medical terms is of extreme importance in the care of a patient.

### **MED 201: Law & Ethics for Medical Assistants (3)**

*Prerequisite: None*

The course is designed to provide instruction in the principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Includes, current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

### **MED 210: Computer Applications in the Medical Office (3)**

*Prerequisite: None*

This course will introduce the student to various computer applications that are used in an office setting including MedAct, Microsoft Office, and IMS Medical Office Software.

### **MED 215: Patient Relations & Human Resource Management (3)**

*Prerequisite: None*

This course examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law. Additionally, students are taught basic communication skills to utilize when dealing with clients.

### **MED 299: Medical Externship (3)**

*Prerequisite: BUSS 106, GEC 124, LANG 105, OFT 105*

*ACCT 201 (co-requisite), BUSS 216 (co-requisite), OFT 215 (co-requisite)*

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience. Students must complete a minimum of 160 hours training in the externship and will not be awarded successful completion of the course or certificate without meeting the minimum requirements.

## **Computer Certificate Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.*

### **A. IT Specialist Certificate Courses**

### **CS 311: Principles of Programming Languages (3)**

*Prerequisites: CS 270*

This course covers the fundamental concepts of programming language design and implementation. Topics include: language paradigms; syntax and semantics; names, binding, allocation, data structures, data types; scopes; control structures, data flow; concurrency; exception handling;

subprograms; comparison of imperative, functional, logical, and object-oriented programming languages.

### **CS 316: Software Engineering (3)**

*Prerequisites:* CS 270, CS 223

This course covers the techniques in software design and development. Topics include: modern software engineering practice for long-term, large-scale programming projects; methods for requirements, specification, design, analysis, implementation, verification, and maintenance of large software systems; advanced software development techniques and large project management approaches; project planning, scheduling, resource management, accounting, configuration control, and technical documentation. Students organize, manage and develop a software engineering project.

### **CS 324: Computer Architecture (3)**

*Prerequisites:* CS 215

This course is an introduction to the architecture of computer systems. Topics include: computer hardware organization; floating-point arithmetic; central processing units; instructions set design issues (RISC vs. CISC); micro-programmed control; addressing and memory hierarchies; bus control and timing; hardwired control; parallelism, pipelining; input/output mechanisms, peripheral devices; interrupt systems; software versus hardware trade-offs.

### **CS 326: Object Oriented Programming (3)**

*Prerequisites:* CS 270

This course concentrates on the concepts of object oriented programming (OOP) paradigm. Concepts presented are exemplified using a selected object oriented programming language. Topics include: fundamental abstraction, modularity and encapsulation mechanisms in OOP, classes, inheritance, polymorphism, exception handling, concurrent programming, data structures. Students complete a term project that utilizes object oriented programming.

### **CS 328: Programming with C/C++ (3)**

*Prerequisite:* CS 110

This course covers the fundamental concepts of C/C++ programming language. Topics include variables, expressions and interactivity, relational and logical operators, looping, functions, arrays, pointers, classes, file operations, inheritance, polymorphism and virtual functions. Students complete a term project that utilizes C/C++.

### **CS 355: Essentials of Networking (3)**

*Prerequisites:* CS 324

This course includes the fundamentals of network standards, concepts, topologies and terminologies including LANs, WANs, Internet Protocol (IP) addressing, subnet masking and network design, and various protocols. This course teaches concepts from the Open Systems Interconnection (OSI) Networking Reference Model, developed by the International Standards Organization (ISO) to describe the function and structure of network communications protocols.

### **CS 360: Web Development Methods (3)**

*Prerequisites: CS 270*

This course introduces web development technologies. The topics include: web page design techniques, using web design editors, designing graphical user interface with image processing tools, client and server side scripting, and development of database applications. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages and have hands-on experience in designing a website.

### **CS 423: Database Concepts (3)**

*Prerequisites: CS 311, CS 316*

This course introduces the fundamental concepts for design and development of database systems. Topics include: review of relational data model and the relational manipulation languages SQL and QBE; integrity constraints; logical database design, dependency theory and normalization; query processing and optimization; transaction processing, concurrency control, recovery, and security issues in database systems; object-oriented and object-relational databases; distributed databases; emerging database applications.

### **CS 458: Principles of Network Security (3)**

*Prerequisites: CS 355*

This course will discuss introduction to cryptography and its application to network and operating system security: security threats; applications of cryptography; secret key and public key cryptographic algorithms; hash functions; cryptographic protocols; SSL, IPSEC; basic number theory; authentication; security for electronic mail and intrusion detection.

### **CS 475: Special Topics in Computer Science (3)**

*Prerequisites: CS 316, CS 324, CS 326*

This course will cover the topics of current interest selected by the faculty. Subjects as announced before the start of each semester.

## **Graduate Certificate in TESOL Courses**

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours, except for the TSL 525 Practicum course*

*which gives one (1) credit for 15 academic hours of classroom instruction and two (2) credits for 90 hours of classroom observation and teaching.*

### **TSL 505: Introduction to Language and Linguistics (3)**

*Prerequisite: None*

This course is an introduction to the nature of human language as a unique communication system. Students will gain an understanding of the structure of language and of how all languages are fundamentally alike.

### **TSL 510: Methods of Teaching (3)**

*Prerequisite: None*

This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn the basics of lesson planning and classroom management.

### **TSL 515: Structure of English (3)**

*Prerequisite: None*

Upon successful completion of this course, students will gain an understanding of the internal structure of English words, phrases, and sentences, as well as a foundation in grammatical reasoning.

### **TSL 520: Language Acquisition Theories (3)**

*Prerequisite: None*

This course introduces students to the main theories of language acquisition and their relevance to language teaching.

### **TSL 525: Practicum (3)**

*Prerequisite/Co-requisite: TSL 510 Methods of Teaching*

Students will observe experienced teachers conducting a variety of ESL classes in VIU's ESL Program, develop lesson plans, teach selected activities under the supervision of the practicum instructor, and develop a professional portfolio.

### **TSL 550: Special Topics in TESOL (3)**

*Prerequisite: None*

This course covers topics of current interest selected by the faculty before the start of each semester.

## **ESL Courses**

*Course hours are shown in parenthesis, e.g., (60 hours), following the course title. Course hours are based on class contact (lecture) hours unless otherwise stated.*

### **ESL 102: Elementary Grammar (60 hours – Core)**

This course focuses on developing a solid core of basic English grammar skills for beginning learners of English. In particular, it covers the structure

of declarative, interrogative and imperative sentences; simple present, past and future forms; personal and possessive pronouns; plural nouns; and simple conjunctions.

### **ESL 163: Elementary Speaking and Listening (90 hours – Core)**

This course aims at developing students' ability to handle a variety of basic social situations (introductions, ordering meals, asking directions, making purchases, taking & leaving simple messages, etc.). Students will learn to tell simple stories and describe pictures in simple sentences, and to understand simple narratives. They will also increase their vocabulary. The course includes an introduction to North American vowels and consonants and basic intonation patterns.

### **ESL 183: Elementary Reading and Writing (90 hours – Core)**

This course focuses on developing basic reading and writing skills. After completing the course, students are expected to be able to write short messages and descriptions; fill out simple forms; apply basic principles of capitalization and punctuation; read simplified short texts on familiar topics and answer factual questions about the reading; scan to locate information in text; and categorize vocabulary (synonyms, antonyms). Students will also increase their vocabulary.

### **ESL 193: Introduction to Debate (30 hours – Elective)**

This elective course focuses on building strong conversation skills through a variety of problem-solving activities and discussion of controversial issues.

### **ESL 194: Fluency Through Video I (30 hours – Elective)**

In this course, students will follow the adventures of six friends from different countries who are now living, studying, and working in exciting New York City. The course is designed to improve the students' listening comprehension skills and help them become confident and fluent speakers of English. Useful cultural points and colloquial language will be explained throughout the course.

### **ESL 195: Vocabulary Development I (30 hours – Elective)**

In this course, students will learn and apply new vocabulary by associating words with colorful and engaging visual images. This approach encourages students to associate words with meanings rather than reverting to their native language for a definition. Vocabulary Development I uses a variety of engaging communicative activities and problem solving exercises.

### **ESL 196: Introduction to American History (30 hours – Elective)**

This content-based course is an introduction to the history of the United States, from its earliest days to the American Civil War (1865). The course has a significant reading and writing component. Students will learn new

words, write a journal, and practice academic skills such as reading bar graphs and maps.

**ESL 197: Life Skills (30 hours – Elective)**

This course teaches students the necessary life skills that they will need in order to function successfully and competently in an English-speaking society. Students will learn essential vocabulary and strategies to communicate effectively at home, at work, in school, and in their communities.

**ESL 202: Intermediate Grammar (60 hours – Core)**

This course includes a review of basic sentence types and simple tense forms and introduces the students to a variety of higher-level grammatical constructions, with a particular focus on developing the students' ability to use simple, continuous and perfective forms; modal verbs; comparative constructions; and quantifiers.

**ESL 210: The American Short Story I (30 hours – Elective)**

Students will read about 14 short stories by American writers and learn about the various elements of short fiction such as plot, character, setting, etc. Through the study and discussion of short stories, students will improve their vocabulary, reading, critical thinking, and public presentation skills.

**ESL 215: Business English I (30 hours – Elective)**

Students will focus on improving their listening and speaking skills in key areas of business communication: taking part in meetings, telephoning, negotiating, and socializing.

**ESL 216: Conversation Strategies (30 hours – Elective)**

This course offers students the opportunity to improve their conversation skills by learning to recognize and use a variety of subtle language cues that native speakers of English employ in order to understand a person's intentions and to achieve desired outcomes.

**ESL 217: Introduction to American Culture I (30 hours – Elective)**

This is a content-based course covering various aspects of American culture such as famous people and places, important historical events, and traditions. The linguistic component of the course focuses on vocabulary and reading skills. The course will culminate with individual oral presentations or exhibits focusing on specific aspects of American culture.

**ESL 218: Introduction to Public Speaking (30 hours – Elective)**

In this course, students will learn to explain, support, and organize their own opinions, and to examine, question and refute opposing points of view. The course focuses on developing critical thinking, listening, and



speaking skills; furthermore, the strategies learned in this course will also help students become more effective writers.

### **ESL 263: Intermediate Speaking and Listening (90 hours – Core)**

This course focuses on developing students' oral communication skills, including their ability to make simple oral presentations, retell simple stories, participate in face-to-face conversations on topics going beyond the most immediate needs, and identify the main ideas and factual information in level-appropriate listening passages. This course includes a review of English sounds, word-level stress, and reductions, linking, and contractions.

### **ESL 283: Intermediate Reading and Writing (90 hours – Core)**

In this course, students will improve their reading comprehension skills and being to learn how to write well-structured paragraphs. Specifically, students will learn to use a variety of pre-reading strategies to become more effective readers, to identify main and supporting ideas of a text, and to identify pronoun antecedents. In addition, students will conduct basic internet searches and use word-processing software to write, edit, and format written assignments.

### **ESL 294: Fluency Through Video II (30 hours – Elective)**

This course is designed to improve the students' listening comprehension skills and help them become confident and fluent speakers of English. Students will follow the adventures of six friends from different countries who are now living, studying, and working in exciting New York City. Useful cultural points and colloquial language will be explained throughout the course.

### **ESL 295: Drama in English (30 hours – Elective)**

Through the study of short dramatic works, students will improve their skills in vocabulary, conversation, writing, listening, and reading. Students will rehearse and perform scenes and monologues and in so doing practice their pronunciation and speaking skills. Through the study and performance of drama, students will gain confidence in using English, in working collaboratively with others, and in public speaking. The course will culminate with a project in which students will write and perform original monologues or short dramatic scenes.

### **ESL 300: TOEFL Preparation – Intro (60 hours – Elective)**

Students will learn effective test-taking strategies and extensively practice completing all types of exercises found on the TOEFL iBT. This course serves as a spring board to advanced TOEFL preparation courses.

### **ESL 302: Advanced Grammar (60 hours – Core)**

This course includes a thorough review of the English tense and aspect system and focuses on complex and compound sentences (including relative clauses and embedded questions), conditional forms; passive, gerunds, infinitives, and perfective forms with modal verbs.

### **ESL 310: The American Short Story II (30 hours – Elective)**

In this elective course, students will read about 14 short stories by American writers and learn about the various elements of short fiction such as plot, character, setting, etc. Through the study and discussion of short stories, students will improve their vocabulary, reading, critical thinking, and public presentation skills.

### **ESL 311: Creative Writing (30 hours – Elective)**

In this course, students are introduced to elements and techniques used in two major types of creative writing: poetry and the short story. Students will be exposed to a variety of authentic works and will work on exploring their own literary voice while paying special attention to clear and accurate usage of the English language.

### **ESL 314: Business English II (30 hours – Elective)**

The goal of the course is to familiarize the students with the basic communication modes of the modern American business world. The course includes extensive reading assignments and familiarizes students with basic forms of business writing such as memos, reports, invitations, resumes, letters, and agendas.

### **ESL 316: Introduction to American Culture II (30 hours – Elective)**

This course explores traditional basic American values and how these values affect various institutions and aspects of life in the United States. The course aims to prepare ESL students for academic classes by introducing them to a variety of techniques to process longer reading segments and by teaching effective debate skills.

### **ESL 315: Current Events (30 hours – Elective)**

In this advanced elective course, students will read recent news stories, participate in debates, and learn to defend their point of view in writing.

### **ESL 318: Brilliant Essays in 30 Minutes – TOEFL Writing (30 hours – Elective)**

This course focuses on developing the skills necessary for successful completion of integrated and independent writing tasks of the iBT TOEFL. Students will review the basic principles of paragraph and essay structure, learn effective note-taking techniques, develop time management and stress reduction strategies, and practice summarizing and synthesizing information from listening and reading passages.

**ESL 324: Fluency Through Video III (30 hours – Elective)**

In this advanced elective course, students will follow the adventures of six friends from different countries who are now living, studying, and working in exciting New York City. The course is designed to improve the students' listening comprehension skills and help them become confident and fluent speakers of English. Useful cultural points and colloquial language will be explained throughout the course.

**ESL 322: Advanced Pronunciation (60 hours – Core)**

This course covers all aspects of pronunciation, from individual sounds to intonation, rhythm, and stress. Students will learn to identify and articulate American English vowels and consonants, produce and identify meaning change through intonation; use reduction, linking and contractions; stress polysyllabic words correctly; understand and apply the principles of sentential stress, rhythm, and phrasing.

**ESL 362: Advanced Speaking and Listening (60 hours – Core)**

This course focuses on developing students' listening comprehension, note taking, and presentation skills. Students will understand main ideas and specific details of recorded passages on academic and general interest topics; take notes while listening and summarize the information orally; produce oral summaries of written material; prepare and deliver structured technology-assisted presentations on topics of general interest; participate in and orally summarize the outcome of group discussions; and develop an ability to support opinions, explain in detail, and hypothesize.

**ESL 382: Advanced Reading and Writing (60 hours – Core)**

This course reviews the principles of paragraph structure and focuses on basic essay organization, formatting, and revision. In addition, the course includes a review of punctuating complex and compound sentences, fixing run-ons and avoiding fragments. Students will work with a variety of academic reading materials to develop basic reading skills (such as skimming for main ideas and scanning for specific information) as well as higher-level skills (such as making inferences and distinguishing between fact and opinion). Students will also learn to deduce the meaning of unfamiliar words from contextual and structural clues.

**ESL 394: English through Songs and Broadway Musicals (30 hours – Elective)**

The course will introduce the students to a range of timeless classics that have become an important part of American culture and language. This course is designed to help students increase their vocabulary, gain familiarity with colloquial speech patterns and nonverbal expressions, and improve their reading, listening, and writing skills.

**ESL 395: Vocabulary Development II (30 hours – Elective)**

This course focuses on developing students' command of academic vocabulary. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention.

**ESL 396: Introduction to Journalism (30 hours – Elective)**

Students will be introduced to the basic principles and ethics of journalism, learn how to prepare for and conduct effective interviews, how to take notes during an interview, and how to weave quotes into texts. A key component of this course is to produce a high-quality student publication that can be added to the school's website.

**ESL 400: TOEFL Preparation (60 hours – Core)**

Students will learn effective test-taking strategies and extensively practice completing all types of exercises found on the TOEFL iBT.

**ESL 401: College Preparatory Skills (60 hours – Core)**

The purpose of the course is to aid students in understanding and adapting to the social and educational systems in the USA and to help them develop strong study skills. In particular, this course focuses on the basic principles of taking effective lecture and textbook notes; writing and correctly formatting simple research papers, paraphrasing and summarizing skills, test-taking skills, and preparing and delivering formal presentations on academic subjects.

**ESL 414: Business English III – Oral Skills (30 hours – Elective)**

In this course, students will improve their skills in the following key areas of business communication: taking part in meetings, telephoning, negotiating, presenting, and socializing.

**ESL 415: Business English III – Writing (30 hours – Elective)**

This course introduces high-advanced ESL students to the style, vocabulary, and various formats of business writing.

**ESL 416: English for Science and Technology (30 hours – Elective)**

In this course, high-advanced students will read about issues in science and technology to improve their reading, vocabulary, discussion, grammar, and writing skills.

**ESL 422: Pronunciation Workshop (30 hours – elective)**

In this course, students will engage in listening and speaking activities to develop clear speech and appropriate intonation. The course includes a review of the sound system and focuses on the patterns of English stress, intonation, and timing.

**ESL 455: American Culture through Songs and Movies (60 hours – Elective)**

This course helps high-advanced students develop skills in listening and reading comprehension as well as critical thinking. The films and music presented in this class will expose students to various aspects of American culture and history during the 20<sup>th</sup> and early 21<sup>st</sup> century.

**ESL 456: Language of the News (60 hours – Elective)**

This course uses original news broadcasts and publications to help high-advanced students develop critical thinking skills and gain insight into American attitudes and values. The linguistic focus of the course is on listening and reading as well as on evaluating and summarizing material orally and in writing.

**ESL 457: Expanding English Fluency (60 hours – Elective)**

This course for high-advanced students focuses on oral skills development. Students will improve their listening comprehension skills, learn effective conversation strategies, and practice giving presentations and participation in formal debates.

**ESL 458: Hot Topics: Reading and Discussion (60 hours - Elective)**

This course helps high-advanced students develop their reading and discussion skills. The readings explore controversial issues such as family structure, immigration, religion, addiction, and mental illness.

**ESL 462: College Prep Speaking & Listening (60 hours – Core)**

This course focuses on developing academic listening and speaking skills. Students will learn to give short structured presentations and improve their ability to comprehend and analyze academic discourse. The course includes an accent-reduction component that focuses on helping students speak clearly and with appropriate intonation patterns.

**ESL 482: College Prep Reading & Writing (60 hours – Core)**

In this course, students will review the basic principles of paragraph organization and learn to write five-paragraph essays. Students will also develop their reading skills in the interpretation, analysis, summarizing, and criticism of ideas encountered in academic reading. The course includes a review of effective strategies for understanding unfamiliar academic vocabulary and a remedial needs-based review of higher-level grammatical constructions.

**ESL 494: Grammar Workshop (30 hours – Elective)**

This course focuses on developing self-editing skills that students need in order to express themselves accurately in writing.

**ESL 495: Vocabulary Development III (30 hours – Elective)**

This intensive course for high-advanced students focuses on developing students' command of academic vocabulary. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention.

## Administrative Notice

The purpose of this Academic Catalog is to present academic programs and services, and those policies, procedures, and regulations of VIU that are likely to apply to our student body. The VIU Academic Catalog is usually reviewed semi-annually and published annually. The university may publish other manuals such as our Student Handbook, Faculty Handbook, Employee Handbook and Library Handbook. In the event of any discrepancies between these various handbooks relating to issues of student and academic services, the policies and procedures stipulated in the Academic Catalog 2010-2011 shall supersede the statements mentioned in others.

VIU encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies, and procedures contained in this catalog. If you have found any error, mistake, or any clear discrepancy with state and federal laws, please feel free to report it to us as we certainly welcome any suggestions regarding how to improve institutional policies and procedures to conform to recognized educational standards. Please direct your comments and recommendations to Badamsukh Yadamsuren, Associate Vice President of Academic Affairs, at 703-591-1844 x 323 or e-mail at [badamaa@viu.edu](mailto:badamaa@viu.edu).

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