



**LET'S BUILD THE
FUTURE TOGETHER**



ACADEMIC CATALOG 2011 - 2012

2ND PRINT

President's Welcome Message

Welcome to Virginia International University. It is my privilege to extend appreciation to both new and returning students for choosing to study at VIU. Since 1998, our mission has been to educate students from all over the world and graduate scholars of moral, intellectual and professional excellence who will lead the way to a better world for everyone. I am happy you are here for our 2011-2012 academic year.

At VIU, our goal is to provide necessary knowledge and expand the skills of our graduates beyond the classroom. My hope is that you will feel at home here and avail yourself of all the richness in history and culture that the Washington, DC metropolitan area has to offer. You will double your learning by embracing experiences both in and out of the classroom.

Colin Powell once said “A dream doesn’t become reality through magic; it takes sweat, determination and hard work”. Your education is much like that dream. Be determined to achieve greatness and your efforts in your path for higher education will be rewarded. Do not be afraid to work hard and enjoy every minute of your education.

Best wishes for a great academic year.

Sincerely,

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
ESL	English as a Second Language
ETS	Educational Testing Service
GEC	General Education Courses
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Exam
iBT	Internet Based TOEFL
ID	Identity Document
IELTS	International English Language Testing System
ISS	International Student Service

IITEP	International Test of English Proficiency
MBA	Master of Business Administration
MCS	Master of Science in Computer Science
MELAB	Michigan English Language Assessment Battery
MIS	Master of Science in Information Systems
OPT	Optional Practical Training
pBT	Paper Based TOEFL
PTE	Pearson Test of English
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
USCIS	United States Citizenship and Immigration Services

GENERAL INFORMATION

Introduction

Virginia International University (VIU) 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 21st century workforce. Located in Fairfax, Virginia, just minutes from Washington, DC, VIU offers degree programs at the undergraduate and graduate levels in Business Administration and Computing (Computer Science, Information Systems and Information Technology), as well as diplomas and certificates in a variety of professional and technical fields. This includes language programs such as ESL and TOEFL. VIU also offers several of our programs through online education, providing another avenue for students to access learning.

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 and Objectives

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.

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.

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.

Accreditation and Certifications

1. VIU is a senior college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, diplomas, Bachelor's degrees, and master's degrees. ACICS 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

2. VIU's accreditation thru ACICS has automatically entitled VIU to be recognized by the US Department of Education.



Department of Education Building
400 Maryland Ave, SW
Washington, DC 20202
www.ed.gov

3. VIU's accreditation thru ACICS has automatically entitled VIU to be recognized the Council for Higher Education Accreditation (CHEA).



One Dupont Circle NW,
Suite 510
Washington DC 20036
www.chea.org

4. VIU is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV) and approved by SCHEV to grant degrees, diplomas, and certificates at the Bachelor's and master's levels of academic study.



101 North Fourteenth Street,
James Monroe Building,
Richmond, VA 23219
Tel: (804) 225-2600
Fax: (804) 225-2604
www.schev.edu

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



500 12th St., SW
Washington, D.C. 20536
www.ice.gov

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



Office of the Commissioner
900 East Main Street
Richmond VA 23219
www.dvs.virginia.gov

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



One Dupont Circle NW
Washington, DC 20036-1193
www.acenet.edu

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



2214 Rock Hill Road, Suite 300
Herndon, VA 20170
www.nvtc.org

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



513 Maple Avenue, West
Second Floor
Vienna, VA 22180
www.vtrcc.org

10. VIU is a member of the EMC Academic Alliance; a collaboration with colleges and universities worldwide.



176 South Street,
Hopkinton, MA 01748
<http://education.emc.com/academicalliance>

11. VIU is a member of the IBM Academic Initiative, a global program that facilitates the collaboration between IBM and educators.



1 New Orchard Road
Armonk, NY 10504
<https://www.ibm.com/developerworks/university/academicinitiative/>

VIU Schools of Academic Study

All of the programs listed within have been approved by the State Council of Higher Education for Virginia (SCHEV) and by the Accrediting Council for Independent Colleges and Schools (ACICS).

VIU has established the following schools of academic study, with the list of programs they offer.

School of Business (SB)

Master of Business Administration (MBA); offered with concentrations in:

- Accounting
- Global Logistics
- Health Care Management
- Human Resources Management
- International Business
- International Finance
- Marketing Management
- Hospitality and Tourism Management

Bachelor of Science in Business Administration (BBA); offered with concentrations in:

- Finance
- International Business
- Marketing

Certificate Programs in:

- International Business
- Small Business Management
- Medical Administrative Assistant

School of Computer Information Systems (SCIS)

Master of Science in Computer Science (MCS)

Master of Science in Information Systems (MIS)

Master of Science in Information Systems Management (MISM)

Graduate Certificate in Business Intelligence

Graduate Certificate in Information Systems

Graduate Certificate in Information Systems Management

Graduate Certificate in Information Technology Audit and Compliance

Bachelor of Science in Computer Science (BCS)

IT Specialist Certificate Program¹

¹ Effective February 1, 2012, VIU is no longer accepting new enrollments for this program

School of English Language Studies (SELS)

Master of Arts in TESOL (MA in TESOL)

TESOL Graduate Certificate Program

English as a Second Language (ESL) Program

School of Continuing Education (SCE)

In addition to these schools, the School of Continuing Education provides “just-in-time” training for career professionals with real world and builds and provides tailored continuing education programs upon requests that meet the needs of the prospective participants.

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 by-laws, is two-fold: 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
Mr. Ronald J. Hubbard	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 Directors

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
John L. Bennett	Associate Vice President of University Affairs	MLS
Gail Whitaker	Dean, School of Business	DM
Goran Trajkovski	Dean, School of Computer Information Systems and Online Education	PhD
Masha Vassilieva	Dean, School of English Language Studies	PhD

Stephen Foerster	Director, Online Education	MA
Dominika Braverman	Associate Dean, School of Business	BA

Full-Time Faculty

Faculty Name	Degrees Earned	Field of Expertise
John L. Bennett	MLS, McGill University, Montreal, Canada BA in English, Windham College, Putney, VT CELTA, International House, Krakow, Poland	English as a Second Language (ESL)
Goran Trajkovski	PhD in Technical Sciences, SS Cyril & Methodius University, Skopje, Macedonia MSc in Mathematics & 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 BS in German Language and Literature, Saint Petersburg State University, 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, Washington, DC BS in Business & Economics, American University, Washington, DC	Business Management & Information Technology
Alex Yousefi	PhD in Business Administration, Northcentral University, Prescott Valley, AZ MS in Human Resource Management, Wilmington University, New Castle, DE BSc in Information Systems, Strayer University, Arlington, VA	Business Management, ERP, Systems Analysis and Project Management

Academic Calendar Fall 2011 – Fall 2012

VIU operates on a traditional semester calendar where the academic year is divided into two main semesters, Fall and Spring. The Fall and Spring semesters span over 15 weeks each. Additionally, courses are also offered during summer in two concentrated 8-week sessions for academic courses and 6 to 12.5 week sessions for the ESL program courses. All online courses are offered in an 8-week format in the first and the second halves of the Fall, Spring and Summer semesters.

Students should be aware that workload in the courses during the Summer sessions, as well as those offered online, is equal to the residential 15-week course, unless noted otherwise.

The tables below outline the major time periods and events in the 2011 – 2012 academic year.

FALL 2011 (Aug 29 – Dec 17)	On-ground (15-week)	Online Session I (8-week)	Online Session II (8-week)
Registration for Fall 2011 opens	Jul 1	Jul 1	Jul 1
Registration closes	Aug 22	Aug 22	Oct 17
New Student Orientation	Aug 24	-	-
First day of classes	Aug 29	Aug 29	Oct 24
Last day to add/drop course(s)	Sep 12	Sep 2	Oct 28
Labor Day, VIU is closed	Sep 5		
Last day to withdraw with a grade of "W"	Nov 4	Sep 30	Nov 28
Last day to apply for Fall graduation	Nov 1		
Make-up classes for Labor Day	Nov 21	-	-
No classes (Reserved for make-up sessions)	Nov 22 - 23	-	-
Thanksgiving break, VIU is closed	Nov 24 - 27	Nov 24 - 25	
Last day of classes*	Dec 17	Oct 22	Dec 17
Grades are available on MyVIU	Dec 19	Oct 24	Dec 19
Winter break, VIU is closed	Dec 24 - Jan 1		
Changes to incomplete grades are due to Registrar	Feb 17	Dec 2	Feb 17

SPRING 2012 (Jan 9 – Apr 23)	On- ground (15-week)	Online Session I (8-week)	Online Session II (8-week)
Registration for Spring 2012 opens	Dec 1	Dec 1	Dec 1
Registration closes	Jan 3	Jan 3	Feb 20
New Student Orientation	Jan 4	-	-
First day of classes	Jan 9	Jan 9	Feb 27
Martin Luther King Day, VIU is closed	Jan 16		
Last day to add/drop course(s)	Jan 23	Jan 13	Mar 2
Last day to withdraw with a grade of "W"	Mar 16	Feb 10	Mar 30
Last day to apply for Spring 2012 graduation	Mar 1	Mar 1	Mar 1
Last day of classes*	Apr 23	Mar 3	Apr 21
Grades are available on MyVIU	Apr 24	Mar 5	Apr 24
Commencement Ceremony	Apr 28	Apr 28	Apr 28
Changes to incomplete grades are due to Registrar	Jun 8	Apr 6	Jun 8

SUMMER Session I 2012: Academic Programs (Apr 30 - Jun 23) ESL Programs (Apr 30 - Jul 25)	Academic Programs (8-week)	ESL Program (12.5-week)
Registration for Summer session I opens	Apr 2	Apr 2
New Student Orientation	Apr 25	Apr 25
Registration closes	Apr 26	Apr 26
First day of classes	Apr 30	May 1
Last day to add/drop course(s)	May 4	May 4
Memorial Day, VIU is closed	May 28	
Last day to withdraw with a grade of "W"	Jun 1	Jun 13
Last day to apply for Summer I graduation	Jun 1	-
Last day of classes*	Jun 23	Jul 11
Grades are available on MyVIU	Jun 25	Jul 16
Changes to incomplete grades are due to Registrar	Aug 3	Aug 3

SUMMER Session II 2012: Academic Programs (Jun 25 - Aug 18) ESL Program (Jun 25 – Aug 8)	Academic Programs (8-week)	ESL Program (6.5-week)
Registration for Summer session II opens	Jun 1	Jun 1
New Student Orientation	Jun 18	Jun 18
Registration closes	Jun 20	Jun 20
First day of classes	Jun 25	Jun 25

Continuing from previous page	Academic Programs (8-week)	ESL Program (6.5-week)
SUMMER Session II 2012:		
Last day to add/drop course(s)	Jun 29	Jun 29
Independence Day, VIU is closed	Jul 4	
Last day to withdraw with a grade of "W"	Jul 27	Jul 27
Last day to apply for Summer II graduation	Aug 1	-
Last day of classes*	Aug 18	Aug 16
Grades are available on MyVIU	Aug 20	Aug 20
Changes to incomplete grades are due to Registrar	Oct 5	Oct 5

FALL 2012 (Aug 27 – Dec 15)	On-ground (15-week)	Online Session I (8-week)	Online Session II (8-week)
Registration for Fall 2012 opens	Jul 2	Jul 2	Jul 2
Registration closes	Aug 20	Aug 20	Oct 15
New Student Orientation	Aug 22	-	-
First day of classes	Aug 27	Aug 27	Oct 22
Labor Day, VIU is closed	Sep 3		
Last day to add/drop course(s)	Sep 10	Sep 4	Oct 29
Last day to withdraw with a grade of "W"	Nov 2	Sep 28	Nov 26
Last day to apply for Fall 2012 graduation	Nov 1	Nov 1	Nov 1
Make-up classes for Labor Day	Nov 19	-	-
No classes (Reserved for make-up sessions)	Nov 20-21	-	-
Thanksgiving break, VIU is closed	Nov 22-25	Nov 22 - 23	
Last day of classes*	Dec 15	Oct 20	Dec 15
Grades are available on MyVIU	Dec 17	Oct 22	Dec 17
Winter break, VIU is closed	Dec 24 - Jan 1		
Changes to incomplete grades are due to Registrar	Feb 17	Oct 30	Feb 17

* Includes the final exam period

NOTE: The Academic Calendar is subject to change without prior notice. The latest version of the calendar is available on the VIU web site.

Holidays

Virginia International University annually observes 11 days as holidays. On these 11 days, there will be no classes and administrative offices will be closed.

For the 2011 – 2012 Academic Calendar year, the University will observe the following 11 days as holidays:

- Labor Day: September 5, 2011
- Thanksgiving Day: November 24, 2011
- The day after Thanksgiving: November 25, 2011
- Winter Break*: December 24, 2011 – January 1, 2012
- Martin Luther King Day: January 16, 2012
- Memorial Day: May 28, 2012
- Independence Day: July 4, 2012

*The Winter Break includes Christmas Day and New Year's Day.

Note: VIU will not observe the following holidays and will be open for classes as usual on:

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

Religious Holiday Policy

VIU seeks to extend hospitality to all persons regardless of race, ethnicity, and sexual orientation, economic or social background. Diversity is valued at VIU, and the University is committed to assuring that all persons who enter this community are welcomed and respected. VIU, a secular institution of higher education, stands at the same distance to all world religions and does not observe religious holidays. VIU does not observe religious holidays of any type other than what the state and federal governments observe officially in the US. Therefore, all scheduled educational activities and University sponsored events will take place as scheduled as publicized by our Academic Calendar.

Inclement Weather Policy

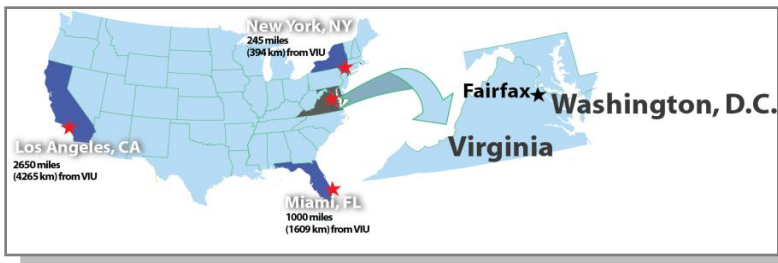
Day Classes: If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the University, announcements will be made on all major local television and radio networks and on the University's website. A make-up class will be scheduled by the instructor.

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, per the judgment of the instructor. A make-up class will be scheduled by the instructor.

VIU's Location & Transportation

Virginia International University is located in Fairfax, Virginia, in the heart of Fairfax County in Northern Virginia, only 18 miles away from the United States' capital, Washington, DC.



VIU's Campus

VIU consists of the following three campuses which house our offices and facilities, all within a short walking distance of each other:

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 houses the University Conference Center and the Testing Center.

Pender Campus

Within the Pender Campus you will find classrooms, computer labs, the Student Career Center, the University Bookstore, and the offices of the academic schools and staff.

Commonwealth Hall Campus

Classrooms, a computer lab, a student study room, a conference room, and the VIU Library 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 can accommodate CDs and DVDs. The University also provides three computer labs for student use. These labs are equipped with up-to-date hardware and software.



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

© 2011 Google

Transportation

VIU is conveniently located near two international airports: Dulles International Airport (IAD) in Virginia and Baltimore-Washington International Airport (BWI) in Maryland. Domestic air travel, which includes connecting flights from other international airports in the United States, is also available through the Reagan National Airport (DCA). All three airports have major road and rail links with Fairfax, Virginia.

From IAD (Dulles) Airport: By car, 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 the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit www.wmata.com.

From BWI (Baltimore-Washington International) Airport: By car, 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 the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit www.wmata.com.

From DCA (Ronald Reagan National) Airport: By car, take I-66 west, take exit 57A to Route 50 Fairfax, then make a left at the first light on

Waples Mill Road. Take the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit www.wmata.com.

From Vienna/Fairfax-GMU Metro Station:

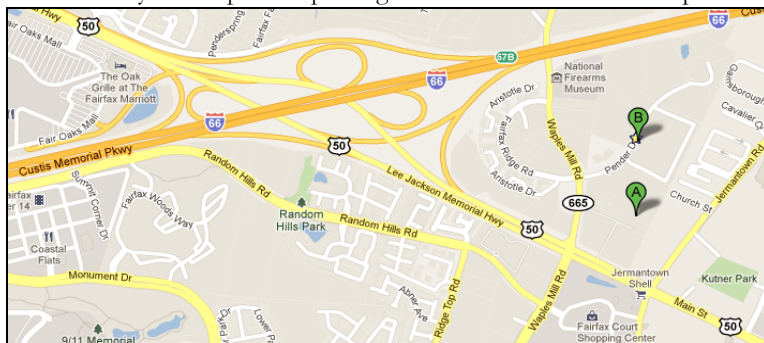
VIU is located less than five miles away from the Vienna/Fairfax-GMU Metro Rail Station at the end of the Orange line. The Metrobus system serving the areas around VIU is called the “CUE”. Metrobus 2B or the CUE Bus Gold 2 operate between the Vienna/Fairfax-GMU Metrorail Station and VIU. The VIU administrative offices can be reached by getting off at the bus stop at the intersection of MAIN STREET and JERMANTOWN ROAD, turning right onto Main Street, and then turning right onto Waples Mill Road.

Airport Pick-Up Assistance

VIU’s Student Services provides assistance with guiding new students on how to make airport pick-up arrangements when arriving to the United States. Please refer to the Airport Pick-Up Assistance section below in the explanation of Student Services.

Parking

VIU currently has ample free parking for students at all three campuses.



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STUDENT SERVICES

New Student Orientation

VIU 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 each semester at VIU. During this program, students are introduced to university policies and procedures, including curricular advising, course loads, and standards of academic progress. Because the majority of the VIU student body is composed of international students, it is essential that the students are supported during their transition into American culture. The program and staff encourage students' self-growth, learning, and understanding of their own relationship to the intellectual, social, and cultural climate of VIU. During this orientation, new students have an opportunity to meet fellow VIU students, tour the campus, meet local businesses that provides services to our students, make housing arrangements, and meet with admissions officers and their academic departments. Students take photos for their VIU Student ID card, which are distributed to students in 1 – 2 weeks following the orientation. The VIU Student ID card also serves as the student's VIU Library card. New Student Orientation is held prior to the start of each academic semester. For more information, students may contact admissions@viu.edu or call (703)591-7042.

Career Planning 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 Career Center works with students in all areas of career planning and 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. VIU's Career Center can be accessed online through VIU's main website.

Airport Pick-up Assistance

VIU's Student Services provides assistance with guiding new students on how to make airport pick-up arrangements when arriving to the United States. We provide detailed explanation on how to arrange airport pick-up from the following airports: Dulles International Airport (IAD), Baltimore-Washington International Airport (BWI), and Reagan National Airport (DCA). Students may contact accommodation@viu.edu or call (703)591-1844 at least two (2) weeks prior to arrival for information and

assistance. Students are responsible for all fees associated with the pick-up service charged by the service providers.

Accommodation Assistance

At this time, VIU does not offer on-campus housing options, but proudly serves as a resource in assisting students in their search for affordable and convenient housing. Some of the housing options available to students includes home stays, apartments, rooms/shared housing, and hotels. If a student requires assistance in finding accommodations, a completed Off-Campus Housing Request Form, which is available on VIU's website, should be submitted prior to the beginning of the semester. This form, and other related inquiries, can be e-mailed to accommodation@viu.edu.

Off-Campus Student Activities

Off-Campus Student Activities at VIU are designed to give students a chance to broaden their interests, share new experiences, and meet new people. Students are encouraged to participate in these social, recreational, educational, and cultural activities as a means to gain a well-rounded education at VIU. Off-Campus Student Activities may include day-trips to popular site-seeing or educational destinations in Washington, DC or longer excursions to destinations such as New York City. VIU welcomes feedback from students at all times regarding the types of activities they would like to participate in while studying at our University. For information regarding our Off-Campus Student Activities, students are encouraged to contact studentactivities@viu.edu or call (703)591-1844. The list of current activities and events available for students are posted on VIU's website.

Student Health Insurance

Health Insurance is mandatory for all international students enrolled at VIU. Students are given the option of purchasing health insurance through VIU or purchasing health insurance through their own outside vendor.

VIU offers for international students the option of waiving enrollment in the University selected student health insurance plan, if a student has proof that they hold a comparable insurance plan through another health care provider.

The outside health insurance plan must meet the following requirements:

1. Length of coverage must be equal to or longer than our renewal dates (whichever applies):
 1. Fall Semester: September 1 – December 31
 2. Spring/Summer Semesters: January 1 – August 31

2. Minimum insured amount per person per trip \$300,000.
3. Medical benefit is at least \$50,000 per condition, illness, or injury.
4. Co-payment does not exceed \$300.
5. Repatriation benefit is at least \$25,000.
6. Medical evacuation benefit is at least \$25,000.
7. Deductible does not exceed \$200 per illness or injury.
8. Prescription drugs: Paid at 100%.

If a student is going to use a plan other than the offered plan through VIU, the student must submit a Health Insurance Waiver Form to the Student Services Assistant at the Pender Campus by the last day of Add/Drop each semester. After the Add/Drop period, the student is required to purchase the student health insurance plan offered through VIU.

Student Health Insurance is renewed semi-annually. The renewal dates are for the fall semester (September 1st – December 31st) and for the spring/summer semesters combined (January 1st – August 31st). The deadline for students to renew their health insurance through VIU is scheduled during the month prior to the start date of each renewal.

2011 – 2012 Student Health Insurance Renewal Schedule

- Fall 2011 Semester: September 1 – December 31, 2011
 - Deadline for Renewal & Payment: Friday, August 19, 2011
 - Renewal Amount: \$180
- Spring 2012 Semester: January 1 – August 31, 2012
 - Deadline for Renewal & Payment: December 16, 2011
 - Renewal Amount: \$360

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 is open and staffed by the Librarian and/or trained Library Assistants from 8:30 a.m. to 6:30 p.m., Monday through Friday. Additionally, during the Spring and Fall

semesters it is open from 9:30 a.m. until 2:30 p.m. on the two Saturdays before the final exam weeks.

Website and Catalog: The Library maintains a website 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 Studies. 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. 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.brury – 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.brury 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.brury. In addition to LIRN and e.brury, the VIU Library webpage has links to over 200 other websites in the areas of business, computer and information 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 that 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 card that is issued during the New Student Orientation serves as a VIU Library card. When checking out materials or requesting reference assistance or other library services, students will be asked to show their VIU 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.

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. Students who would prefer only to have to check their primary email account may set their VIU campus e-mail account to forward to that other address.

APPLICATION FOR ADMISSION

For the 2011-2012 academic year, all VIU applicants must provide the necessary documentation, as described in detail below:

An application will not be considered complete, and thus, will not be reviewed, until all application documents and fees have been received. Once the completed application and fees are received, the application is carefully reviewed for admission. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

Admission Requirements

All applicants are required to submit a completed application package, as outlined below, with a nonrefundable \$150 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 Recommended	--	✓ GPA: 2.5 Recommended	--	--
5	English Proficiency ¹	✓	✓	✓	✓	--
6	GRE/GMAT	Recommended	--	--	--	--
7	Financial Documents ²	✓	✓	✓	✓	✓

¹ For non-native English speakers only. See Explanation of Admission Materials below for more details.

² 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

All application materials not in English must be accompanied by a certified English Translation of the original document. Original documents must be copied, then notarized or attested by an embassy, consulate or notary. Please note not all consulates provide this service.

Notarized or attested copies may be sent in the following ways:

1. Scanned as a PDF file and sent to:
documents@campus.viu.edu

2. Sent by Mail to:

Virginia International University
Attn: Admissions Office
11200 Waples Mill Road #360
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or false documents will result in the banning of admission to the university.

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.

Application Fee: Each applicant is required to pay a non-refundable \$150 application fee. No application will be considered without payment of this fee. For information regarding methods of payment accepted, please visit our website at <http://www.viu.edu/accounting/payment-information.html>.

Previous Degree: Applicants already holding a degree from a foreign or domestic college or university must submit an original, notarized or attested copy of their college or university diploma and transcript, accompanied by a certified translation if the original is not in English.

1. For graduate degree programs and graduate level certificate programs, a Bachelor's degree is required.
2. For undergraduate degree programs and undergraduate level certificate programs, a minimum of a high school diploma or high school equivalency is required.

For International Students applying for a Graduate Program:

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 have obtained a Bachelor's degree from abroad with less than 120 semester credits will be considered for conditional acceptance into a graduate program and are required to make up the credit difference.

Official Transcripts: All applicants must submit original official transcripts, or a notarized or attested 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.

Evidence of Sufficient English Language Proficiency: All applicants, whether enrolling in residential or online courses, must submit proof of sufficient English language proficiency to VIU prior to enrollment. There are several ways to meet VIU's English language proficiency requirements. The table below shows the tests and minimum scores accepted.

Name of Standardized Test	Minimum Scores Required
TOEFL iBT	80
TOEFL pBT*	550
IELTS Academic	Overall band 6
PTE Academic	54
ITEP Academic Plus	5, (no individual scores <4)
MELAB with Speaking	77

*TESOL students must also complete a placement interview.

Standardized test scores must be no more than two years old at the time of application. Applicants should arrange for a copy of the scores to be sent directly from the ETS to VIU. VIU's school code for TOEFL is 7137. Copies of the scores issued to students are acceptable for initial admission, but students will be required to provide evidence of the scores' authenticity upon arrival at VIU.

English language proficiency may also be demonstrated through the following means:

1. A high school diploma (or its equivalent) or an undergraduate degree (or its equivalent) from a high school or university where the language of instruction was English.
2. Completion of a minimum of 12 credits from an accredited US post-secondary institution at which the language of instruction was English, including at least one course in English composition, Academic writing, or a similar subject. The average GPA for the 12 credits must be no lower than C. The grade for the writing course must be no lower than C.
3. Relevant coursework completed at an institution with which VIU holds an articulation agreement.

Students who do not meet any of the previous conditions will be conditionally admitted to VIU and required to take our English Placement Test prior to enrollment. 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 completion of the college prep ESL level and the exit test serves as evidence of sufficient English proficiency for admission to our academic programs. Please note that prospective TESOL students must obtain academic-level scores on all components of the placement and exit test while applicants to other programs must score

at the academic level on two out of three components; the third score must be no lower than the college prep level.

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 language proficiency evidenced by other documentation. Based on the results of the English Placement test, the student may be placed in our intensive ESL program for one or more semesters before beginning his/her academic program.

GRE/GMAT: There are two types of widely accepted graduate examination scores used by US universities for graduate admissions. The GRE (Graduate Record Exam) is for admission to non-business graduate programs. The GMAT (Graduate Management Admission Test) is for admission to business graduate programs. For more information about the GRE or GMAT please visit www.gre.org or www.gmat.org. It is recommended that all graduate program 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 program applicants at this time.

Financial Documents (F-1 Visa Applicants Only): All international (F-1 visa) applicants must submit a Statement of Financial Support Form and a Bank Statement.

Statement of Financial Support Form: 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) to download VIU's Statement of Financial Support Form.

Bank Statement: All international (F-1 visa) applicants must submit a recent statement or letter from their sponsor's bank **dated within the last six months** providing the following data:

1. The account holders legal name, and
2. The current account balance.

Note: If a student's sponsor resides in the US and is an American citizen or permanent resident, the sponsor must provide VIU with an I-134 Form in lieu of the Statement of Financial Support Form. This form can be downloaded from www.uscis.gov. 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.

TUITION AND FEES

Tuition and Other Related Fees²

This tuition and fee structure is effective with the Summer 2012 academic semester. The tuition does not include the cost of textbooks and other course-related materials. For fully online program tuition, please see Online Program Tuition on page 114.

Graduate Degree Level Programs:

- Master of Business Administration (MBA)
- Master of Science in Computer Science (MCS)
- Master of Science in Information Systems (MIS)
- Master of Science in Information Systems Management (MISM)
Tuition: \$615 per credit
\$1,845 per course
\$5,535 per semester (full-time, 9 credits)
- Master of Art in TESOL
Tuition: \$463 per credit
\$1,389 per course
\$4,167 per semester (full-time, 9 credits)

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

Undergraduate Degree Level Programs:

- Bachelor of Science in Business Administration (BBA)
- Bachelor of Computer Science (BCS)
Tuition: \$347 per credit
\$1,041 per course
\$4,164 per semester (full-time, 12 credits)

Career Programs - Graduate Level:

- TESOL Certificate
Tuition: \$463 per credit
\$1,389 per course
\$4,167 per semester (full-time, 9 credits)
- Business Intelligence Certificate
- Information Systems Certificate
- Information Systems Management Certificate

² Please note that beginning Summer Session I 2012, tuition rates structure changed and no longer distinguishes part-time rates.

- Information Technology Audit and Compliance Certificate
Tuition: \$615 per credit
 \$1,845 per course
 \$5,535 per semester (full-time, 9 credits)

Career Programs - Undergraduate Level:

- International Business Certificate
- Small Business Management Certificate
- IT Specialist Certificate³
- Medical Administrative Assistant Certificate
Tuition: \$347 per credit
 \$1,041 per course
 \$4,164 per semester (full-time, 12 credits)

ESL Program:

Tuition:	\$8.83 per hour	
Fall and Spring:	(300 hours)	\$2,649 per semester
Summer I:	(240 hours)	\$2,120 per semester
Summer II:	(150 hours)	\$1,325 per semester

Continuing Education Programs:

- Adult ESL Classes
Tuition: \$230 per session
- Evening TOEFL Preparation Classes
Tuition: \$450 per session
- 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 receive a quote.

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

Course Auditing (“AU”): Audited courses are subjected to all regular tuition and fees as stated above. VIU offers a special tuition rate for course auditing that applies only to VIU Alumni and senior citizens (age 65 and up). This special tuition rate applies to all program levels.

Tuition: \$175 per course

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

³ Effective February 1, 2012, VIU is no longer accepting new enrollments for this program

NOTE: The only fee an agent is authorized to collect on behalf of VIU is the \$150 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. Below is a list of service fees charged at VIU, which are applied as required as a student progresses through their program of study. All fees are **non-refundable**.

Services Provided	Explanation	Fee	
Application Fee	Degree, Certificate, and ESL Programs	\$150	
	Continuing Education Programs	\$20	
Postal Fee	International	\$65	
	Domestic	\$25	
Student Services Fee	Special lectures and seminar series, sports and festivals, registration process, new student orientation, initial student ID, VIU clubs, student association, computer lab usage, VIU student e-mail, student events, movies and other activities.	\$75	
Services Provided	Explanation	Fee	
Health Insurance	Spring & Summer semesters combined	\$360	
	Fall semester	\$180	
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 & Annual Renewal	Student ID cards must be renewed every year. Fee also applies in the event that a Student ID card is lost or a replacement is needed.	\$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	Fee required of all students graduating when submitting the Graduation Application Form.	Degree	\$100
		Diploma & Certificate	\$50
Cap & Gown	Fee required of all degree program students that participate in the Commencement Ceremony.	Graduate	\$50
		Undergraduate	\$30

Living and other expenses: Students should calculate and budget 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 academic year (9 months)
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 the VIU website. Payments received by 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 in person at the Accounting Office located at the Waples Mill Campus. Cash payments should not be sent through the Mail.

Check: All checks should be made payable to **Virginia International University**, with the VIU Student ID number written on the front. Checks that are already endorsed are not accepted. Checks must be payable in US dollars with an intermediary bank in the US.

Credit and/or Debit Card: Credit and/or Debit card payments are accepted at the Accounting Office. Credit and/or Debit card payments can also be submitted by fax using the Credit Card Authorization Form. The form is available on VIU's website and the fax number is (703) 591-7048. Online processing and payment with credit cards may be possible in certain situations.

Wire Transfer: The VIU bank account information for via transfer can be obtained by contacting accounting@viu.edu. When requesting this information, new students should provide their application number and current students should provide their VIU Student ID number.

Payment Plans

Installment Payment Plan

An Installment Payment Plan is available for VIU on-ground students who cannot complete full tuition payments by the deadline and wish to finance their tuition through installments. Payments for other fees cannot be deferred. The Payment Plan Agreement Form 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 non-refundable.

Any changes to 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 1.4% of the balance due per week (up to \$500 for a semester), and normal university collection activity. The payment plan (if there is one) will be automatically changed to the next payment plan if the student fails to pay an installment and the 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 a payment plan agreement in future semesters.

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 chooses to withdraw from specific course(s) or from the University, the following refund schedule will be used to determine any outstanding financial obligations of the student.

Time of withdrawal notice	Tuition refund amount*
Within three business days up to the 1 st day of the semester**	100% of the semester's tuition
2 nd day of the semester and through 25% of the semester	50% of the semester's tuition
Through 50% of the semester	25% of the semester's tuition
After 50% of the semester	No refund will be issued

* Excludes all fees.

**Semester is defined as the first day of the start of classes for each academic semester or session.

A student applicant is considered a VIU Student as of the first day of the start of classes of the semester. When an international student accepts an I-20 from VIU, they become financially responsible according to the above schedule.

An Institutional Withdrawal Form 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 Form is received by VIU.

Applicants must submit the Refund Request & Application Cancellation Form within 12 months of the initial application date. No refund will be honored without the completed Form.

VIU will issue refunds to individuals who have terminated their status as students of the University within 45 days after receipt of a written request. If no payment is 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

Late fee: Failure to make any payment on or before the due date results in 1.4% of unpaid balances added per week. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example; the student services fee, technology fee, etc.) will be deducted first before applying payment for tuition.

Return Check Fee: A \$30 fee will be charged for each unpaid check returned by the bank. Moreover, VIU will recalculate the late fee weekly until the balance is cleared.

Special Cases: In the case of *documentable* events of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other special circumstances that makes it impractical to

complete the program; VIU will work toward a settlement that is reasonable and fair to both parties.

Family Discount Policy

Virginia International University offers a 5% tuition discount per semester for immediate family members studying concurrently and on a full-time basis at VIU. The discount is valid as long as the immediate family members (which are defined as parents, children, brothers, sisters, and spouses) are enrolled and paying tuition. The discount is applied to the tuition fees of both students.

When and how to apply:

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

To be considered for this discount, the student needs to complete the Application for Family Discount and submit it to the Accounting Office for approval. The VIU Student ID number of the relative is required for this application.

Family Discount Procedures

The discount is applied to the student's tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the remaining amount. If a student qualifies for more than one discount, only one will be applied.

The students must be enrolled on a full-time basis to be eligible for this discount. A student is considered to be full-time when they are enrolled in the applicable semester as follows: 20 hours in the ESL program, 12 credits in an undergraduate degree or certificate program, 9 credit hours in a graduate degree or certificate program, or a combination of these considered full-time by the Registrar's Office. This discount will also apply to the tuition fees charged for additional enrolled courses in the same semester.

Virginia Residency Discount Policy

Virginia International University offers a 30% tuition discount per semester for permanent residents of the Commonwealth of Virginia (VA).

To be considered for the VA Residency Discount, the student must be enrolled in an academic or ESL program on a full-time or part-time basis and meet one of the following criteria:

- a) A US citizen or US permanent resident (green card holder) who has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia; or
- b) An H1-B or similar visa holder that has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia.

To be considered for the VA Residency Discount, a student must submit the following supporting documents:

- a) The most recently filed state tax return form.
- b) VA driver's license or VA State ID.
- c) Proof of US permanent residence or citizenship.
- d) Proof of current visa holder status.
- e) Proof of relationship may be requested.

To be considered for the VA Residency Discount, the student must fill out an application for the Virginia Residency Discount. A new application and supporting documents have to be submitted each semester. The deadline to apply for this discount is designated each semester.

The deadlines for the 2011 – 2012 academic year are as follows:

- Fall 2011 Semester Due Date: Friday, August 19, 2011
- Spring 2012 Semester Due Date: Friday, December 16, 2011
- Summer I 2012 Semester Due Date: Friday, April 13, 2012
- Summer II 2012 Semester Due Date: Friday, June 8, 2012

Applications after these deadlines will only be considered for the next semester. The VA Residency Discount is subject to approval.

A parent, legal Guardian, or spouse can apply on behalf of students under the age of 24.

The discount is applied to the student's tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the remaining amount. If a student qualifies for more than one discount, only one will be applied.

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.

Scholarship Funding Sources

The VIU Tuition Scholarship Program funding is derived from a number of sources and is supported by generous contributions from individuals and organizations. Scholarships range from \$500 to \$4,000 annually.

The VIU 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.

Eligibility

All incoming full-time freshmen and continuing undergraduate or graduate students are eligible to receive an award, if the scholarship requirements as stated below are met. 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 1st of the application year to be considered for the following Fall semester. Students granted an award must also re-apply every year before July 1st for approval of the continuation of their scholarship awards. Results will be announced by August 15th or earlier. If a student will be entering the University in the Spring semester, the scholarship application package must be postmarked on or before November 1st and results will be announced by December 15th or earlier.

Current students or potential students, who live near VIU, may pick up a scholarship application packet from VIU's Admissions 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 Admissions Office by phone, mail, e-mail, or fax.

Scholarship Criteria

The amount of the scholarship a student is awarded depends upon many factors. 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

A. \$500 per academic year
<ul style="list-style-type: none"> • TOEFL (pBT, or iBT) score of (563, or 83) or above ^d • IELTS Academic Score of 6.5 Band ^d • GPA ^a average: 3.3 or above (out of 4) • SAT composite score of 940 or above
B. \$1,000 per academic year
<ul style="list-style-type: none"> • TOEFL (pBT, or iBT) score of (577, or 89) or above ^d • IELTS Academic Score of 7.0 Band ^d • GPA ^a average: 3.5 or above (out of 4) • SAT composite score of 1060 or above • Outstanding Success ^c
C. \$2,000 per academic year
<ul style="list-style-type: none"> • TOEFL (pBT, or iBT) score of (592, or 95) or above ^d • IELTS Academic Score of 7.5 Band ^d • GPA ^a average: 3.7 or above (out of 4) • SAT composite score of 1220 or above • Outstanding Success ^c
D. \$4,000 per academic year
<ul style="list-style-type: none"> • TOEFL (pBT, or iBT) score of (620, or 105) or above ^d • IELTS Academic Score of 8.0 Band ^d • GPA ^a average: 3.9 or above (out of 4) • SAT composite score of 1300 or above • Outstanding Success ^c

Graduate Scholarship

A. \$500 per academic year
<ul style="list-style-type: none"> • TOEFL (pBT, or iBT) score of (563 or 83) or above ^d • IELTS Academic Score of 6.5 Band ^d • GPA ^a average: 3.1 or above (out of 4) • GRE / GMAT ^b score of 540 or above (out of 800)
B. \$1,000 per academic year

<ul style="list-style-type: none"> • TOEFL (pBT, or iBT) score of (577, or 89) or above ^d • IELTS Academic Score of 7.0 Band ^d • GPA ^a average: 3.3 or above (out of 4) • GRE / GMAT ^b score of 580 or above (out of 800) • Outstanding Success ^c
C. \$2,000 per academic year
<ul style="list-style-type: none"> • TOEFL (pBT, or iBT) score of (592, or 95) or above ^d • IELTS Academic Score of 7.5 Band ^d • GPA ^a average: 3.5 or above (out of 4) • GRE / GMAT ^b score of 600 or above (out of 800) • Outstanding Success ^c
D. \$4,000 per academic year
<ul style="list-style-type: none"> • TOEFL (pBT, or iBT) score of (620, or 105) or above ^d • IELTS Academic Score of 8.0 Band ^d • GPA ^a average: 3.7 or above (out of 4) • GRE / GMAT ^b score of 660 or above (out of 800) • Outstanding Success ^c

^a High school GPA is NOT acceptable. Undergraduate students may apply with their VIU CGPA of minimum 12 attempted credits. For graduate students, a Bachelor's degree GPA is needed or VIU CGPA of at least 9 attempted credits can be used to apply for scholarship.

^b 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).

^c 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, notarized or attested copies of relevant diplomas, certificates, awards, etc.

^d Other standardized tests that show the level of English language proficiency may be considered for the scholarship application program. Standardized test scores must be no more than two years old at the time of application.

Applicants should make sure to include all paperwork required for the application, including original, notarized or attested copies of documents. Incomplete applications will not be considered for a scholarship. VIU awards tuition scholarships only. The applicant, once found eligible, will not actually receive cash in hand. The amount will be deducted from the total tuition fees they are charged for the academic year the scholarship is awarded.

How to Maintain a Scholarship Award

We would like to remind our scholarship students of their responsibilities as a scholarship holder. The following applies to students awarded a VIU Scholarship:

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 instructors, and any violation of the student code of conduct (either academic or non-academic) will jeopardize the student's scholarship. VIU may perform random feedback checks with the student's instructors regarding their 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

The VIU 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 on the above cited conditions and the annual review and renewal. A student must apply for renewal of his/her award and must submit a new scholarship application form by the scholarship deadlines. 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

Full-time Students: Full-time Students: For Fall and Spring semesters, a full-time course is 9 semester credits for graduate level programs and 12-15 semester credits for undergraduate level program. ESL students must study for 20 hours per week to be considered a full-time student. For Summer Sessions, undergraduate students registered for 6 or more credit hours per session and graduate students registered for 3 or more credit hours per session are considered full-time students. ESL students must study for at least 20 hours per week to be considered as a full-time student. 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.

Part-Time Students: All students who do not meet the criteria as a full-time student (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.

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 is required, and for graduate study a minimum GPA of 3.0 is required to become eligible. Students who wish to register for more than 15 credits for undergraduate degree programs or more than 9 credits for graduate degree programs in a semester must complete a Course Overload Form. The students must obtain an approval signature from the Dean of the School, and return this form to the Registrar's Office prior to the end of the add/drop period. Students requesting a course 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. With their advisor's help, students design and maintain an academic program that will fulfill general and specific degree or certificate requirements. It is the student's 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.

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

Upon admission to a VIU program of study, but before the beginning of classes, students are encouraged to meet with their 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 (4 and 5 as needed).

Semester and Credit System

VIU operates on a calendar where the academic year is divided into two main semesters, Fall and Spring. Courses are also offered during the two sessions of the Summer semester. The Fall and Spring semesters span over 15 weeks each. The Summer semester consists of two concentrated 8-week sessions for academic courses and 6 – 12.5 week sessions for the ESL program courses. All online courses are offered in an 8-week format during the first and the second halves of the Fall, Spring and Summer semesters.

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. 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. The coursework in online courses is equivalent to the amount of coursework in the on-ground version of the same courses.

Grading System and Grade Point Average

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 coursework 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 ^a
79-75	B-	2.7		
74-70	C+	2.3		
69-65	C	2.0	2.0	Satisfactory-Lowest passing ^b
64-60	C-	1.7		
59-55	D+	1.3		
54-50	D	1.0		
49-45	D-	0.7	0.7	Lowest passing ^c
44 ≤	F	0	0.0	Failure
--	S*	--	--	Satisfactory (non-credit)
--	U*	--	--	Unsatisfactory (non-credit)
--	I	--	--	Incomplete
--	TC	0	0.0	Transfer Credit

--	AU	0	0.0	Audit
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^a Satisfactory grade for graduate level programs.

^b Lowest passing grade for graduate level programs.

^c Lowest passing grade for undergraduate level programs.

*For non-credit courses, such as ESL.

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

R: Repeat Course

TC: Transfer-in Credits

W: Withdrawn

AU: Audited Course

IP: In-Progress

(*): Course not applicable to current degree

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.

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.

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 in the degree programs. The list consists of names of students who meet the criteria for that semester as outlined below.

President's List

#	Requirements	Undergraduate degree program students	Graduate degree program students
1	GPA (minimum)	4.00	4.00
2	Minimum credits attempted	12	9

3	Minimum grade	C+	B+
4	Other requirements	<ul style="list-style-type: none"> • No I, U or F • Grades are for the courses required for the intended program only. 	

Dean's List

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

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:

	Graduate Degree	Undergrad. Degree	Graduate Certificate	Undergrad. Certificate
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

Incomplete Grade ("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 coursework 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.

“I” grades are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course. Incomplete and Withdrawal grades 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 by the deadline for submission as stated in the Academic Calendar.

Repeat or Retake of 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 graduate 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 degree 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 their 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 requested to assure that the transferred course is equivalent to one of the courses required for completion of the degree program at VIU.

Course Add/Drop

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 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), 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 during the add/drop period by filing a Course Add/Drop/Withdrawal Form. From the third week to the end of the tenth week of classes for the 15-week courses, or from the second week to the end of the fifth week of classes for the 8-week courses, students may withdraw only after obtaining the School Dean or academic advisor's signature on the Course Add/Drop/Withdrawal Form. A grade of "W", indicating official withdrawal, will be recorded on the student's transcript. After a grade of "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 deadline will receive a failing grade or 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 the 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 their coursework for the semester. A student wishing to withdraw from the University must complete the relevant section of the Institutional Withdrawal Form, obtain the School Dean's signature, and submit the completed form to the Registrar's Office. The student will receive a grade of "W" if he or she withdraws between the third and tenth week of the semester for 15-week courses, or between the second and fifth week of the session for 8-week courses. A student who does not withdraw from the University before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. 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 period are automatically considered to be officially withdrawn from the University.

Course Auditing ("AU")

Students may register to audit courses with the written approval of the School Dean. Students who wish to change from audit to credit seeking must inform the Registrar's Office by the end of add/drop period. A student auditing a course is not required to actively participate in class activities; for example, exams, quizzes, or projects. Classes taken for audit may be repeated for credit. Audit courses are subjected to all regular tuition and fees. Audited 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

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 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 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 their instructor explaining the reason for the absence. Explanations for excused absences must be received no later than one week after the last missed class. Exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University in advance.

Students are required to contact the instructors for absences prior to the missed class. 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 the total class and lab time may result in failure of the course.

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

Attendance in Online Classrooms

Attendance in an online classroom for a given week is based on the student's engagement in an academically related activity that can be documented.

The following are academically related activities for the purposes of attendance in the online classroom:

- Meaningful participation in an online discussion.
- Quizzes, tests, assignment submissions, and other work that is graded by the instructor.
- Student initiating contact with a faculty member to ask a course-related question via email or chat room.

The following are examples of activities that are not acceptable for the purpose of documenting attendance in the online classroom:

- Student-tracking of course site login; or
- Student posting of bio in Discussion forum.

Attendance in the VIU online classroom is collected in weekly cycles. For administrative purposes, the date that attendance is recorded for is the Saturday of each week, regardless of the day of the week on which the semester starts. If a week spans over two months, the attendance for that week will be reported as a part of the later month. A weekly unit in VIU Online Education consist of activities that students are engaged in from a Monday to the following Saturday.

The last day of attendance of an online class is defined as the last day in which the student was engaged in an academically related activity that can be documented.

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 their 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. Students at VIU must complete their programs of study within 1.5 times the Normal Program Length (NPL) 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 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 MTF.

The MTF is 1.5 times the Normal Program Length (NPL) which can be formulized as $MTF = 1.5 \times NPL$. For example, the MTF for a undergraduate degree program is 180 credits (1.5×120 credits).

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

* MTF includes credits attempted at VIU and credits 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 be dismissed from the University and 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 25% of MTF	*55%	55% x ____ = ____HA
At 50% of MTF	**60%	60% x ____ = ____HA
At 75% of MTF	**65%	65% x ____ = ____HA
At 100% 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 degree programs or with a grade of “C” or above in graduate degree 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 50%, 75%, or 100% renders the student ineligible for probation and the student must be dismissed. All courses, including courses that a student has withdrawn from or has retaken, will be included in credit hours attempted. Therefore, the courses that a student has withdrawn from or has retaken 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. Courses from which the student has withdrawn are not included in GPA or CGPA calculations. In the case of courses that have been retaken, only the highest grade is included in the GPA and CGPA calculation.

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

In practice this means that, for an undergraduate student, when attempted credits are 50% of the MTF, a CGPA 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, the individual will be dismissed from the University and will not be eligible to receive the original credential (i.e., Bachelor's degree).

Academic Warnings

Any student who:

1. Fails to maintain a minimum GPA of 2.0 in an undergraduate degree program or an undergraduate certificate program, or a 3.0 in a graduate degree program or a graduate certificate program for any semester; or
2. Receives a grade of "F" or incomplete "I"; or
3. 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 25% of MTF	CGPA < 1.25	CGPA < 2.25
At 50% of MTF	1.25 < CGPA < 1.50	2.25 < CGPA < 2.50
At 75% of MTF	1.50 < CGPA < 1.75	2.50 < CGPA < 2.75
At 100% 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 their 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 CGPA 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 CGPA of 2.0 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 25% of MTF	No dismissal is required.	No dismissal is required.
At 50% of MTF	CGPA < 1.25	CGPA < 2.25
At 75% of MTF	CGPA < 1.50	CGPA < 2.50
At 100% 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 the “Reinstatement as a Regular Student” policy below.)

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 scholarship 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 table above will return to regular student status.

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 NPL will be recalculated.

The student 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 a maximum of two. 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 Change of Program or Concentration/Declaration Form.
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.

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. The student will receive withdrawal grades if he or she withdraws between the third and tenth week of the semester for 15-week courses or between the second and fifth week of the session for 8-week courses. A student who does not withdraw from the University before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. 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 to 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, international students with F-1 visas must return to their home country when applying for a leave of absence. 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 its policies, rules, and regulations. The University's 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 accepted the following rights and responsibilities:

1. To pursue his/her educational goals through the resources and the opportunities made available to him/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 his/her 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, or causing any disturbance, and respecting private property.

Grounds for Warning, Suspension, or Dismissal

Any of 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.

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; or
6. 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 instructor exercises his/her 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) Unintentional, and B) Intentional Breach of the rules.

A. Unintentional Breach of Dishonesty: When an instructor determines that an instance of academic dishonesty/misconduct resulted from insufficient academic skills, the instructor (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 instructor may advise the student on the nature of the student's breach of academic expectations.
2. The instructor may allow the student to redo the assignment.
3. The instructor may require that the student complete one or more additional assignments that meet the standards of academic honesty.
4. The instructor may lower the grade for the work in question.

5. The instructor may assign a failing grade for the work in question.
6. The instructor may give the student a failing grade for the course.

Once an action(s) is taken, 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: Having provided guidance to the student, the instructor remains alert to the possibility of further breaches. If the instructor discovers instances of problematic behavior, he/she determines whether the breach is an intentional/known act or if it resulted from a need for further skills development. If the instructor concludes that these instances are intentional and/or known acts of dishonesty, he/she proceeds as follows:

1. The instructor 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 instructor 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.

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. The hearing process should not last more than five (5) working days. During this time, the student may be called to present his/her case if the majority of the Committee members deem it necessary. The DHC, with a simple single majority vote, may choose to impose one or more of the following possible penalties at the end of the process:

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.

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. **Illegal activities:** Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
2. **Copyright infringement:** Most printed materials, photographs, motion 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 misuse:** Some software products are protected by copyright laws. 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. **Drug use:** 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. **Alcohol consumption:** The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.
6. **Firearms possession:** The 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. **Physical and psychological abuse:** 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. **Property damage:** 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: Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
10. Obscene language or conduct: Use of profanity and disorderly obscene conduct is strictly prohibited.

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.

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.

The University reserves the right to expel any student for illegal activity and/or for any action outlined above.

Disruptive Classroom Behavior

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

VIU 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

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"(FERPA), 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, and market conditions, 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 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 International Students (F-1 visa)

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; and
5. Pursue practical training.

International Students (F-1 visa) 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. 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 International Student Services (ISS) Office).
5. Maintain full-time enrollment: The full-time course load for graduate degree 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. School Transfer: 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 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 a student's financial status and sponsorship information such as a change in 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, students should consult with the International Student Advisor in the ISS Office.

Opportunities for Practical Training

The U.S. government allows F-1 visa 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 U.S. government 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/or college degree programs. This benefit is called Optional Practical Training (OPT). OPT allows F-1 visa students to obtain employment in areas related to their academic program of study. OPT is available for periods up to twelve (12) 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.

Formal Complaint Procedure

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

VIU team members maintain 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 Dean of the School, and other invited staff or faculty. The Committee will convene to address concerns which remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee's decision within three working 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, 9th Floor
101 N. 14th 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 Degree Programs

VIU currently (Fall 2011) offers four graduate degree programs:

- A1.** Master of Business Administration (MBA)
- A2.** Master of Science in Computer Science (MCS)
- A3.** Master of Science in Information Systems (MIS)
- A4.** Master of Arts in TESOL (Teaching English to Speakers of Other Languages)

VIU's graduate degree 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 diverse career opportunities. For the admission requirements and list of materials required for admission to the graduate degree programs, please refer to the Application for Admission section of the Academic Catalog.

Graduation Requirements

Graduate 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 graduate degree, students must meet all credit requirements, as described below.

- 1. Students enrolled in the graduate degree 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 degree, to remain in good standing, and to graduate.
- 2. The Maximum Time Frame (MTF) permitted for the completion of any graduate degree 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 credits earned at other accredited institutions.
- 4. 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 CGPA.
- 5. Credit earned with undergraduate level courses taken as required prerequisite courses by the graduate student will not be counted towards the total credit requirement for degree completion.

VIU Thesis Guide

The VIU Thesis Guide is designed to assist VIU's graduate students in the School of Computer Information Systems (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's academic community. The downloadable VIU Thesis Guide (available online at <http://cpd.viu.edu>) 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 degree programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience. In each program, there are separate internship courses where a student can earn 3 credits. 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.

A1. Master of Business Administration (MBA)

VIU's Master of Business Administration (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 career 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; and
- Provide individuals the capacity and the discipline necessary for continuous learning.

Concentrations of the MBA Program

There are eight (8) different areas of concentration in VIU's MBA program.

1. International Business Management
2. Marketing Management
3. International Finance
4. Health Care Management
5. Global Logistics
6. Accounting
7. Human Resources Management
8. Hospitality and Tourism 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:

Code	Course Title	Credits
ACCT 201	Principles of Financial Accounting	3
BUSS 303*	Principles of Finance	3
ECON 101	Principles of Microeconomics	3
STAT 200	Introduction to Statistics	3

**Students have to satisfy the ACCT 201 prerequisite before taking this course.*

These program prerequisites are co-requisites and may be taken at the same time. Some or all of these prerequisites may be waived at the Dean's discretion. 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 the MBA Program

MBA Core Courses: (18 Credits)

Core Courses provide students with the skills and knowledge that all managers need. Every MBA student must complete the following six (6) Core Courses:

Code	Course Title	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 (<i>MBA Hospitality and Tourism Mgt students are exempt from this course</i>)	3
MBA 516	Strategic Management (<i>MBA Hospitality and Tourism Mgt students are exempt from this course</i>)	3
MBA 611	Legal & Ethical Environment Of Business	3
MBA 616	International Marketing (<i>only MBA Hospitality and Tourism Mgt students are required to take this course</i>)	

MBA Concentration Courses: (12 Credits)

Students must specialize in one of the concentrations listed below 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. All concentration courses are CPT-eligible.

1. International Business Management: (4 courses - 12 credits)

Code	Course Title	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

2. Marketing Management: (4 courses – 12 credits)

Code	Course Title	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

3. International Finance: (4 courses - 12 credits)

Code	Course Title	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

4. Health Care Management: (4 courses - 12 credits)

Code	Course Title	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

5. Global Logistics: (4 courses - 12 credits)

Code	Course Title	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

6. Accounting: (4 courses - 12 credits)

Code	Course Title	Credits
MBA 608	Financial Reporting and Decision Making	3
MBA 610	Taxation of Business Entities	3
MBA 636	Managerial Accounting	3
MBA 654	Accounting Information Systems	3
MBA 627*	Advanced Research Project	3

7. Human Resources Management: (4 courses - 12 credits)

Code	Course Title	Credits
MBA 523	HR Law	3
MBA 536	Labor Relations	3
MBA 538	Compensation and Benefits	3
MBA 551	Conflict Resolution	3
MBA 627*	Advanced Research Project	3

8. Hospitality and Tourism Management: (5 courses - 15 credits)

Code	Course Title	Credits
MBA 552	Hospitality and Tourism Management	3
MBA 553	Event Planning and Management	3
MBA 554	Marketing for Hospitality and Tourism	3
MBA 555	Legal Aspects of Hospitality and Tourism	3
MBA 556	Accounting, Budgeting and Cost Controls: Hospitality and Tourism	3
MBA 557	Management of Information Technology in Hospitality and Tourism	3
MBA 558	Human Resources Management in the Hospitality and Tourism Industries	3
MBA 627*	Advanced Research Project	3

***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.

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:

Code	Course Title	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

Please refer to the [Graduate Business Program Courses](#) section in the Academic Catalog for course descriptions.

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 undergraduate credits and enter into the MBA program.

Students have to complete the below listed Pre-MBA Core Courses and choose the remaining ones from the pool of BBA courses offered in a given semester. Students should consult their academic advisor before choosing classes.

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*

**Students have to satisfy the ACCT 201 prerequisite requirement before taking this course.*

A2. 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 an instructor 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. Students 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, as well as software engineering and programming. Student will be able to apply these skills to achieve key business objectives for organizations.

Specifically, upon the completion of the program, the graduates will be able to:

- Creatively apply their knowledge and skills in creating effective and novel solutions to practical problems;
- Construct, test, debug and maintain source code of business applications that meet the application's requirements and purpose;
- Integrate technologies, products and services from multiple sources to satisfy business needs;
- Work collaboratively and productively and communicate effectively with stakeholders in the global workplace; and
- Demonstrate ethical behavior as computing professionals, sensitivity to the impact of technology on the individual, the organization and the society, and responsible practices in the computing professions.

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
Theoretical Concepts		
CMP 220	Programming II	3
CMP 230	Discrete Mathematical Methods for Computing	3
CMP 330	Data Structures and Algorithm Analysis	3
Systems Concepts		
CMP 250	Computer Architecture	3
CMP 260	Operating Systems	3
Applications		
CMP 350	Database Concepts	3

These program prerequisites are co-requisites and may be taken at the same time. Some or all of these prerequisites may be waived at the Dean's 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. 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
Total	12	36

MCS Core Courses: (7 Courses – 21 Credits)

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
CMP 511	Computer Architecture and Implementation	3
CMP 551	Research Methods	3
CMP 556	Database Systems	3
CMP 561	Algorithm Analysis	3
CMP 571	Automata and Formal Languages	3
CMP 641	Operating Systems	3
CMP 680	Organizational and Social Dimensions of Computing	3

MCS Elective Courses: (5 Courses – 15 Credits)

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
CMP 553	Analysis, Modeling and Design	3
CMP 560	Software Engineering	3
CMP 573	Compiler Construction	3
CMP 621	Artificial Intelligence	3
CMP 627	Data Mining	3
CMP 651	Advanced Topics in Database Management	3
CMP 671	Special Topics in Computer Science	3
CMP 696	Independent Study	3
CMP 697	Independent Study	3
CMP 698	Master's Thesis I	3
CMP 699	Master's Thesis II	3
CMP 591	Graduate Internship Level I	3
CMP 691	Graduate Internship Level II	3
CAR 600	Career Planning and Development	3

** Internship / CPT qualified course. All 600-level CMP elective courses in the MCS program are CPT eligible for the students enrolled in the MCS program.*

Please refer to the [Graduate Computing Courses](#) section 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 courses below 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 elective courses to fulfill the credit requirements. If none of the Pre-MCS electives courses are an option for substitution, the student may take other courses from the BCS program with the approval of the Dean to satisfy this requirement.

Pre-MCS Core Courses

1. CMP 110 Intro to Computing
2. CMP 120 Programming Logic
3. CMP 210 Programming I
4. CMP 220 Programming II
5. CMP 250 Computer Architecture
6. CMP 260 Operating Systems
7. CMP 330 Data Structures and Algorithm Analysis
8. CMP 340 Principles of Programming Language

Pre-MCS Elective Courses:

1. CMP 130 Ethical, Societal, and Legal Aspects of Computing
2. CMP 230 Discrete Mathematical Methods for Computing
3. CMP 355 Programming with C/C++

A3. 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 and related fields. 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 in any organization and the creation and execution of an information system for achieving the 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.

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

- Select and implement methodologies and techniques to solve business problems and support the organizational decision making process;
- Integrate technologies, products and services into cohesive systems;
- Collaborate effectively in cross-functional teams;
- Evaluate resources for technical research and professional growth; and
- Assess the organizational, ethical, and societal implications of IT practices.

Graduates from this program will be able to apply the fundamental concepts in each of the following areas, and demonstrate higher expertise at least one area through analysis, synthesis and evaluation. The students will be able to:

- Implement frameworks for incident prevention, response and recovery based on identified security vulnerabilities;
- Implement business intelligence solutions;
- Enable IT process automation from problem detection through resolution;
- Build databases applications; and
- Conceptualize scalable data networks and telecommunication infrastructures.

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

- Analyst in information systems 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 of full-time study. It consists of seven (7) Core Courses (21 credits) and five (5) Elective Courses (15 credits). The elective courses cover the essential areas of Information Systems theory and application and provide an opportunity for students to develop and fine-tune specific computing 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
Programming Concepts*		
CMP 330*	Data Structures and Algorithm Analysis	3
CMP 340*	Principles of Programming Languages	3
CMP 355*	Programming with C/C++	3
Database Concepts		
CMP 350	Database Concepts	3
Mathematical Concepts		
CMP 230	Discrete Mathematical Methods for Computing	3

** For the Programming Concepts listing, at least one of the requirements (CMP 330 or CMP 340 or CMP 355) must be satisfied.*

These program prerequisites are co-requisites and may be taken at the same time. Some or all of these prerequisites may be waived at the Dean's discretion.

MIS Degree Requirements

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

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

MIS Core Courses: (7 Courses – 21 Credits)

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 and other skills relevant to working in cross-functional teams.

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

Course Code	Course Name	Credits
CMP 551	Research Methods	3
CMP 552	Information Systems	3
CMP 553	Analysis, Modeling and Design	3
CMP 556	Database Systems	3
CMP 558	Information Systems Security	3
CMP 560	Software Engineering	3
CMP 680	Organizational and Social Dimensions of Computing	3

MIS Elective Courses: (5 Courses – 15 Credits)

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

Course Code	Course Name	Credits
CMP 562	Systems Communication and Networking	3
CMP 570	Enterprise Information Systems	3
CMP 610*	Managing Information Systems Development	3
CMP 611*	Global Information Systems Development	3
CMP 620*	Information Technology Governance	3
CMP 630*	Information Technology Audit and Forensics	3
CMP 640*	Data Warehousing and Business Intelligence	3
CMP 650*	Software Architectures	3
CMP 672*	Special Topics in Information Systems	3
CAR 600	Career Planning and Development	3

CMP 696	Independent Study	3
CMP 697	Independent Study	3
CMP 698	Master's Thesis I	3
CMP 699	Master's Thesis II	3
CMP 591	Graduate Internship Level I	3
CMP 691	Graduate Internship Level II	3

** Internship / CPT qualified course. All 600-level CMP elective courses in the MIS program are CPT eligible for the students enrolled in the MIS program.*

Please refer to the Graduate Computing 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 courses below 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 elective courses to fulfill the credit requirements. If none of the Pre-MIS electives courses are an option for substitution, the student may take other BCS courses with the approval of the Dean to satisfy this requirement.

Pre-MIS Core Courses:

1. CMP 110 Introduction to Computing
2. CMP 120 Programming Logic
3. CMP 210 Programming I
4. CMP 230 Discrete Mathematical Methods for Computing
5. CMP 270 Essentials of Networking
6. CMP 340 Principles of Programming Languages
7. CMP 350 Database Concepts
8. CMP 440 Software Engineering

Pre-MIS Elective Courses:

1. CMP 220 Programming II
2. CMP 330 Data Structures and Algorithm Analysis
3. CMP 355 Programming with C/C++
4. GEC 108 Business English

A4. Master of Science in Information Systems Management (MISM)

The Master of Science in Information Systems Management (MISM) has been designed to address the urgent needs of hiring managers in the information systems area with regard to the skill sets of information systems managers. The graduates will be able to manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services. Program graduates will demonstrate professional competencies that will make them valuable contributors in cross-functional teams, able to keep their skills fresh as the industry develops, with a clear understanding of their roles as responsible professionals in a complex business, policy and social context. Program graduates will be responsible, ethical professionals who understand the economic, organizational, policy and social dimensions of their work in this dynamic and complex field.

MISM Program Objectives

The program objectives of the Master of Science in Information Systems Management fall in three general categories: Technical, organizational and cross-cutting knowledge, skills and dispositions. Upon completion of the program, the graduates will be able to:

I. Technical Domain

- Use a variety of sources and means to maintain currency with the principal categories of business information systems and software infrastructure tools and frameworks.
- Design appropriate software system and service structures in response to application needs, organizational environment and the available components, tools or services.
- Make appropriate design choices as the result of analysis regarding system and service properties

II. Organizational Domain

- Manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services.
- Manage business processes through a process of analysis, design and optimization in response to organizational needs.
- Employ best practices in planning, budgeting, scheduling and leading information systems projects and programs.
- Employ best practices in evaluating, engaging and managing third party providers.

III. Crosscutting Domain

- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making.
- Communicate effectively with technical, business and user/customer audiences.
- Develop depth in a selected area of expertise.

MISM Program Prerequisites

All new MISM students need certain basic skills to succeed in the MISM 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
Computing Concepts		
CMP 120	Programming Logic	3
CMP 350	Database Concepts	3
Business Concepts		
BUSS 301	Principles of Management	3
BUSS 210	Introduction to Business	3

MISM Degree Requirements

The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

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

MISM Core Courses

Course Code	Course Name	Credits
CMP 551	Research Methods	3
CMP 552	Information Systems	3

CMP 553	Analysis, Modeling and Design	3
CMP 610	Managing IS Development	3
CMP 611	Global Information System Development	3
CMP 620	Information Technology Governance	3
CMP 680	Organizational and Social Dimensions of Computing	3

MISM Elective Courses

Code	Course Name	Credits
CMP 556	Database Systems	3
CMP 558	Information Systems Security	3
CMP 560	Software Engineering	3
CMP 570	Enterprise Information Systems	3
CMP 591	Graduate Internship Level I	3
CMP 612	IT Project Management	3
CMP 613	Technology and Development of E-Business	3
CMP 614	Management Information Systems in Supply-Chain Management	3
CMP 630	Information Technology Audit and Forensics	3
CMP 650	Software Architectures	3
CMP 672	Special Topics in Information Systems	3
CMP 691	Graduate Internship Level II	3
CMP 696	Independent Study	3
CMP 697	Independent Study	3
CMP 698	Master Thesis I	3
CMP 699	Master Thesis II	3
CAR 600	Career Planning and Development	3

Pre-MISM Program

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

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

Pre-MISM Courses

Pre-MISM Core Courses

1. ACCT 201 Principles of Financial Accounting
2. BUSS 210 Introduction to Business
3. BUSS 301 Principles of Management
4. BUSS 312 Organizational Theory and HR Management
5. CMP 110 Introduction to Computing
6. CMP 120 Programming Logic
7. CMP 230 Discrete Mathematical Methods for Computing
8. CMP 350 Database Concepts

Pre-MISM Elective Courses

1. BUSS 340 International Business
2. CMP 210 Programming I
3. CMP 355 Programming with C/C++
4. ENG 301 Business English

A5. Master of Arts in TESOL (MA in TESOL)

Program Description and Objectives: VIU's MA in TESOL (Teaching English to Speakers of Other Languages) program prepares its students to work as English 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.

The objectives of the program are to:

- Provide graduates with a solid foundation in second language teaching methodology;

- Provide graduates with an understanding of the fundamental principles of language structure, language acquisition, curriculum design, and assessment;
- Provide graduates with valuable classroom experience gained through observation, reflection, and supervised teaching; and
- Provide an opportunity to develop skills in areas of individual interest by offering elective courses in specific areas of teaching methodology, intercultural communication, and language program administration.

Program-Specific Admission Requirements: Admission to the program does not require any previous course work in pedagogy or language studies. A BA degree in any field and evidence of sufficient English language proficiency are required for admission.

Program Structure: This program can be completed within four (4) 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 Elective Courses (15 credits).

The Core Courses (TSL 500-549) 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 (TSL 525) gives the students a chance to observe experienced teachers, to reflect on and formulate their ideas about teaching and learning, and to gain classroom experience through supervised teaching.

Course Code	Course Name	Credit Hrs.
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

The Elective Courses (TSL 550-699) provide an opportunity for students to develop specific skills and interests. 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 MBA courses as program electives. These courses are open only to second-year MA in TESOL students; permission to register must be obtained from the deans of SELS and SB, and all prerequisite regulations must be complied with. Students can register only for those courses that are cross-listed for TESOL students in each given semester (either as a TSLB course or as TSL 550 Special Topics).

Course Code	Course Name	Credit Hrs.
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

Please refer to the Graduate TESOL Program Courses section in the Academic Catalog for course descriptions.

B. Undergraduate Degree Programs

VIU currently (Fall 2011) offers two undergraduate degree programs:

- B1.** Bachelor of Science in Business Administration (BBA)
- B2.** Bachelor of Science in Computer Science (BCS)

VIU's undergraduate degree 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 degree programs, please refer to the Application for Admission section of the Academic Catalog.

Graduation Requirements

An undergraduate degree at VIU can be earned by completing the program minimum course requirements of 120 credit hours. All courses, including the General Education Courses (GEC), are three (3) credit hour

courses. To qualify for the Bachelor's degree, students must meet all credit requirements as described below:

1. Students enrolled in any undergraduate degree 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 degree 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 CGPA.
5. 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 degree 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 the student's 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)

Course code	Course name	Credit
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)

Group A (1 Course – 3 Credits)

GEC 130	Psychology	3
GEC 131	Sociology	3
GEC 132	Philosophy	3

Group B (2 Courses – 6 Credits)

GEC 110	World History	3
GEC 112	World Geography	3
GEC 114	Comparative Government	3

Laboratory Sciences: (2 Courses – 6 Credits)

Course code	Course name	Credit
GEC 120	General Chemistry	3
GEC 122	College Physics	3
GEC 124	General Biology	3
GEC 126	Introduction to Geology	3

Please refer to the [General Education Courses](#) section in the Academic Catalog for course descriptions.

GEC course offerings may vary from semester to semester. Students should consult their academic advisor before deciding to enroll in these courses. See the GEC Courses section of the Academic Catalog for GEC course descriptions.

Internships

Undergraduate degree programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience. In each program, there are separate internship courses where a student can earn 3 credits. 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.

B1. Bachelor of Science in Business Administration (BBA)

The Bachelor of Science in Business Administration (BBA) 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:

- Finance
- International Business
- Marketing

BBA Program Objectives

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; and
- Understand the importance of culture and diversity.

Structure of the BBA Program

The BBA program degree requires the completion of 40 courses at 3 credits hours each. Students will take 84 credit hours of Foundation Core

Courses, Professional Core Courses, Concentration Courses, and 36 credit hours of General Education Courses, for a total of 120 credit hours.

Area	Number of Courses	Credit Hours
General Education Courses	12	36
Foundation Core Courses	6	18
Professional Core Courses	12	36
Concentration Courses	6	18
Elective Courses	4	12
Total	40	120

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

All BBA students will take the same Foundation and Professional Core Courses.

Foundation 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

Course code	Course name	Credit
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)

Course code	Course name	Credit
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 semester to semester and are subject to change without prior notice.

All concentration courses are internship/CPT qualified.

1. 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

2. 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

- 3. 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
Course code	Course name	Credit
BUSS 423	Services Marketing	3
BUSS 424	Non-Profit Marketing	3
BUSS 442	International Marketing	3

Elective Courses: (4 Courses - 12 Credits)

Students are required to take four (4) elective courses. The courses can be selected from other BBA concentrations, the School of Computer Information Systems concentration Core Courses (with the permission of the Dean of SCIS), or the courses listed below.

Course code	Course name	Credit
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BUSS 165	Small Business Management	3
BUSS 348	Public Relations	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

Please refer to the [Undergraduate Business Program Courses](#) section in the Academic Catalog for course descriptions.

B2. Bachelor of Science in Computer Science (BCS)

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 BCS program educates and trains students to create and implement solutions for information systems-based needs and problems in research, commercial, financial, governmental, or other types of organizations. The approach of this degree program is to integrate theoretical and practical aspects of the computing science and technology.

VIU's BCS 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.

Specifically, the BCS program graduates will be able to:

- Use a variety of sources and means to maintain currency with the principal categories of computing tools and frameworks;
- Design appropriate software system and service structures in response to application needs, and organizational environment based on the available pool of components, tools and services;
- Make appropriate design choices as the result of analysis regarding system and service properties;
- Select appropriately among competing technologies and technical approaches on the basis of sound evaluation;
- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making; and
- Selectively develops depth of expertise, exercising a conscious process of critical reflection and learning.

BCS Degree Requirements

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

Area		Number of Courses	Credit Hours
General Education Courses		12	36
Professional Core Courses	Fundamental Courses (7 courses – 21 credits)	18	54
	Programming Courses (4 courses – 12 credits)		
	Application Courses (7 courses – 21 credit)		
Elective Courses		10	30
Total		40	120

Professional Core Courses

The eighteen (18) Professional Core Courses belong to three categories: Fundamental Courses (7 courses), Programming Courses (4 courses) and Application Courses (7 courses).

Professional Core Courses: Fundamental Courses (7 courses – 21 Credits)

Course Code	Course Name	Credits
CMP 110	Introduction to Computing	3
CMP 120	Programming Logic	3
CMP 130	Ethical, Societal and Legal Aspects of Computing	3
CMP 230	Discrete Mathematical Methods for Computing	3
CMP 250	Computer Architecture	3
CMP 260	Operating Systems	3
CMP 270	Essentials of Networking	3

Professional Core Courses: Programming Courses (4 Courses – 12 Credits)

Course Code	Course Name	Credits
CMP 210	Programming I	3
CMP 220	Programming II	3
CMP 330	Data Structures and Algorithm Analysis	3
CMP 340	Principles of Programming Languages	3

Professional Core Courses: Application Courses (7 Courses – 21 Credits)

Course Code	Course Name	Credits
CMP 343	Computer Security Principles	3
CMP 350	Database Concepts	3
CMP 360*	Web Development Methods	3
CMP 375	Human-Computer Interaction	3
CMP 440	Software Engineering	3
CMP 498	Capstone Project I	3
CMP 499	Capstone Project II	3

** Internship CPT qualified / course.*

Elective Courses: (10 courses – 30 credits)

Students are also required to take ten (10) Elective Courses from the following list:

Course Code	Course Name	Credits
CMP 353*	Application Software Security	3
CMP 355	Programming with C/C++	3
CMP 365	Information Technology Project and Service Management	3
CMP 373	Operating Systems Security	3
CMP 389	Independent Study	3
CMP 391	Internship Level I	3
CMP 392	Internship Level II	3
CMP 420*	Usability Evaluation and Interface Development	3

Course Code	Course Name	Credits
CMP 443*	Network Security	3
CMP 445*	Distributed Systems	3
CMP 463*	Computer Forensics	3
CMP 465	Theory of Computation	3
CMP 466*	Programming for Mobile Devices	3
CMP 467*	Database Systems for Web Applications	3
CMP 471*	Special Topics in Computer Science	3
CMP 472*	Special Topics in Information Technologies and Systems	3
CMP 489	Independent Study	3
CMP 491	Internship Level III	3
CMP 492	Internship Level IV	3
CAR 100	Career Planning and Development	3

** Internship CPT qualified / course.*

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

C. Certificate Programs

C1. Graduate Certificate in TESOL

Program Description and Objectives: The Graduate Certificate in TESOL program prepares its students to work as English 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.

The objectives of the program are to:

- Provide graduates with an understanding of the fundamental principles of language structure, language acquisition, and language pedagogy; and
- Provide graduates with valuable classroom experience gained through observation, reflection, and supervised teaching.

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

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

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

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

In addition, students must take two Special Topics Courses in the areas of particular interest to them, for a total of 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 in TESOL courses can be taken to satisfy this requirement with the exception of TSL 600 TESOL Internship and courses operated by the School of Business Studies.

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 550	Special Topics in TESOL	3

Please refer to the [Graduate TESOL Program Courses](#) section in the Academic Catalog for course descriptions.

C2. Graduate Certificate in Business Intelligence (BI)

In a knowledge-intensive economy, success depends on an organization's ability to understand trends in its data and exploit it to generate intelligence to gain or maintain competitive advantage. The Graduate Certificate in Business Intelligence (BI) Program is designed to meet the overwhelming need of the industry to transform raw data and information into business intelligence that is used to drive efficiency, maximize the technology investment and strengthen customer relationships. This certificate program enables managers and system/business analysts to understand how information can be accessed from corporate databases and data warehouses, and how models can be built for a broad variety of decision problems. The modeling techniques that are covered in the program range from traditional statistical models and optimization models to new techniques.

Graduate Certificate in BI Program Objectives

Graduates of this program will be able to:

- Understand the importance of business intelligence
- Identify factors that can impact organizational competitive capability
- Discuss how to manage information more effectively than competitors
- Identify the importance of informational quality and timeliness

- Use business analytics to improve business processes

Graduate Certificate in BI Program Prerequisites

All new students in this certificate program need certain basic skills needed to complete it. 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 courses in the program.

Course Code	Course Name	Credits
Computing Concepts		
CMP 120	Programming Logic	3
CMP 350	Database Concepts	3
Business Concepts		
BUSS 301	Principles of Management	3
BUSS 210	Introduction to Business	3

Graduate Certificate in BI Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	# of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
Total	6	18

Graduate Certificate in BI Core Courses

Course Code	Course Name	Credits
CMP 553	Analysis, Modeling and Design	3
CMP 556	Database Systems	3
CMP 614	Management Information Systems in Supply Chain Management	3
CMP 640	Data Warehousing and Business Intelligence	3

Graduate Certificate in BI Elective Courses

Code	Course Name	Credits
CMP 558	Information System Security	3
CMP 591	Graduate Internship Level I	3
CMP 620	IT Governance	3
CMP 630	IT Audit and Forensics	3

C3. Graduate Certificate in Information Systems (IS)

The Graduate Certificate in Information Systems (IS) 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.

Information systems specialists design, build, and implement software solutions that are the driving force in every organization. This program accommodates students just beginning to explore the field and those with a thorough understanding of computerized information systems. Practical applications are emphasized throughout the program.

VIU's Graduate Certificate in IS 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, and management of information systems and the underlying technology in organizations.

Graduate Certificate in IS Program Objectives

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.

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

- Enable IT process automation from problem detection through resolution
- Select and implement methodologies and techniques to solve business problems
- Support the organizational decision making process
- Evaluate technologies for suitability in the business context
- Integrate technologies, products and services into cohesive systems

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

- System/Programmer/Business Analyst
- Database designer
- Systems manager
- Information systems director

VIU's MIS program is generally completed within two years full time. It consists of four (4) Core Courses (12 credits) and two (2) Elective Courses (6 credits).

Graduate Certificate in IS Program Prerequisites

All new IS Graduate Certificate students need certain basic skills to succeed in the 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
Programming Concepts*		
CMP 330*	Data Structures and Algorithm Analysis	3
CMP 340*	Principles of Programming Languages	3
CMP 355*	Programming with C/C++	3
Database Concepts		
CMP 350	Database Concepts	3

** For the Programming Concepts listing, at least one of the requirements (CMP 330 or CMP 340 or CMP 355) 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.

Graduate Certificate in IS Program Degree Requirements

This certificate will be earned by completing the program course requirements of 18 credit hours, beyond the program prerequisite courses.

Area	# of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
Total	6	18

Graduate Certificate in IS Core Courses:

The Core Courses provide students with the essential skills and knowledge needed by all information systems professionals. Each candidate must satisfactorily complete the following four (4) Core Courses (12 credits):

Course Code	Course Name	Credits
CMP 552	Information Systems	3
CMP 553	Analysis, Modeling and Design	3
CMP 556	Database Systems	3
CMP 570	Enterprise Information Systems	3

Graduate Certificate in IS Elective Courses

In addition to Core Courses, students are required to choose two (2) additional Elective Courses according to their interests from the following:

Code	Course Name	Credits
CMP 558	Information Systems Security	3
CMP 591	Graduate Internship Level I	3
CMP 640	Data Warehousing and Business Intelligence	3
CMP 680	Organizational and Social Dimensions of Computing	3

C4. Graduate Certificate in Information Systems Management (ISM)

The Graduate Certificate in Information Systems Management (ISM) develops students' abilities to conceptualize and manage the design and implementation of high-quality information systems. The curriculum focuses on the concepts, methods and practical applications of information systems in the global workplace.

The graduates will be able to manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services. Program graduates will demonstrate professional competencies that will make them valuable contributors and managers of cross-functional global teams working together in implementing change processes and innovation in the organizations by introducing, managing, and updating new and existing information systems.

Graduate Certificate in ISM Program Objectives

The program objectives of the Graduate Certificate in ISM fall in two general categories: technical, and organizational. Upon completion of the program, the graduates will be able to:

I. Technical Domain

- Use a variety of sources and means to maintain currency with the principal categories of business information systems and software infrastructure tools and frameworks.
- Make appropriate design choices as the result of analysis regarding system and service properties

II. Organizational Domain

- Manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services.
- Manage business processes through a process of analysis, design and optimization in response to organizational needs.
- Employ best practices in planning, budgeting, scheduling and leading information systems projects and programs.
- Employ best practices in evaluating, engaging and managing third party providers.

Graduate Certificate in ISM Program Prerequisites

All new students in this certificate program need certain basic skills needed to complete it. 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 courses in the program.

Course Code	Course Name	Credits
Computing Concepts		
CMP 120	Programming Logic	3
CMP 350	Database Concepts	3
Business Concepts		
BUSS 301	Principles of Management	3
BUSS 210	Introduction to Business	3

Graduate Certificate in ISM Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	# of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
Total	6	18

Graduate Certificate in ISM Core Courses

Course Code	Course Name	Credits
CMP 552	Information Systems	3
CMP 553	Analysis, Modeling and Design	3
CMP 610	Managing IS Development	3
CMP 611	Global Information System Development	3

Graduate Certificate in ISM Elective Courses

Code	Course Name	Credits
CMP 591	Graduate Internship Level I	3
CMP 612	IT Project Management	3
CMP 614	Management Information Systems in Supply-Chain Management	3
CMP 620	Information Technology Governance	3
CMP 630	Information Technology Audit and Forensics	3

C5. Graduate Certificate in Information Technology Audit and Compliance (ITAC)

Businesses today operate in complex technology-based environments. To ensure efficiency and accuracy in information systems and for prevention of fraudulent practices, businesses require their information systems and processes to be audited. Stakeholders need assurance of confidentiality, integrity and availability of data. The Graduate Certificate in Information Technology Audit and Compliance (ITAC) courses enables students to learn security concepts and understand how IT related risks can be minimized through security and control measures. Students will also develop an understanding of major regulatory requirements.

Graduate Certificate in ITAC Program Objectives

Upon completion of the program, the graduates will be able to:

- Assess risks to information and information systems
- Perform audit planning, information collection techniques and forms of evidence
- Understand nature and frameworks on corporate governance for IT
- Evaluate the applicability of the components and processes of miscellaneous regulatory documents, and methodologies

- Perform access controls, process controls and internal audits

Graduate Certificate in ITAC Program Prerequisites

All new students in this certificate program need certain basic skills needed to complete it. 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 courses in the program.

Course Code	Course Name	Credits
Computing Concepts		
CMP 120	Programming Logic	3
CMP 350	Database Concepts	3
Business Concepts		
BUSS 301	Principles of Management	3
BUSS 210	Introduction to Business	3

Graduate Certificate in ITAC Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	# of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
Total	6	18

Graduate Certificate in ITAC Core Courses

Course Code	Course Name	Credits
CMP 552	Information Systems	3
CMP 558	Information Systems Security	3
CMP 620	Information Technology Governance	3
CMP 630	Information Technology Audit and Forensics	3

Graduate Certificate in ITAC Elective Courses

Code	Course Name	Credits
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CMP 553	Analysis, Modeling and Design	3
CMP 570	Enterprise Information Systems	3
CMP 591	Graduate Internship Level I	3
CMP 640	Data Warehousing and Business Intelligence	3

C6. Undergraduate Certificate in International Business

The International Business Certificate program is designed to provide students with knowledge about the global business environment. Students will understand key aspects of international business including import/export, marketing, finance and economics. Students acquire an awareness of the importance of cultural competence and working in 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 302	Principles of Marketing	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
ECON 101	Principles of Microeconomics	3
Total Credits		24

Please refer to the Undergraduate Business Programs Courses section in the Academic Catalog for course descriptions.

C7. Undergraduate Certificate in Small Business Management

The 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

Course Code	Course Name	Credits
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
Total Credits		24

Please refer to the [Undergraduate Business Programs Courses](#) section in the Academic Catalog for course descriptions.

C8. Undergraduate Certificate in 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.

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 Administrative Assistant Practicum	3
Total Credits		24

Please refer to the Medical Administrative Assistant Programs Courses section in the Academic Catalog for course descriptions.

C9. Undergraduate Certificate in IT Specialist

NOTE: Effective February 1, 2012, VIU is no longer accepting new enrollments for this program.

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; and
- 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 the Elective Courses list.

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 after graduation with this certificate may include: 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)

Course Code	Course Name	Credits
CMP 340	Principles of Programming Languages	3
CMP 440	Software Engineering	3
CMP 220	Programming II	3
CMP 270	Essentials of Networking	3
CMP 360	Web Development Methods	3
CMP 350	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)

Course Code	Course Name	Credits
CMP 250	Computer Architecture	3
CMP 355	Programming with C/C++	3
CMP 443	Network Security	3
CMP 471	Special Topics in Computer Science	3

Please refer to the [Undergraduate Computing Courses](#) section in the Academic Catalog for course descriptions.

Prerequisite Courses

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:

Course Code	Course Name	Credits
CMP 110	Introduction to Computing	3
CMP 120	Programming Logic	3
CMP 210	Programming I	3

C10.English as a Second Language (ESL) Program

Program Description and 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.

The objectives of the program are to:

- Help students attain their desired level of English language proficiency by providing intensive instruction in all skills; and
- Help students develop strong academic communication skills for the TOEFL examination and successful study at American institutions of higher education.

The program offers instruction at four levels of proficiency (elementary, intermediate, advanced, and college preparatory). Each level can be completed in one semester of full-time study. The overall length of the program depends on the initial placement level and on how quickly the student progresses from one level to another.

Each level includes 300 academic hours of classroom instruction per level/semester (240 hours in core subjects, 60 hours in electives). During a regular 15-week semester, full-time students receive 20 hours of classroom instruction per week. Summer sessions are usually shorter (12.5 weeks), with 24 hours of instruction per week.

Initial Program Placement: All new students are required to take a three-part English language proficiency test at VIU to determine appropriate placement in one of the four levels within the program. The 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 on 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: ESL courses are non-credit-bearing courses. All ESL courses 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 advance to the next level. Full-time college-prep 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 to VIU's academic programs.

Students who pass less than 80% of their ESL courses in a given semester have the option of retaking the placement test at the end of the semester. Those who score at the next level of proficiency receive no certificate of level/program completion but are usually allowed to advance to the next level or exit the program early.

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 students at the college preparatory level.

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 and college prep students; and electives numbered 400-499 are open only to college prep 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

Please refer to the [ESL Programs Courses](#) section in the Academic Catalog for course descriptions.

D. Distance Education

In addition to regular classroom delivery, VIU offers online courses as an alternative delivery method of instruction. The following degree programs at VIU can also be partially or fully completed online:

- Master of Business Administration (MBA)
- Master of Science in Computer Science (MCS)
- Master of Science in Information Systems (MIS)
- Graduate Certificate in Business Intelligence
- Graduate Certificate in Information Systems
- Graduate Certificate in Information Systems Management

- Graduate Certificate in Information Technology Audit and Compliance
- Bachelor of Science in Business Administration (BBA)
- Bachelor of Science in Computer Science (BCS)

VIU uses the Moodle learning management system 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 to those used in face-to-face classes. The online courses follow the 8-week format as described in the Academic Calendar section of this Catalog.

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 activities, manages the online forums, and monitors and assesses student progress and performance in the online classroom.

The 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 lectures, discussion forums, research, case studies, and group work. These are supported by selected tools and resources that include but are not limited to printed materials and resources, video, audio, nonlinear media, reviews and exams, email communication, threaded discussions, blogs, chat, video and teleconferencing.

D1. Admission Requirements

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

Prior to registering for online classes, the prospective students must be admitted to an academic program of study at VIU. F-1 visa international students must comply with the visa restrictions when taking online courses.

D2. Online Program Tuition and Fees

This tuition and fee structure is effective with the Summer 2012 academic semester. Following tuition applies for fully online students and not for residential students taking online course(s). The tuition does not include the cost of textbooks and other course related materials.

Graduate Degree Level Programs:

- Master of Business Administration (MBA)
- Master of Science in Computer Science (MCS)
- Master of Science in Information Systems (MIS)
- Master of Science in Information Systems Management (MISM)

Tuition: \$389 per credit
\$1,167 per course
\$3,501 per semester (full-time, 9 credits)

Career Programs- Graduate Level:

- Graduate Certificate in Business Intelligence
- Graduate Certificate in Information Systems
- Graduate Certificate in Information Systems Management
- Graduate Certificate in Information Technology Audit and Compliance

Tuition: \$389 per credit
\$1,167 per course
\$3,501 per semester (full-time, 9 credits)

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

Undergraduate Degree Level Programs:

- Bachelor of Science in Business Administration (BBA)
- Bachelor of Computer Science (BCS)

Tuition: \$315 per credit
\$945 per course
\$3,780 per semester (full-time, 12 credits)

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

Services Provided	Explanation	Fee
Application Fee	Academic Programs	\$150
Student Services Fee	Registration process, VIU student e-mail	\$30

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
Transcript Processing Fee	Upon request by the student.	\$10
Graduation Application / Diploma Processing Fee	Fee required of all students graduating when submitting the Graduation Application Form.	\$100

D3. Technical Requirements

In order to participate in the online class activities, students need to have access to a computer system with access to the Internet that meets the minimum technical system and browser requirements outlined below:

System Requirements

- *Windows OS Users*
 - Windows XP, Vista, 7, or later
 - 28.8 kbps modem (56K recommended)
 - Soundcard & speakers or headphones
 - A modern, standards-compliant browser, see below. Screen Resolution set to 1024 x 768 or larger
- *Mac OS Users*
 - Mac OS X
 - 28.8 kbps modem (56K recommended)
 - Soundcard & speakers or headphones
 - A modern, standards-compliant browser, see below
 - Screen Resolution set to 1024 x 768 or larger

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 recommended by the developers of the course platform.

- Recommended Browser Version for Windows Users
 - *Firefox 3 or later*
 - *Google Chrome 4 or later*
 - *Safari 3 or later*
 - *Opera 9 or later*
 - *Internet Explorer 7 or later*
- Recommended Browser Versions for Mac OS X Users
 - *Firefox 3 or later*
 - *Google Chrome 4 or later*

- *Safari 3 or later*
- *Opera 9 or later*

D4. Additional Information

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.

Identity Verification, Privacy, and Access: VIU clearly and appropriately states our requirements for the students to have access to the information systems necessary for them to engage in our distance learning program(s). This information is communicated to the students via their VIU email.

VIU will verify identity of the students enrolled in online courses throughout the program by requiring them to maintain updated log in information with a password that only the student knows. Students will use this log in information to access all VIU information systems. From time to time, students may also be asked to participate in a live videoconference that would further serve to verify their identity; if so students will be provided all the information they need to participate in these identity verification sessions in advance.

VIU will protect the students' privacy in the identity verification process by maintaining industry standard information security practices and by adhering to federal and state regulations and legislation such as the Family Educational Rights and Privacy Act.

There are no additional charges or fees associated solely with the verification of student identity.

COURSE DESCRIPTIONS

Graduate Business Program 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

The course focuses on the analyses, decisions, and actions that an organization undertakes in order to gain and maintain competitive advantage. 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 552: Hospitality and Tourism Management (3)

Prerequisite: None

Internship/CTP Qualified

This course develops students' competencies in managing people, processes, activities, and events involved in the hospitality and tourism industry. Students will learn the skills needed to be successful in managing hospitality and tourism for restaurants, hotels, casinos, travel agencies, and other core fields in the industry. The course will introduce students to topics and challenges of managing operational logistics including budgeting, sales, and communications of hospitality, hotel and tourism for the public and private sectors. This course will introduce students to the skills, challenges and complexities of managing international, national and regional tourism.

MBA 553: Event Planning and Management (3)

Prerequisite: MBA 512 Project and Cost Management

Internship/CTP Qualified

This course will prepare students for effective event and meeting planning coordination and implementation. The topics and case studies are based on the management's view of organizing and planning events. Students will be introduced to skills required for coordinating meetings, conventions, small to large special events, exhibits, and conferences. Students will be introduced to all aspects of event planning including overseeing catering logistics, coordinating meeting and exhibit space, monitoring client expectations, organizing audio/visual logistics, staffing events and using consultants and contractors. Models and techniques for effective project management and budgeting will be included.

MBA 554: Marketing for Hospitality and Tourism (3)

Prerequisite: MBA 616 International Marketing

Internship/CTP Qualified

This course will apply marketing concepts and theories to the hospitality and tourism industry. Students will learn how develop, implement and apply marketing strategies to market targets such as corporate, government, nonprofits, educational as well as individuals. Students will learn how to lead or participate in marketing teams to generate new or repeat business. Students will learn how to make decisions and communicate value based on the marketing mix (product, price, place, and promotion). Other areas of marketing appropriate to the hospitality and tourism industry will be

addressed including branding, customer loyalty, packaging, seasonal pricing, distribution channels, sales promotion, PR and advertising.

MBA 555: Legal Aspects of Hospitality and Tourism (3)

Prerequisite: MBA 611 Legal and Ethical Environment of Business

Internship/CTP Qualified

This course will give students knowledge of the different type of laws and legal regulations that govern the hospitality and tourism industries including: contract law, criminal law, travel regulations, employment/HR law, food law, and insurance regulations. Student will also learn about liability issues, guests' rights, negligence, and food and alcohol laws as they relate to the hospitality and tourism industries. Student will also learn about ethics, preventative legal management and legal aspects of property management.

MBA 556: Accounting, Budgeting and Cost Controls: Hospitality and Tourism (3)

Prerequisite: MBA 511 Managerial Finance

Internship/CTP Qualified

This course will apply accounting principles and processes to the hospitality and tourism industry. Students will learn how to use financial statements, budgets, and forecasting to make appropriate management decision relating to the hospitality and tourism industries. Students will be familiar with the Uniform Systems of Accounts for the Lodging Industry and Profit and Loss Statements. Student will be able to transfer this knowledge into a practical setting with the use of case studies, company profiles, and real life examples.

MBA 557: Management of Information Technology in Hospitality and Tourism (3)

Prerequisite: None

Internship/CTP Qualified

Students will learn how to use information technology to manage operations and gain competitive advantage in the hospitality and tourism industries. Students will learn about the importance of information security, e-commerce, databases, and social media in the hospitality and tourism industries. Students will learn how information technology impacts transportation, accommodation, vendor distribution, marketing, and customer service.

MBA 558: Human Resource Management in the Hospitality and Tourism Industries (3)

Prerequisite: MBA 513 Organizational Behavior and HR Management

Internship/CTP Qualified

This course focuses on HR management from the Hospitality and Tourism industries perspective. The student will learn about general HR issues such as employment law, recruiting, compensation, social responsibility, and employee safety concerns. The course will also delve into very specific issues that are common to the industries such as: tip eligibility, working with unions in the industry, managing global employees in the hospitality and tourism industries, and compliance with US and international employment laws.

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 will cover the different financial markets and trading theories that different market participants use to profit from moves in the market. Unlike an investments course, this class will focus more on the economic and psychological factors that move secondary markets instead of advanced calculations based on efficient market theory.

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.

Graduate Computing 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.

CMP 511: Computer Architecture and Implementation (3)

Prerequisite: None

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.

CMP 551: Research Methods (3)

Prerequisite: None

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.

CMP 552 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.

CMP 553 Analysis, Modeling and Design (3)

Prerequisite: None

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.

CMP 556 Database Systems (3)

Prerequisite: None

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

CMP 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.

CMP 560 Software Engineering (3)

Prerequisite: None

The objective of this course is to familiarize students with software application development processes and underlying concepts. Topics covered include Object-Oriented Analysis & Design, Unified Modeling Language, Software Development Life Cycle, Models and Methodologies, Quality Assurance and Improvement, and the basics of tools used for application development such as requirement management tools, version control, modeling, and defect tracking.

CMP 561: Algorithm Analysis (3)

Prerequisite: None

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.

CMP 562 Systems Communication and 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.

CMP 570 Enterprise Information Systems (3)

Prerequisite: CMP 556 Database Systems

This course focuses on the enterprise-wide information systems that revolve around the business process. They include applications that manage internal and external resources, including tangible assets, financial resources, materials and human resources. Topics discuss the computational, data storage, and data transmission power of information technology to support processes, information flows, reporting, and data analytics within and between complex organizations.

CMP 571 Automata and Formal Languages (3)

Prerequisite: None

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.

CMP 573: Compiler Construction (3)

Prerequisite: CMP 571 Automata and Formal Languages

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; attribute grammars syntax-directed translation schema; type checking; code generation; data flow analysis and code optimization.

CMP 591 Graduate Internship Level I (3)

Prerequisite: The Program Core courses or permission of the Dean

This course represents an opportunity for students 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.

CMP 610 Managing Information System Development (3)

Prerequisite: Prerequisite: CMP 552 Information Systems

Internship / CPT Qualified

This course overviews the processes, methods, and techniques to plan, analyze, and design complex Information Systems, within selected existing frameworks. It involves planning, gathering requirements, modeling business needs, creating blueprints for building the system, and managing and organizing resources in these challenging, difficult, complex and expensive activities.

CMP 611 Global Information System Development (3)

Prerequisite: Prerequisite: CMP 552 Information Systems

Internship / CPT Qualified

This course focuses on the organization of development projects in a the global service marketplace, based on key considerations and best practices in outsourced and offshore development. Students learn the most important issues and practices for both clients and service providers. Topics include legal, economic, cultural and intellectual property issues; 24-hour development; strategic division of labor; quality and process standards, and global human resources.

CMP 612 IT Project Management (3)

Prerequisite: Prerequisite: CMP 552 Information Systems

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.

CMP 614 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.

CMP 620 Information Technology Governance (3)

Prerequisite: CMP 558 Information Systems Security

Internship / CPT Qualified

This course presents an integrated approach to information technology (IT) governance. It discusses major roadmaps components and IT Governance strategies and frameworks. Topics include strategic alignment of IT with the business, use of assets and resources, delivering on plans and commitments, establishing and/or improving accountability of constituents, managing risk and contingencies, audits, compliance, performance measures and organizational maturity.

CMP 621: Artificial Intelligence (3)

Prerequisite: None

Internship / CPT Qualified

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.

CMP 627: Data Mining (3)

Prerequisite: CMP 556 Database Systems

Internship / CPT Qualified

This course is an introductory course on data mining. It covers concepts, algorithms, and applications in data warehousing and online analytical processing, 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.

CMP 630 Information Technology Audit and Forensics (3)

Prerequisite: CMP 558 Information Systems Security

Internship / CPT Qualified

This course covers topics in compliance, auditing, assurance and forensics of information technology in an organization. Topics include the role of IT auditing and the auditor, the legal environment for the IT auditor, compliance requirements and standards, strategies for achieving and maintaining the same, and processes for forensic investigations when breaches occur.

CMP 640 Data Warehousing and Business Intelligence (3)

Prerequisite: CMP 556 Database Systems

Internship / CPT Qualified

This course is an introduction to Business Intelligence as topic and as tool, and covers important views on and methods for building a data warehouse. These topics are combined with practical examples and methods from the real world.

CMP 641 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, central processing unit scheduling, deadlocks, memory management, input/output, file system facilities, concurrent processes, security, and integrity.

CMP 650 Software Architectures (3)

Prerequisite: CMP 553 Analysis, Modeling & Design

Internship / CPT Qualified

Software architecture deals with the high level building blocks that represent an underlying software system. This course studies software architecture, its foundation, principles, and elements. Topics range from architectural recovery, architectural styles, domain specific software architectures to design and implement a real-world software system, and includes introduces state-of-the-art in software architecture research, future trends and state-of-the-practice.

CMP 651: Advanced Topics in Database Management (3)

Prerequisite: CMP 556 Database Systems

Internship / CPT Qualified

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 online analytical processing, object-relational, object-oriented, and deductive databases. Formal semantics of relational database and systems, physical database tuning, advanced issued in query optimization and transaction processing, advanced database facilities such as triggers and materialized views, query caching, and database mediation.

CMP 671: Special Topics in Computer Science (3)

Prerequisite: Depends on topic

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.

CMP 672 Special Topics in Information Systems (3)

Prerequisite: Depends on topic

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 information technology and should be of significance with respect to the information technology industry. The study work can comprise literature survey, lectures/discussions with assigned faculty, project work, and detailed reports.

CMP 680 Organizational and Social Dimensions of Computing (3)

Prerequisite: None

This course discusses the organizational impact and the social implications, rights and duties related to the actions of computing professionals. It investigates the context in which professionals work, the laws and how they are created, human aspects of running a company, software contracts and liability, intellectual property rights, and the legislation that affects the way in which computers are used or misused. Topics include social, legal, financial, organizational and ethical issues in the context of the information technology industry; the role of professional codes of conduct and ethics; and, key legislation.

CMP 691 Graduate Internship Level II (3)

Prerequisite: The Program Core courses or 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.

CMP 696 Independent Study (3)

Prerequisite: Permission of the Dean

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 697 Independent Study (3)

Prerequisite: Permission of the Dean

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 698 Master Thesis I (3)

Prerequisite: The Program Core courses

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.

CMP 699 Master Thesis II (3)

Prerequisite: CMP 698 Master Thesis I

CMP 699 is a continuation of the course CMP 698: Master Thesis I. The thesis work can comprise 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.

Graduate TESOL Program Courses

Course credits are shown in parentheses following the course title. Credits are based on class contact (lecture) hours, except for the TSL 525 Practicum course which gives one credit for 15 academic hours of classroom instruction and two credits for 90 hours of classroom observation and teaching. TSL 630 TESOL Internship requires 135 hours of work per term plus two on-campus seminars.

TSL 505: Introduction to Language and Linguistics (3)

Prerequisite: Permission of the Dean

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: Permission of the Dean

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: Permission of the Dean

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: Permission of the Dean

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 and Permission of the Dean

Students will observe experienced teachers conducting a variety of ESL classes, create lesson plans, teach selected activities under the supervision of the practicum instructor, and develop elements of a professional portfolio. The course consists of 15 hours (1 credit) of classroom instruction and 90 hours (2 credits) of classroom observations, supervised teaching, and portfolio projects. For in-service teachers, up to 30 hours of classroom observation may be replaced with 30 hours of teaching.

TSL 530: Curriculum Materials and Design (3)

Prerequisite: Permission of the Dean

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: Permission of the Dean

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: Permission of the Dean

This course covers topics of current interest selected by the faculty before each semester.

TSL 600: Sociolinguistics and the ESL Classroom (3)

Prerequisite: Permission of the Dean

This course introduces students to theoretical principles governing social and linguistic variation, the methodology used to study it, the patterns and systems that underlie language variation in use, and the ways in which alternations between different language varieties index personal style, social power, and national identity.

TSL 605: Intercultural Communication (3)

Prerequisite: Permission of the Dean

This course introduces students to key issues of intercultural communication, core American and foreign cultural concepts, and ways in which culture affects language teaching and learning.

TSL 610: Teaching Pronunciation (3)

Prerequisite: Permission of the Dean

This course is a comprehensive introduction to pronunciation pedagogy. Students will study the sound system of English, innovative teaching techniques, and the role of pronunciation in areas such as listening and discourse.

TSL 615: Teaching Second Language Reading (3)

Prerequisite: Permission of the Dean

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: Permission of the Dean

This course introduces students to the pedagogical approaches to 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: Permission of the Dean

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, successful completion of 18 credits in the program and permission of the Dean

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 a language instructor; developing language teaching materials or tests; managing a writing center or a language learning resource center; assisting with language programs; conducting language testing; conducting or assisting with research into topics relevant to language structure, acquisition, and teaching. The students are expected to work on-site for at least 135 hours; when the student is the primary instructor of a course, it may be appropriate to count 2 hours of prep and grading for each hour of face-to-face classroom instruction. Students are expected to communicate with the faculty advisor regularly and submit required documentation and projects on time.

TSLB 651: Principles of Management (3)

Prerequisite: Permission of SELS & SB Deans and successful completion of 18 credits in the program.

This course surveys the theories and practices of management, including quantitative and behavioral approaches.

TSLB 652: Principles of Marketing (3)

Prerequisite: Permission of SELS & SB Deans and successful completion of 18 credits in the program.

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: Permission of SELS & SB Deans and successful completion of 18 credits in the program.

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.

Undergraduate Business Program 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 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 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 concentration area. Students will gain key industry knowledge in specific concentration areas such as international business, marketing, finance, etc. 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 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 Principles of Marketing

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 or BUSS 312 Organizational Theory & HR Management
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 or ECON 101 Principles of Microeconomics

Internship / CPT Qualified

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.

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 degree 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: None

This course provides an introduction to data analysis, least-squares regression, data collection, sampling distributions and strategies, probability, confidence intervals, and hypothesis testing.

Undergraduate Computing 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.

CMP 110 Introduction to Computing (3)

Prerequisite: None

This course introduces computer systems, their capabilities, limitations, and applications. Students survey computer concepts with an emphasis on the personal computer and its practical use, including hardware, application and system software, the Internet and World Wide Web, communications, database management, e-commerce, and computers in society.

CMP 120 Programming Logic (3)

Prerequisite: None

This course introduces algorithmic thinking and problem solving without focusing on any particular language. Students will learn the basic constructs of programming, including variables, constants, expressions, control structures, functions pointers and arrays, and are introduced to functional, decision-based and iterative processing of data.

CMP 130 Ethical, Societal and Legal Aspects of Computing (3)

Prerequisite: CMP 110 Introduction to Computing

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.

CMP 210 Programming I (3)

Prerequisite: CMP 120 Programming Logic

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.

CMP 220 Programming II (3)

Prerequisite: CMP 210 Programming I

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.

CMP 230 Discrete Mathematical Methods for Computing (3)

Prerequisite: MATH 151 Calculus I

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.

CMP 250 Computer Architecture (3)

Prerequisite: CMP 110 Introduction to Computing

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; 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.

CMP 260 Operating Systems (3)

Prerequisite: CMP 110 Introduction to Computing

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; input/output management; deadlock management; interrupt structures, interrupt processing; device management; performance of operating systems; synchronization in a multi-programmed operating systems and with virtual memory management. Formal principles are

illustrated with examples and case studies of one or more contemporary operating systems.

CMP 270 Essentials of Networking (3)

Prerequisite: None

This course includes the fundamentals of network standards, concepts, topologies and terminologies including LANs, WANs, Internet Protocol addressing, subnet masking and network design, and various protocols. This course teaches concepts from the Open Systems Interconnection Networking Reference Model, developed by the International Standards Organization to describe the function and structure of network communications protocols.

CMP 330 Data Structures and Algorithm Analysis (3)

Prerequisite: CMP 220 Programming II

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.

CMP 340 Principles of Programming Languages (3)

Prerequisite: CMP 210 Programming I

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.

CMP 343 Computer Security Principles (3)

Prerequisite: CMP 270 Essentials of Networking

The course is an introduction to computer security. Course topics include: computer security incident response process; computer criminal evidence collection, analysis and handling, email investigation, malicious code investigation, network traffic analysis and router investigation, hacker tools analysis, and computer/network forensic report writing. The course identifies and examines information security threats, information security methods, and implementation approaches used in information technology industry.

CMP 350 Database Concepts (3)

Prerequisite: CMP 120 Programming Logic

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.

CMP 353 Application Software Security (3)

Prerequisite: CMP 343 Computer Security Principles

Internship / CPT Qualified

This course studies the security concepts in developing software applications. Topics include design principles for secure software development, and some of the security issues in current programming and scripting languages, database systems Web servers, as well as issues in web applications security.

CMP 355 Programming with C/C++ (3)

Prerequisite: CMP 120 Programming Logic

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. Student completes a term project that utilizes C/C++.

CMP 360 Web Development Methods (3)

Prerequisite: CMP 120 Programming Logic

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.

CMP 365 Information Technology Project and Service Management (3)

Prerequisite: The Program Core courses

This course introduces the fundamentals of project management, beginning with project definition and culminating in the post-project review. Students learn techniques, terms and guidelines that are used to manage costs, schedules, risk, group dynamics and technical aspects throughout the life cycle of the project. The course also investigates

peculiarities of projects when services are outsourced in another department in the organization, domestically, and internationally.

CMP 373 Operating System Security (3)

Prerequisite: CMP 343 Computer Security Principles

This course discusses security concepts and issues relative to a wide range of operating systems, as well as existing tools and technologies for setting up a secure system. Topics include vulnerabilities and risk assessment in operating systems, secure passwords, and trusted operating systems.

CMP 375 Human-Computer Interactions (3)

Prerequisite: CMP 130 Ethical, Societal and Legal Aspects of Computing

Topics that this course covers include effective, productive information systems, design and evaluation of interactive computer systems, input and output devices, screen layouts, machine design, health issues and ergonomics, and organizational impacts.

CMP 389 Independent Study (3)

Prerequisites: The Program Fundamental Core courses, and permission of the Dean

This course offers the opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 391 Internship Level I (3)

Prerequisite: Permission of the Dean

This course provides practical experience through hands on activities for undergraduate students 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.

CMP 392 Internship Level II (3)

Prerequisite: Permission of the Dean

This course provides practical experience through hands on activities for undergraduate students 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.

CMP 420 Usability Evaluation and Interface Development (3)

*Prerequisite: CMP 375 Human-Computer Interaction
Internship / CPT Qualified*

This course surveys methods for evaluating user interfaces. For projects, students will perform a heuristic evaluation, a cognitive walkthrough, a usability test and a comparison study. Class meetings will also introduce, discuss and occasionally practice additional methods such as user modeling and questionnaires.

CMP 440 Software Engineering (3)

Prerequisite: CMP 220 Programming II

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.

CMP 443 Network Security (3)

Prerequisite: CMP 343 Computer Security Principles

Internship / CPT Qualified

This course discusses the network security principles and applications, including authentication applications, IP security, Web security, network management security, wireless security and system security.

CMP 445 Distributed Systems (3)

Prerequisites: CMP 250 Computer Architecture

Internship / CPT Qualified

This course introduces the fundamentals of distributed systems and algorithms. Topics include: distributed systems architecture; input/output 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.

CMP 453 Information Assurance and Privacy (3)

Prerequisite: CMP 343 Computer Security Principles

Internship / CPT Qualified

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information

security system, with appropriate intrusion detection and reporting features.

CMP 463 Computer Forensics (3)

Prerequisite: CMP 343 Computer Security Principles

Internship / CPT Qualified

This course surveys the processes of performing computer crime investigations. The course covers the recovery and analysis of digital evidence, addressing legal and technical issues. Forensic examination techniques of common systems are used to illustrate typical investigative processes.

CMP 465 Theory of Computation (3)

Prerequisites: CMP 330 Data Structures and Analysis

This course covers theoretical frameworks of computing 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.

CMP 466 Programming for Mobile Devices (3)

Prerequisite: CMP 360 Web Development Methods

Internship / CPT Qualified

This programming course is designed to introduce and familiarize the student to programming mobile devices using current platforms and mobile device emulators. An overview of the most common tools and techniques for writing mobile applications are examined, with focus on the development of the user interface and the usability of the application.

CMP 467 Database Systems for Web Applications (3)

Prerequisite: CMP 350 Database Concepts

Internship / CPT Qualified

The student explores the software development life cycle for Web applications. It provides an in-depth coverage on critical Web application development topics combined with technical foundations and hands-on experiences, and implementation of real-world Web applications and secure Web transactions.

CMP 471 Special Topics in Computer Science (3)

Prerequisites: The Program Fundamental Core courses

Internship / CPT Qualified

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

CMP 472 Special Topics in Information Technologies & Systems (3)

Prerequisites: The Program Fundamental Core courses

Internship /CPT Qualified

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

CMP 489 Independent Study (3)

Prerequisites: The Program Fundamental Core courses and permission of the Dean

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 491 Internship Level III (3)

Prerequisite: Permission of the Dean

This course provides practical experience through hands on activities for undergraduate students 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.

CMP 492 Internship Level IV (3)

Prerequisite: Permission of the Dean

This course provides practical experience through hands on activities for undergraduate students 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.

CMP 498 Capstone Project I (3)

Prerequisite: All 300-Level core courses

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.

CMP 499 Capstone Project II (3)

Prerequisite: CMP 498 Capstone Project I

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 CMP 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.

General Education 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.

Medical Administrative Assistant Program Courses

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 Administrative Assistant Practicum (3)

Prerequisite: Completion of 12 credits in the program

This course prepares students for a successful career in the medical office administration environment. The course integrates job search, interviewing and office protocol skills with practical experience. Practical experience can include observing medical office administration staff, mentoring from a current medical office administrator, or hands-on volunteer practice in a medical office. This is a career focused course where students will keep a journal of different career opportunities they have researched, jobs they have applied to, post-interview evaluations, and any practicum experience. The goal is for the student to find a practicum placement at the end of their program.

ESL Program 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 as well as 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; categorize vocabulary (synonyms, antonyms). Students will also increase their vocabulary.

ESL 193: Introduction to Debate (30 hours – elective)

This elective course focuses on helping students build 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 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 reduction, linking, and contractions.

ESL 283: Intermediate Reading and Writing (90 hours – core)

In this course, students will improve their reading comprehension skills and begin 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)

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 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 as well as basic principles of capitalization and punctuation. The

course 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 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 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 318: Brilliant Essays in 30 Minutes – TOEFL Writing (30 hours – elective)

This course focuses on developing note-taking and summarizing 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 not-taking techniques, develop time-management and stress-reduction strategies, and practice summarizing and synthesizing information from listening and reading passages.

ESL 322: Advanced Pronunciation (60 hours – core)

This course covers all aspects of pronunciation, from individual sounds to intonation, rhythm, and stress. Students will work on identification and articulation of 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 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 362: Advanced Speaking and Listening (60 hours – core)

This course focuses on developing students' listening comprehension, summarizing, 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 (skimming for main ideas and scanning for specific information) as well as higher-level skills (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 tasks 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 20th and early 21st 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 participating 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)

The Grammar Workshop focuses on developing self-editing skills that enable students to express themselves accurately in writing.

ESL 495: Vocabulary Development III (30 hours – elective)

This intensive 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.

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