# ACADEMIC CATALOG
## 2002-2003

# PHILOSOPHY & MISSION STATEMENT

Virginia International University was established in 1998 with the goal of providing affordable, quality higher education for students preparing to meet the ever-evolving needs and opportunities of the 21st Century workforce. Located in lovely Fairfax, Virginia, just minutes from Washington DC, VIU is an independent academic establishment combining a liberal arts tradition with an emphasis on career orientation. We offer degree programs at both undergraduate and graduate levels, as well as full and part-time certificates in a variety of professional and technical fields that includes English as a foreign language (EFL), computer science, and business and management.

At VIU, we are committed to setting a new standard in higher education. Through our student-centered approach, we endeavor to provide the most positive environment for learning available anywhere. Our programs are structured to allow students flexibility in the design and direction of their own studies. At the same time, every student is assigned a personal mentor who acts as a guide in course selection and career orientation. To keep pace with the latest developments in technology and teaching, our curriculum and materials are regularly reviewed and revised, and our instructors receive further training, as necessary. For all courses, private tutors are available to monitor and facilitate students' progress. And as students complete the majority of their program, VIU career counselors help place them in internships and other work-study positions with local companies and organizations.

At VIU, we believe that learning is not confined to the formal instruction of the traditional class period. Thus, we offer a full schedule of diverse educational activities, such as our unique Collegiate Colloquia, regular, informal meetings open to all university members, as well as members of the community, for the friendly, informed debate of current issues and other topics of international concern. Another of our unique offerings is VIU's Film Forum, a bi-weekly feature film presentation followed by discussion. Generally, the films shown are chosen for their combination of artistic merit and focus on ethical issues. Films not in English are shown with English subtitles. The third of our exclusive extra-curricular events is VIU's Intercultural "Show-and-Tell," a combination performance/talk held (once a semester during the academic year, and once in the summer) by university and community members in celebration of the dance, music, literature, and other arts of their home cultures.

Anyone with an artistic or literary bent can contribute to VIU Review, our bi-monthly magazine-in print and on-line-featuring articles and artwork from University members.

In addition to these, VIU offers a variety of other exciting educational activities involving day or overnight travel to off-campus sites, such as the Patuxent National Wildlife Refuge Research Center, the U. S. Department of Agriculture's Beltsville Agricultural Research Service, Historic Harper's Ferry, West Virginia, Shenandoah National Park in the Blue Ridge Mountains of Virginia, and Assateague Island National Seashore.

VIU intends to serve an international body of students from all over the world with an equally diverse faculty and staff. This richness in total human resources will reflect VIU's threefold mission, as follows:

1. As an institution of higher learning, VIU will strive to engender the intellectual curiosity, critical thinking, and creativity that are more urgently than ever needed in light of the challenges of the new millennium. We will systematically encourage the development of the knowledge base, study skills, and personal motivation necessary for competent scholarly inquiry and the lifelong pursuit of learning. At VIU, excellence in teaching will lead to excellence in learning.

2. As part of the American higher education system, VIU recognizes the value of career preparation as a principal goal of university education. In fact, we believe that academic preparation and professional or technical training go hand-in-hand, and that a person whose background covers more than one area of expertise is both a better human being and a stronger candidate for a good job position. For example, a businessperson familiar with some of Shakespeare's characters may have an advantage over others who do not. By the same token, an English major with knowledge of ways of doing business may find his grasp of Elizabethan drama strengthened.

3. And, finally, as a community of students, staff, and faculty drawn from diverse national, cultural, and social backgrounds, VIU aims to create an atmosphere in which freedom of thought and diverse interpretations of human experience are cherished. At the same time, we will strive to foster a shared spirit of community that mirrors the increasing interconnectedness of the "global village." 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.

The ultimate goal of VIU's mission is no less than to graduate persons 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.

Virginia International University (VIU) was established in 1998 with the goal of providing innovative higher education for students preparing to meet the ever-evolving needs and opportunities of the 21st century. VIU is an independent academic establishment combining a liberal arts tradition with emphasis on career orientation. We intend to offer degree programs at undergraduate and graduate levels as well as full and part-time certificates in a variety of professional and technical fields. VIU is fully committed to creating universal access to quality education, so that individuals from all sectors of society can realize their personal and professional educational aspirations and fulfill their true potential. Our aim is to enable students to attain academic success while gaining the personal confidence they need to move into professional or technical employment or to further their studies. Thus, we have endeavored to create a highly supportive and stimulating learning environment.

At VIU, we recognize that academics are only part of a student's life. Accordingly, we go the extra mile in providing student services that will facilitate optimal academic performance. We assist students with making appropriate living arrangements, engaging in a vast number of leisure time recreational activities, and service to the community.

Since its inception, Virginia International University has made significant progress in the complex process of setting up a new university. In addition to preparing the necessary course listings, catalogues, schedules, and so on, several solid achievements have moved us closer to our goal of providing a high quality of education to our students. First . in August 3, 1998, we got the approval form SCHEV to use the name "Virginia International University". Then in December 23, 1998 SCHEV has granted us to enroll students in our Master of Business Administration degree program and offer non-degree credit Certificate programs at our current location in Fairfax. After then, in August 9, 1999, after conducting a site visit to our facility, SCHEV provided us with the authorization to offer a series of Diploma and Certificate program in Computer and Business majors. Then, in March 02, 2000 Virginia International University has been approved as tax exempt non-profit private higher Institution by the Department of Treasury. Following this, in April 25, 2000, our University has been approved and given to authorization to accept and enroll F-1 and M-1 non-immigrant Students. Then in May 25, 2000, SCHEV approved our university to confer the Master of Business Administration degree at our site in Fairfax. After then, in September 25, 2000 SCHEV approved our Undergraduate program and gave us the authority to enroll students in our Bachelor of Science in Computer Science and Business and Management. Now that all of these hurdles have been cleared, we expect to enroll some of the approximately 400 students within next five years.

As three year passed from the establishment of the University, the following Academic Departments have been successfully opened so far as well as the faculty and course requirements:

**I. Undergraduate Study**
    A. Department of Business Administration (Bachelor's of Business Admin)
        1.   **Accounting and Finance**
        2.   **Management**
        3.   **Marketing**

    B. Department of Computer Science
        **1. Computer Science**
        **2. Computer with Business Studies**

**II. Graduate Study**
    A. Master of Business Administration (M.B.A.)
        1.   **International Business**
        2.   **Marketing**
        3.   **Information Technology**

**III. Career Diploma & Certificate Programs,** *the courses are with credit,*
        **Business Career Diploma & Certificate Programs**
        **Career Diploma & Certificate Programs**

**VI. English As A Second Language Program (ESL)**
        1.   **Credit ESL Courses (Full-time, Semester based))**
        2:   **Non-credit ESL courses (part-time)**

Credit Career Diploma & Certificate Program Courses begun Spring 1998
Non-Credit ESL programs started Spring 1998.
Graduate courses began Fall 1999
Undergraduate Courses started on January 2001.

VIU is easy to get to and from-no matter which mode of transportation you are using. ( see maps on page 80)
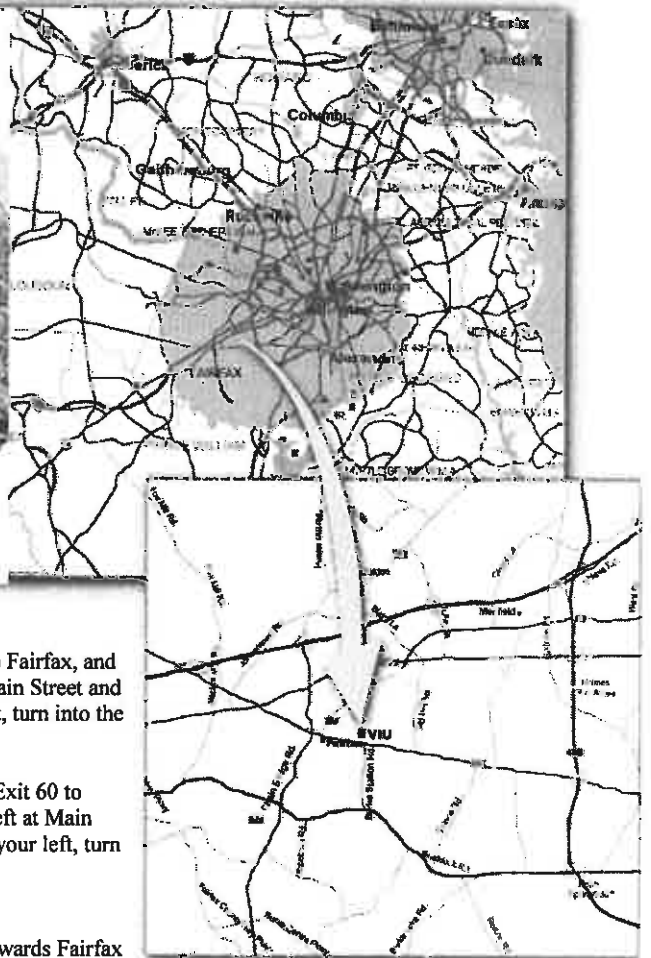
## Airports

VIU's location in the vicinity of Washington, DC, means that for your flight to and from the U.S. you can choose between two international airports-Dulles International, in Virginia, and Baltimore Washington International, in Maryland. Domestic air travel-including connecting flights from other international airports in the U. S.-is even closer, through the recently renamed Reagan National Airport (formerly Washington National Airport). All three airports have rapid road and rail links with Fairfax, home of VIU.

## Metrorail

Situated in Fairfax Square, in the heart of Fairfax, VIU is only three miles from the Vienna (Virginia) Metrorail Station at the end of the Washington, DC, Metro "Orange Line." This subway line is part of the 103-mile Metrorail rapid transit subway system that serves the entire Washington Metropolitan Area, including Northern Viriginia and suburban Maryland.

## Metrobus

VIU students can take advantage of the local area's CUE bus system, which serves Fairfax City and the surrounding area. CUE buses also provide a quick link to the Vienna Metrorail Station. From Metro Vienna Station, take CUE buses "Green 1" and get off the bus at Fairfax Square on Main Street. Our building is located within the Fairfax Square complex. Look for 9900 Main Street.

## Directions form major airports

**From IAD (Dulles) Airport:** Take Route 28 South to I-66 East. Take Exit 60 to Fairfax, and drive about     2 miles on Route 123 South (Chain Bridge Road). Turn left onto Main Street and proceed about 1 mile. Immediately after you pass the Shell gas station on your left, turn into the Fairfax Square complex. Look for number 9900.

**From DCA (Ronald Reagan National) Airport:** Take I-66 West. Get off on Exit 60 to Fairfax, and drive about 2 miles on Route 123 South (Chain Bridge Road). Turn left at Main Street and drive about 1 mile. Immediately after you pass the Shell gas station on your left, turn into the Fairfax Square complex..

Or: Take I-395 South to
I-495 North (Tyson's Corner). Take Exit 52A (236-West/Little River Turnpike) towards Fairfax and drive about 4 miles. We are located on your right. Look for Fairfax Square.

**From BWI (Baltimore Washington International) Airport:** Take I-95 South to I-495 West. Take Exit 52A to Fairfax (236-West/Little River Turnpike West), and drive about 4 miles. We are located on your right. Look for Fairfax Square.

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**Airport Services**
Airport pickup service: If you want to be picked up at the airport, send us your flight details at least one week before the departure date. A modest fee of $60 will be charged for local Airport Pick ups.

**Accommodations**
VIU's Student Services staff helps students locate suitable housing, based on the students' particular needs and desires. Housing options include living in student hostels, a host family, or in individual or group apartments.
**Optional Services[2]**

| | | | |
|---|---|---|---|
| Accommodation arrangement fee | $150 | Monthly rent for house/apartment | $450 |
| Airport pick up service[3] | $60 | House/apartment deposit | $250 |

[2]Subject to change without notice, depending on availability of the service.
[3]Service is available only from Dulles International Airport (IAD) and Ronald Reagan National Airport (DCA).

At VIU, we understand that study is only part of a student's life. It is therefore our policy to make every effort to ensure that the student's total experience here is enjoyable and fulfilling. To this end, VIU's Student Services assists students in making appropriate living arrangements, obtaining health insurance, and participating in a vast number of leisure time activities.

**Student Life**
VIU Student Services seeks to integrate students in a university community and to support and complement students learning inside and outside the classroom.

**Student hostels**
VIU's Student Services also plan to design students hostels to enhance camaraderie as well as student academic performance, VIU's student hostels will match 2 or 3 compatible students per room. All rooms will be furnished with beds, dressers, a closet, study desks, and bookshelves. For an additional fee, some rooms will be available with a telephone hookup. Kitchen, living room, bathroom, and laundry facilities will be shared. In the student hostel, our policy is going to be "English Only." This is an ideal option for students looking for rapid improvement in their spoken English.

**Apartments**
For students wishing to rent an apartment, either individually or in a group, apartment rental information is available upon request from the Office of Student Services. For a fee of $100, VIU will make the necessary rental arrangements.

**Host Families**
An excellent way for students to improve their English - and at the same time acquire firsthand experience of American culture - is to stay with a host family. Student Services selects host families through rigorous personal interview and inspection procedures. As for meals, students staying with host families choose between the "bed and breakfast" plan, in which hosts provide only daily breakfast, and the "half-board" plan, in which hosts provide both breakfast and dinner.

**Shopping and local amenities**
Less than a mile from campus, there is a large shopping center with a wide variety of stores where students can find virtually any goods or services they need. For rest and relaxation, there are parks and recreation areas in and around the city where students can go fishing, golfing, boating, and swimming. Camping facilities are also available for public use. Pedestrian and bicycle trails connect the city's parks, schools, shopping centers, and residential areas.

**Arts and Entertainment**
As one would expect from a major capital city, the Washington Metropolitan Area boasts one of the most exciting arts and entertainment scenes in America. You can choose from, among other attractions, live theater; classical, popular, and ethnic music concerts; the ballet and opera; historical and cultural museums; and world-class art galleries.

**Extracurricular Activities (Off-Campus)**
In addition to the above activities and organizations, VIU offers a variety of other exciting educational activities involving day or overnight travel to off-campus sites. Short trips include all the popular sightseeing destinations in Washington, DC. Longer excursions include such destinations as the Patuxent National Wildlife Refuge Research Center, the U. S. Department of Agriculture's Beltsville Agricultural Research Service, Historic Harper's Ferry, West Virginia, Shenandoah National Park in the Blue Ridge Mountains of Virginia, and Assateague Island National Seashore.

**Health Insurance**
Health insurance is mandatory for all VIU students. Students have the option of purchasing the insurance on their own or signing up for VIU's insurance program. Currently, good coverage is available to students for around $700 per year. For further information about health insurance, please contact the Office of Student Services at (703) 591-7042.

Applications for admission in the Fall 2002 Semester must be received by August 30, 2002 at the latest. Applications for admission in the 2003 Spring Semester must be received by January 3 2002 at the latest.

NOTE: The Office of Admissions will evaluate applications only after all required documents have been received. Applications are processed on a first-come, first-served basis. By submitting all necessary documents in one application package, applicants may receive faster notice of admission.

**Fall 2002 (First Semester)**

| | |
|---|---|
| September 10-13 | Orientation and Registration |
| September 16 | First day of classes |
| September 27 | Last day to add/drop an elective |
| November 4-15 | Early registration for spring semester |
| November 22-23 | Thanksgiving holiday (no classes)* |
| December 20 | Last day of classes |
| December 23-28 | Final examinations |

**Spring 2003 (Second Semester)**

| | |
|---|---|
| January 7-11 | Orientation and Registration |
| January 13 | First day of classes |
| January 31 | Last day to add/drop an elective |
| March 10-14 | Spring break (no classes)* |
| April 1-11 | Early registration for summer term |
| May 2 | Last day of classes |
| May 5-17 | Final examinations |

**Summer Term 2003**

| | |
|---|---|
| June 2 | First day of classes |
| July 4 | Independence Day* (no classes) |
| August 1 | Last day of classes |
| August 5-9 | Final examinations |

**Admission Information**

Virginia International University is committed to the eradication of all forms of discrimination, and therefore offers equal consideration to all qualified applicants, regardless of their age, gender, nationality, ethnicity, social background, political affiliation, religious beliefs, or physical handicaps.

For admission to study at VIU - regardless of the program-all applicants are required to submit a completed application with a nonrefundable $50 application fee. Application forms can be obtained upon request by post, e-mail, fax, or telephone from the following address and/or numbers:

**OFFICE OF ADMISSIONS**
Virginia International University
9900 Main Street,
Fairfax, VA 22031   USA

E-mail: admission@viu.edu
Tel : +1 (703) 591-7042
Fax: +1 (703) 591-7046

Application forms may also be submitted via online from web page at the following address: http://www.viu.edu

Completed applications should be returned through the postal address (or by fax if time is short). The application fee must be either included with the application, in the form of a personal or traveler's check, or money order in U. S. funds, or paid by credit card. *NOTE: An application will not be considered complete, and thus, will not be reviewed, until the application fee is received.*

VIU has been authorized to issue I-20 Form by the US Immigration Naturalization Service. This official form is the certificate of eligibility for non-immigrant student status for academic and/or language study in the US. In order to attend to Virginia International University (VIU), as an international student you must obtain an F-1student visa from the American embassy in your country. Before applying for the visa, you must be accepted by Virginia International University (VIU), and sent an acceptance letter, as well as a letter introducing the VIU to the U.S. embassy in your country, along with the official student visa I-20 form.

### How You Apply for Student Visa

To qualify for a student visa, you must submit the following documents to the U.S. embassy in your country after receiving the VIU's acceptance package.

1. The letter from VIU prepared for the U.S. embassy
2. The official I-20 student visa Form
3. A letter of Financial support: In order to study in America, you must be able to pay for your school and living expenses (rent, food, transportation, etc..,). Evidence of the necessary financial resources required for the course of study must be presented during the visa application process.
4. You must demonstrate that you have social, familial, work, or other compelling circumstances that will obligate you to return to your native country upon completion of your studies.

### When You Arrive in the U.S

Upon your arrival you will be given a small white I-94 card; stapled inside your passport. This is your "Arrival/Departure Card." Save this card.
a. This I-94 card indicates your status (usually F-1 and stamped as D/S to mean "Duration of Study").
b. Some I-94 cards may indicate a specific date by which you must leave the U.S.

### Maintaining Student Visa Status

At VIU we feel responsible for each student's performance, behavior, and compliance with all school and immigration rules and regulations. Therefore we want to remind you of your responsibilities as a holder F-1 Student visa.

### Attendance

1. Once you stop attending classes, you must leave the U.S within 60 days.
2. You must be a full-time student to maintain your F-1 visa status. Students who do not attend at least 85% of all classes will be considered "Out of Status." If you are considered "Out of Status,' you will not be allowed to extend your period of study, take an authorized vacation, or transfer to another school. The only exception is a prolonged illness, verified by a medical doctor (i.e., doctor's report).
3. You must provide the school with your address while in the U.S. Any change of address during your course at VIU must be reported within 10 days.
4. You must keep the copy of the I-20 Form with your passport.
5. It is your responsibility to have a valid passport all times.

### Vacation

1. F-1 students may take one month off from their studies if they have completed at least one semester at VIU.
2. If you plan to take a vacation inside the U.S, you must notify the ISA (International Student Advisor) at least one week before your departure.
3. If you plan to take a vacation outside the United States (if your visa allows more than one entry), you must notify the ISA at least one week before your departure. Also you must have the reverse side of your I-20 Form signed by the International Student Advisor.

### Permission to Work in the U.S.

1. You cannot work without prior approval from the Immigration and Naturalization Service (INS).
2. You may accept practical training employment or off-campus part-time employment after having been in F-1 visa status for 9 months.
3. You are allowed to work a maximum of 20 hours per week while you are full-time student.
4. You must apply for INS approval for off-campus employment and practical training after graduation. Note : F-1 students may accept on-campus or curricular practical training when authorized by the designated school official.

## VIU Scholarship Programs

In academic year 2002-2003, VIU offers various scholarship programs, for each of which students has to meet certain qualification and provide substantial proof to maintain specific terms & conditions.

The Virginia International University Scholarship Program is designed to provide encouragement and public recognition to students who have demonstrated academic excellence. The program is supported by generous contributions from individuals, organizations, corporations and foundations. Scholarships range from $250 to $6,800 per year. The primary criterion for awards from the University Scholarship Program is outstanding performance. Financial need is another important consideration. Your accurate completion of the scholarship application form will ensure you are considered for every scholarship for which you qualify.

These scholarship programs are as follows:

1. Peace Scholarship
2. Academic Excellence Scholarship
3. Student Assistance Scholarship
4. Latin American Leadership Scholarship
5. Women's Scholarship

For more information, application criteria, qualification and to make application, please visit our web site, www.viu.edu

## Financial Aid Information:

After completion of accreditation process the University will participate in federal, state, and private programs providing financial aid through grants and loans. For students with questions about financial aid, free counseling services will be available weekdays from 9 a.m. to 5 p.m. through the Office of Financial Aid. Federal financial aid programs include Federal Pell Grants, Direct and FFEL Stafford loans, PLUS loans (loans for parents), Federal Perkins loans, and Federal Supplemental Educational Opportunity Grants.

Minimum Qualifications for Financial Aid

1. The student must be enrolled as a full-time student in a VIU degree or certificate program.

2. For federal financial aid, the student must be a U.S citizen or be eligible to become a citizen.

3. For state financial aid, the student must be a Virginia state resident.

4. For all financial aid, the student must demonstrate a need for support.

How to Apply for Financial Aid

## Federal Financial Aid

For federal financial aid, students must fill out an FAFSA (free application for federal student aid). The deadline for federal support is June 30. However, since applications are processed on a first-come, first-served basis, students should apply as soon as they can after January 1st.

Grants are obtained on the basis of need. You must prove you need the grant by showing tuition costs and your estimated family contribution. Federal Supplemental Educational Opportunity Grants are available together with other types of financial aid.

## State of Virginia Financial Aid

There are several Virginia State programs for undergraduate students needing financial aid. These grants are available to students residing in Virginia and demonstrating satisfactory academic progress in a full-time VIU degree or certification program. Grant options include Virginia Commonwealth Grants, Virginia Guaranteed Assistance Program Grants (VGAP), Virginia College Scholarship Assistance Program Grants (CSAP), and the Virginia Transfer Grant Program

## Privately-sponsored Financial Aid

Various types of privately offered student loans are also available. For further information about financial aid, please contact the Financial Aid Office at (703) 591-7042.

| Tuition[1] | Graduate | Undergrad. | Career Prog. | ESL** |
|---|---|---|---|---|
| **Full-time tuition (two semesters)** | $7,200 | $6800 | $3,960 | $4,680 |
| Part-time tuition (per credit hour) | $430 | $350 | $180 | $20/hour |
| **Fees*** | | | | |
| Housing | $6,600 | $6,600 | $6,600 | $6,600 |
| Application fee (one time, non-refundable): | $50 | $50 | $50 | $50 |
| Postal fee (for international mail): | $50 | $50 | $50 | $50 |
| **TUITION** (full-time) | $7,200 | $6,800 | $3,960 | $4,680 |
| **FEES** | $6,700 | $6,700 | $6,700 | $6,750 |
| **TOTAL** | $13,900 | $13,500 | $10,660 | $11,380 |

[1]Students enrolled in any program must pay 25% of the tuition fee of the program in advance.

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

## Payment Plans

**1. Advanced Payment:** Students enrolled in any program must pay 25% of the tuition of the program in advance, in addition to the application and postal fee. If student's tuition is $500 or less, it must be paid in full at the time of enrollment. Of course we always welcome if any student pays his/her annual tuition in full at advance.

**2. Monthly Installments:** Full-time students may budget all or a part of their tuition including other expenses such as housing, food, and other one year academic expenses, up to 4 equal installments with as low as 10% APR annually. A minimum of $500.00 budget is required. Students should pay 25% of the tuition fee at the time of actual enrollment, and then the rest of the tuition (75%) may be equally installed throughout the period of study.

**Payment Methods**: Students can make their payment in one of the following three ways:

**1. Credit cards:** We accept all major cards. Please provide us Card holder's first and last name, credit card type, card number, expiration date and amount to be charged.

**2. Check or money order:** Please make your money order, personal or traveler's check payable to "Virginia International University" or "VIU". Personal checks will be held for five business days for clearance, and must be drawn on a U.S. bank.

**3. Wire transfer:** From a bank in your country that makes wire transfer to USA banks.

| | |
|---|---|
| Bank Name: | Bank of America |
| Account Name: | Virginia International University |
| Account Number: | 0041 2638 2844 |
| Bank Routing Code: | 0510 00017 |

## Financial Penalties

**1. Late fee:** Failure to make any payment on or before the due date results in a late fee up to $50.00

**2. Return Check fee:** A $25.00 fee will be charged for each unpaid check returned by the bank. After a third bounced check, an additional late fee will be charged and financial suspension may result.

## Refund Policy

**Program Cancellation;**

If you cancel any of the programs in which you have enrolled, the following rules will apply:

1. If you send your written cancellation 21 days or before the program start date, all fees, with the exception of the application and postage fees, will be refunded. (Transfer charges will be deducted)
2. If you send your written cancellation 15 to 20 days before the program start date, 75% of the entire amount, with the exception of the application and postage fees, will be refunded.
3. If you send your written cancellation 7 to 14 days before the program start date. 50% of the entire amount, with the exception of the application and postage fees, will be refunded.
4. If you send your written cancellation 6 days or less before the program starting date, no refund will be given.

## For International Students;

If the U.S counselor in your home country has declined your visa application for some reason, any money you have deposited to us will be refunded, excluding the application and postal fee. To receive a refund, the applicant must do the following:

a. Send us a copy of the letter you received from the U.S. embassy that proves your application was declined.
b. Send us a copy of the page of your passport that bears the stamp of admittance.

Note that the time frame of this refund process can take up to 60 calendar days.

Also please note that tuition, fees, payment plans & options and program scheduling is in the discretion of the school.. Terms & conditions may vary any time when its necessary without prior notice to third parties.

VIU's academic programs include the following:

## I. Undergraduate Programs

Bachelor's degree programs are offered in undergraduate degree level in the Department of computer Science, and in the department of Business Administration.

> A. Department of Business Administration (Bachelor's of Business Admin)
> 1. **Accounting and Finance**
> 2. **Management**
> 3. **Marketing**
>
> B. Department of Computer Science (Bachelor's of Computer science)
> **1. Computer Science**
> **2. Computer with Business Studies**

## II. Graduate Study (MBA)

A graduate program leading to the Master's of Business Administration (MBA) degree has been offered in the following fields.
> 1. **International Business**
> 2. **Marketing**
> 3. **Information Technology**

## III. Career certificate programs

VIU offers various diploma / Certificate programs in the field of Information Technology, and Business Management

> 1. **Business Career Diploma & Certificate Programs**
> 2. **Career Diploma & Certificate Programs.**

## IV. Academic English Language Program

English As A Second Language Program (ESL) program offered for those whose mother tongue is other than English. Our ESL program constitutes nine levels from beginner to TOEFL preparation courses.
> 1. **Credit ESL Courses (Full-time, Semester based))**
> 2: **Non-credit ESL courses (part-time)**

### Admission Requirements

For the 2002-2003 academic year, VIU is admitting students to both undergraduate and graduate degree programs, as well as to career diploma & certificate courses and English as a Second Language programs. All applicants must provide the necessary documentation, as shown below:

| ADMISSION MATERIALS | GRADUATE PROGRAMS | UNDERGRADUATE PROGRAMS | CAREER PROGRAMS | ENGLISH LANGUAGE PROGRAMS |
|---|---|---|---|---|
| APPLICATION FORM | ✓ | ✓ | ✓ | ✓ |
| APPLICATION FEE ($50) | ✓ | ✓ | ✓ | ✓ |
| TRANSCRIPT / DIPLOMA | Bachelor's | High School | Previous Education | Previous Edu |
| SAT / ACT | — | ✓ | — | — |
| TOEFL OR EPT | ✓ | ✓ | ✓ | — |
| GRE / GMAT | ✓ | — | — | — |
| LETTERS OF REFERENCES | ✓ | ✓ | — | — |
| STATEMENT OF PURPOSE | ✓ | ✓ | — | — |
| FINANCIAL SUPPORT | ✓ | ✓ | ✓ | ✓ |
| HEALTH INSURANCE | Recommended | Recommended | Recommended | Recommended |
| PERSONAL INTERVIEW | ✓ | ✓ | — | — |

## Bachelor of Business Administration

The Department of Business Administration prepares qualified students for leadership positions in the 21st Century global marketplace. Such leaders will need to balance the goals of economic success with the constraints of greater social and environmental responsibility. Instructed by a distinguished faculty, students learn to integrate changing human and information resources with continually developing technology, while nurturing the entrepreneurial spirit that has always been key to successful business and management. The Department offers a Bachelor of Business Administration degree in the following three major subjects: Accounting and Finance, Business Administration and Marketing.

The program is composed of 38 semester courses (of which 36 of them is with 3 credits and 2 of them is with 6 credits): 10 semester General Education Courses (GEC), 10 semester core courses and 10 semester concentration courses for each major and 18 courses from the electives. Each course consists of 3 credit hours, except the project courses which are for 6 credits. Students will complete 90 credit hours of major courses and 30 credit hours of General Education Courses, for a total of 120 credit hours.

### General Education Courses (GEC)

The general education requirements are designed to give each student a breadth of experience in academic disciplines. These learning experiences provide an introductory base to fields of study and discuss how each discipline conducts its research thus adding to general knowledge. General education courses are designed to help a student develop a useful perspective of cultural, political, scientific and economic issues. Undergraduate students are required to meet general education requirements listed below. Students should choose 10 courses from the list below in consultation with the academic advisor, and all of those 10 courses should be taking during the first year of academic study.

| | | |
|---|---|---|
| GEC | 101 | English Composition I |
| GEC | 102 | English Composition II |
| GEC | 105 | English Literature |
| GEC | 103 | Oral Communication Skills |
| MATH | 151 | Calculus I |
| ENG | 301 | Academic writing |

**Social Sciences:** (Choose one which is the closest to your major)

| | | |
|---|---|---|
| GEC | 130 | Psychology |
| GEC | 131 | Sociology |
| GEC | 132 | Philosophy |

**Laboratory Sciences:** (Choose two which are the closest to your major)

| | | |
|---|---|---|
| GEC | 121 | General Chemistry |
| GEC | 121 | Collage Physics |
| GEC | 123 | General Biology |
| GEC | 124 | Into to Geology |

**World Literatures:** (Choose one which is the closest to your major)

| | | |
|---|---|---|
| GEC | 110 | World History |
| GEC | 111 | World Geography |
| GEC | 112 | Government Systems |

*Course offerings may vary from time to time without prior notice, please consult your advisor before you make your choice..

### Bachelor of Accounting and Finance

Accounting and finance are among the most crucial and dynamic areas of modern business. Students in VIU's Accounting and Finance program learn the concepts and skills needed to provide general accounting services, while becoming familiar with modern business operations. Approaching the subject from within the context of human resources and business organization, the program also offers specialized courses in which students gain expertise in anticipating, evaluating, reporting on, and solving the complex accounting problems of the global economy.

### Major Concentration

| | | | |
|---|---|---|---|
| BUSS | 220 | Principles of Accounting II | |
| BUSS | 245 | Corporate Finance | |
| BUSS | 325 | Auditing Principles | |
| BUSS | 441 | Advanced Accounting | |
| BUSS | 450 | Cost Accounting | |
| BUSS | 454 | Taxation | |
| BUSS | 456 | Introduction to Investment Banking | |
| BUSS | 458 | I.T. Applications in Accounting/Finance | |
| BUSS | 460 | Project Management in Accounting/Finance | 6 Credit |
| BUSS | 462 | Independent Study in Accounting/Finance | 6 Credit |

## Bachelor of Business Administration

Providing a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments, the Business Administration program prepares students to enter the workplace directly or to go on to graduate study.

### Major Concentration

| | | | |
|---|---|---|---|
| BUSS | 226 | Small Business Management | |
| BUSS | 382 | Productivity and Quality | |
| BUSS | 395 | Distribution Management | |
| BUSS | 425 | Internship in Business | |
| BUSS | 435 | System Analysis and Design | |
| BUSS | 471 | Strategic Management | |
| BUSS | 483 | Technology & Operations Management | |
| BUSS | 462 | I.T. Applications in International Business | |
| BUSS | 400 | Project Management | 6 Credit |
| BUSS | 462 | Independent Study in Business Management | 6 Credit |

## Bachelor of Marketing

In today's highly competitive business world, intelligent, informed, and imaginative marketing often means the difference between a company's success or failure. This is especially the case in light of the complexity, diversity, and tangibility of consumer markets. VIU's Marketing program 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 more vocational areas.

### Major Concentration (Choose 10 from list below)

| | | | |
|---|---|---|---|
| BUSS | 275 | International Marketing | |
| BUSS | 278 | Public Relations | |
| BUSS | 367 | Marketing Management | |
| BUSS | 372 | Marketing Research | |
| BUSS | 395 | Distribution Management | |
| BUSS | 435 | System Analysis and Design | |
| BUSS | 374 | Sales Management | |
| BUSS | 477 | Strategic Marketing | |
| BUSS | 464 | I.T. Applications in Marketing | |
| BUSS | 478 | Advertising and Sales Promotion | |
| BUSS | 400 | Project Management | 6 Credit |
| BUSS | 462 | Independent Study in Marketing | 6 Credit |

### Elective Courses (Choose 10 from list below)

Students are required to consult with their Department Advisor to decide about the diversity of the electives among the majors.

| | | |
|---|---|---|
| BUSS | 244 | Foreign Language I (French, German, Spanish) |
| BUSS | 276 | Organizational Structure and Behavior |
| BUSS | 308 | Business Law II |
| BUSS | 320 | Financial Reporting |
| BUSS | 333 | Business Strategy and Planning |
| BUSS | 362 | International Marketing |
| BUSS | 370 | Managerial Accounting |
| BUSS | 386 | Psychology and Consumption |
| BUSS | 392 | Quantitative Analysis in Decision-making |
| BUSS | 415 | Business Information Systems |
| BUSS | 444 | International Financial Management |
| BUSS | 463 | International Business |
| BUSS | 201 | Principles of Accounting I |
| BUSS | 203 | Organizational Behavior |
| BUSS | 205 | Business Mathematics |
| BUSS | 211 | Principles of Marketing |
| BUSS | 215 | Introduction to International Business |
| BUSS | 219 | Business Law I |
| BUSS | 235 | Introduction to Economics |
| BUSS | 238 | International Economics |
| BUSS | 246 | Introduction to Management Information Systems |
| BUSS | 306 | Business Analysis |
| BUSS | 344 | Human Resource Management |
| BUSS | 413 | Fundamentals of E-Business |
| BUSS | 414 | Applied Statistics |
| BUSS | 424 | Business Policy |
| BUSS | 466 | Business Financial Management |

# Bachelor of Computer Science

To prepare students for careers in the dynamic and continually evolving fields of Computer Science, VIU's Department of Computer Science offers Bachelor of Science degrees in Computer Science. The School's general mission is to train students to create solutions for information systems-based needs and problems in commercial, financial, governmental, or other types of organizations. The approach of each degree program integrates theoretical and practical aspects of information technology and business systems. VIU's location in the Northern Virginia area, "Silicon Valley II," means that graduates of our Computer Science programs have ample opportunities to move immediately into employment or go on to advanced study. Majors are prepared for employment in a wide range of industrial and business environment.

The program is composed of 40 semester courses: 10 semester General Education Courses (GEC), 10 semester core courses and 20 semester concentration courses for each major. Each course consists of 3 credit hours. Students will complete 90 credit hours of major courses and 30 credit hours of General Education Courses, for a total of 120 credit hours. General Education (GEC) courses are introduced and explained above.

## Bachelor of Computer Science (B.Cs)

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

## Bachelor of Computer with Business Study

Created for future businesspersons or other professionals who expect to spend much time at the keyboard with a "mouse" in hand, the Computing and Business program combines the mastery of modern computing techniques with the study of general business practices. Successful graduates will be awarded a Bachelor of Science degree in computer science associated with a minor degree in business.

Core Courses: These 10 courses should be taken during the second year of study. And these courses are same for both B.Cs and B. Cs With Business Study concentrations.

| | | |
|---|---|---|
| CMPS | 111 | Introduction to Programming I (with C) |
| CMPS | 113 | Introduction to Computing I |
| MATH | 152 | Calculus II |
| CMPS | 277 | Into to Economics |
| CMPS | 110 | Ms-Office with Business Application |
| CMPS | 112 | Introduction to Programming II (with C) |
| CMPS | 114 | Introduction to Computing II |
| STAT | 220 | Statistics and Probability |
| CMPS | 311 | Operating Systems |
| CMPS | 322 | Intro to Computer Networks |

Concentration courses: These 20 courses should be taken during the last two years of study ( $3^{rd}$ and $4^{th}$ years). Some of these concentration courses could be replaced with the elective courses listed below upon the student choice. However students are asked to consult with their advisor to verify the availability and offerings of the selected elective courses. Elective course offerings may vary and are subjected change without prior notice. Concentration courses for Bachelor of Computer Science are:

| | | |
|---|---|---|
| PYHS | 106 | Advanced Physics |
| | | |
| CMPS | 211 | Data Structures |
| CMPS | 221 | Computer Architecture and Organization |
| CMPS | 312 | Software Engineering |
| CMPS | 313 | Microprocessors and Microcomputers |
| CMPS | 321 | Database Management Systems |
| CMPS | 323 | User Interface Design |
| CMPS | 387 | Web Technologies |
| CMPS | 388 | Data Communications |
| CMPS | 476 | Computer Security |
| CMPS | 477 | Artificial Intelligence |
| CMPS | 479 | System Analysis and Design |
| CMPS | 375 | Advanced Programming With Java |
| CMPS | 376 | Simulation and Modeling |
| CMPS | 487 | Cryptology |
| CMPS | 412 | E-Commerce |
| CMPS | 386 | Project Management |
| CMPS | 478 | Data Mining |
| CMPS | 308 | Into to Spreadsheet (Ms-Excel) |
| CMPS | 486 | .NET Framework & Software Development |

Concentration courses for Bachelor of Computer Science with Business Study
Note that first two years of education; i.e: General Education Courses and Core courses in Computer
related majors are same in all concentrations.

| BUSS | 238 | International Economics |
|------|-----|------------------------|
| CMPS | 312 | Software Engineering |
| BUSS | 226 | Small Business Management |
| BUSS | 344 | Human Resource Management |
| BUSS | 211 | Principles of Marketing |
| CMPS | 321 | Database Management Systems |
| CMPS | 387 | Web Technologies |
| CMPS | 388 | Data Communications |
| CMPS | 476 | Computer Security |
| BUSS | 201 | Intro to Accounting |
| CMPS | 479 | System Analysis and Design |
| CMPS | 377 | Computer Ethics and Society |
| BUSS | 219 | Business Law |
| BUSS | 463 | International Business |
| BUSS | 466 | Intro to Finance |
| CMPS | 412 | E-Commerce |
| CMPS | 386 | Project Management |
| CMPS | 308 | Into to Spreadsheet (Ms-Excel) |
| CMPS | 478 | Data Mining |
| BUSS | 480 | Supply-Chain Management |

## Elective Courses

Students in both concentrations, if they want, or if the academic advisor advises to do so, are allowed to choose a number of elective courses listed below in replacement of some of their concentration courses. They are allowed to replace a maximum of 3 concentration courses with the these elective course in each semester starting from 3$^{rd}$ year to the end of 4th year. Students are required to consult with their Department Advisor to determine which electives they should take.

| MATH | 153 | Linear Algebra |
|------|-----|----------------|
| CMPS | 212 | Programming Language Concepts |
| CMPS | 213 | Automata Theory and Formal Languages |
| CMPS | 222 | Object Oriented Programming |
| CMPS | 411 | Computer Network Programming |
| CMPS | 275 | Numerical Methods |
| CMPS | 276 | Discrete Structures |
| CMPS | 278 | Electrical Circuits |
| CMPS | 285 | Combinatorics and Graph Theory |
| CMPS | 286 | Digital Design |
| MRKT | 211 | Introduction to Marketing |
| BUSS | 219 | Business Law |
| CMPS | 377 | Computer Ethics and Society |
| CMPS | 385 | Computer Graphics |
| CMPS | 475 | Software Design Patterns |
| CMPS | 485 | J2EE Technologies & Software Development |
| CMPS | 488 | Data Communication |
| CMPS | 489 | Mobile Computing |
| CMPS | 490 | Concurrent and Distributed Systems |
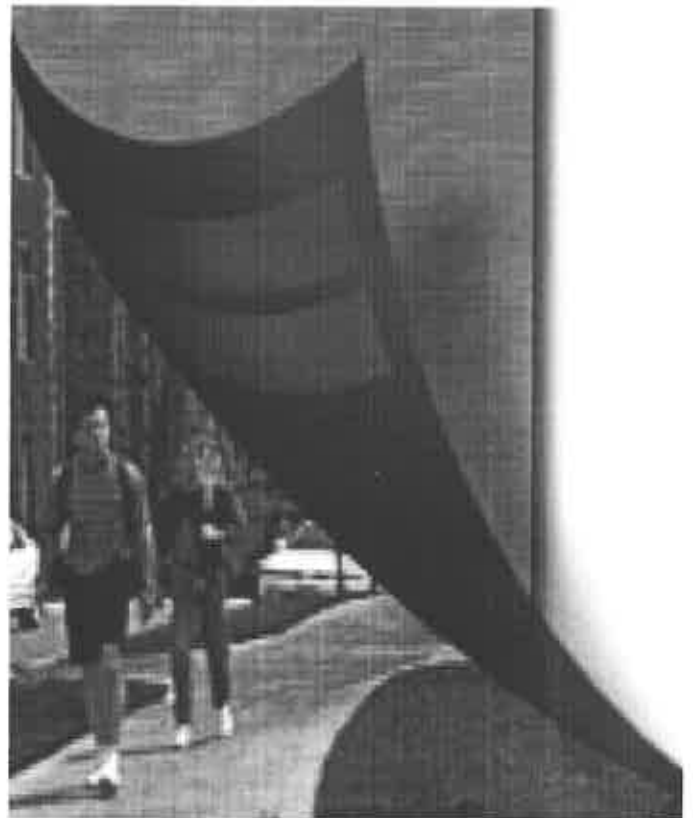
This program gives students all the general management training needed to succeed in most business or other organizational settings. The MBA program provides a high level of professional education in business administration providing a broad subject matter, thereby, qualifying students for more diverse job opportunities. The MBA program is available for both full-time and part-time study.

The MBA Program of VIU provides the student an educational experience of excellent quality, one that is competitive with other MBA programs in the United States and abroad. The Program aims: To provide a background in the concepts, processes and institutions of the production and marketing of goods and services and the financing of business organizations; To provide a foundation in the concepts and applications of accounting, business statistics, quantitative methods for decision making and information technology; To prepare individuals to understand the interrelationships among the private business sector and the public and non-profit sectors of the world; To develop learners to be capable of leading organizations towards business success in the context of intense global competition and increasing demands for social responsibility; To prepare individuals to take full and positive advantage of the ever-abundant information resources that are daily changing the basis and the terms in which business is conducted around the world; To develop management practitioners who embrace and manage change creatively for the benefit of business and society; To provide individuals the capacity and the discipline necessary for continuous learning; To develop innovative, hands-on problem solvers and sound decision makers .

### Admission Requirements for MBA

VIU admits qualified students who already hold, or will hold by the beginning of their semester of admission, at minimum, a Bachelor's Degree or equivalent from an accredited college or university, and who meet the following requirements:

**1. A completed application form.**

**2. A fifty Dollar ($50) non-refundable application fee.**

**3. Transcripts:** All applicants must submit official transcripts or notarized (or otherwise certified) copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned). Applicants already holding a degree from a foreign college or university may submit, in temporary lieu of official transcripts, a notarized copy of their college or university diploma, with translation if not in English.

**4. Baccalaureate Degree:** In addition to transcripts, all applicants are strongly recommended to submit a notarized, or otherwise certified copy of their Bachelor's degree. Bachelor's degrees from foreign universities should be equivalent to the completion of a four-year program of study at an American college or university.

**5. GMAT Scores:** Applicants are recommended to submit scores for the Graduate Management Admission Test (GMAT). For GMAT information, please visit www.gmat.org

**6. TOEFL Scores:** All applicants whose first language is other than English must submit official scores for the Test of English as a Foreign Language (TOEFL) and/or to take VIU's EPT. Applicants with a score of less than 550 in TOEFL or less than 90 over 100 in VIU's EPT, are required to enroll in an ESL Program until they attain the linguistic proficiency necessary to pursue full-time academic studies. In some cases, students may enroll in the ESL Program and regular academic courses simultaneously. For TOEFL information, please contact the Educational Testing Service, CN 6151, Princeton, NJ 08541-6151,USA. Phone (609) 882-6151

**7. Letters of Reference:** Applicants must have 2 people, who are unrelated to the applicant and are familiar with the applicant's academic performance and potential, submit letters of reference vouching for the applicant's character and ability to succeed in graduate study.

**8. Introductory Essay:** Applicants must submit an introductory essay describing their academic background, personal interests and activities, and career goals. Essays should be typed or word-processed in standard 12-pt. font, double-spaced, and should not be less than 500 words.

**9. Statement of Financial Support:** Financial aid is limited for international students in the U.S., and there are only limited opportunities for part-time   work. American Immigration Law requires that VIU must be assured of your ability  to finance your educational and living expenses in the  U.S. before issuing an I-20 Form. All applicants must submit a Statement of Financial Support detailing the source(s) of funding for their program of study.

**10. Health Insurance:** All applicants are strongly recommended to have health insurance. Applicants who do not have health insurance, may purchase it through VIU at a reasonable cost.

**11. Personal Interview:** As an integral part of the admission process at VIU, on-campus interviews are strongly encouraged for all applicants. If you are unable to arrange a personal interview, you must make other arrangements, such as a telephone interview. All interviews are by appointment only.  Applicants residing outside the U.S. are exempt from this requirement.

However, we would welcome the opportunity to speak with you in person and strongly encourage you to visit the university prior to your enrollment.

### Requirements for Transfer Credit

A Master's student may transfer up to 12 semester hours of graduate credit earned at other accredited institutions, with the appropriate program faculty's recommendation and the appropriate dean's or director's approval, before enrolling in the VIU graduate program.

Credits previously applied toward a degree at another institution are not transferable toward VIU degree programs.

Transferable credit is considered upon the request of the student at the time of initial registration as a degree student. The dean sends students written confirmation of all credits approved for transfer.

1. Previous credits must have been earned within six years prior to admission.
2. All graduate work must be applicable to the degree program the student is pursuing at VIU.
3. A minimum of 3.00 grade point average (BB) out of 4 must have been earned on all transferable credit.
4. A student who wants to take graduate courses at another institution, while pursuing a degree at VIU, may transfer up to twelve credit hours upon written permission from the dean after the student has submitted a permission request form.
5. The student is responsible for having an official transcript submitted to the VIU's admissions office for evaluation.

The student has only up to 12 semester hours of credit that may be transferred from another institution, whether it is credit transferred before enrolling or credit transferred from another institution, while pursing a degree at VIU.

### Admission to the Graduate Program from the Non-Degree Program

The Non-Degree program is designed for students who currently are not pursuing a degree and who are taking credit courses at VIU. Students may begin their studies in non-degree status and apply the credits they have earned toward a graduate degree, if an undergraduate degree has been already earned from either VIU or another accredited institution. This option is most useful for students who need to fulfill prerequisite courses in order to be admitted to the graduate program. Non-degree students are held to the same academic standards as degree students.

Students who want to apply to the graduate program must submit the appropriate application forms and supporting documents.

### Graduation Requirements for MBA

The M.B.A. degree is earned by completing the program course requirements of 36 credit hours, 3 credit hours per course, beyond the **MBA foundation courses**. The program consists of **21 credit hours of required core courses** and a total of **15 credit hours of Major or Specialization courses (including Advanced Research Project)**.

To qualify for the MBA degree, students must meet all credit requirements, as described below.

1. Students enrolled in the graduate program must maintain a cumulative grade point average of at least 3.00 (on a 4.00 scale), and a minimum grade not less than 1.00 (DD) in all courses to qualify for the M.B.A. degree, in order to remain in good standing and to graduate. The maximum time permitted for the completion of MBA program is five (5) years.
2. Only graduate-level courses may be applied toward the degree.
3. The student must have completed 36 semester hours, of which:
a. maximum of twelve semester hours may be transfer credits taken before or after admission to VIU
b. 21 semester hours of required core courses have been earned (which includes any transferred credit)
c. 15 semester hours of concentration (specialization) courses have been earned
4. No degree credit is earned by a graduate student for any grade below 1.00 (on a 4.00 scale) or (DD) received in a graduate-level course. However, any grades lower than 1.00 will be calculated in the grade point average.
5. Credit earned in undergraduate courses taken as required foundation courses by the graduate student may not be counted toward the total credit requirement for a graduate degree. Also, grades received for foundation courses will not be calculated in the student's grade point average.

### MBA Program

This degree is earned by completing the program course requirements of 36 credit hours, 3 credit hours per course, beyond the **Foundation Courses**. The program consists of 21 credit hours of required **Core Courses** and 15 credit hours of **Concentration** (specialization) **Courses**. We have three different area of concentrations; International Business Management and Information Technology and Marketing.. Students must maintain a 3.0 (BB) grade point average, and a minimum grade not less than 1.00 (DD), in all core courses to qualify for the M.B.A. degree.

## MBA Foundation Courses

Applicants for admission into the MBA Program who have no previous business background, and whose bachelor's degrees have nothing to do with business, are strongly advised to take VIU's MBA Foundation Courses, which will provide them with skills and knowledge that will help them complete the program successfully. The MBA Foundation courses consist of the following:

| | |
|---|---|
| Principles of Accounting I | Business Mathematics |
| Principles of Economics | Basic Business Finance |

Of course, those who successfully complete these courses will receive the proper undergraduate course credits, but these credits do NOT count towards the MBA degree. All four courses may be taken in just one semester if the student is seriously in a hurry. While the student is working on these four courses, he or she will be classified as a "Provisional MBA Student."

When the student has passed these four courses, VIU will issue a formal admission letter to the student.
**Note: C** stands for **core** courses, and **S** stands for **specialization** courses

## Core Courses (21 Credit Hours)

Each candidate must satisfactorily complete the following basic core of 7 courses (21 credit hours).

| | |
|---|---|
| CMBA 611 Managerial Accounting | 3 Credits |
| CMBA 613 Managerial Finance | 3 Credits |
| CMBA 650 Applied Statistics for Mgt. Science | 3 Credits |
| CMBA 627 Legal &Ethical Environment of Business. | 3 Credits |
| CMBA 619 Management of Global Business | 3 Credits |
| CMBA 621 Global Marketing Management | 3 Credits |
| CMBA 623 Organizational Behav. & HR Mgt. | 3 Credits |

**Concentration Courses** (15 Credit hrs; Students must take "Advanced Research Project course" (6 credits) and choose 3 courses ( 9 credits in total) out of remaining 6 courses)
VIU considers **Advanced Research Project"** as the **Graduation Requirement Course** and its "for 6 credits.

### International Business Management

| | | |
|---|---|---|
| SMBA 768 | Advanced Research Project in Business Management* | **6 Credits** |
| SMBA 720 | International Business Management | 3 Credits |
| SMBA 734 | Business Plan & Development | 3Credits |
| MBA 720 | Import / Export Management | 3 Credits |
| SMBA 786 | International Financial Mgt. | 3 Credits |
| SMBA 770 | Global Corporate Management | 3Credits |
| SMBA 705 | Advertising Management | 3Credits |
| SMBA 740 | Project & Cost Management | 3 Credits |

### Management Information Technology

| | | |
|---|---|---|
| SMBA 752 | Advanced Research Project in Information Systems* | **6 Credits** |
| SMBA 617 | Management Information Systems | 3Credits |
| SMBA 788 | IT Project Management | 3Credits |
| SMBA 785 | Broadband & wireless Networks | 3Credits |
| SMBA 648 | E-commerce Management | 3Credits |
| SMBA 751 | Advanced e-Business Technologies | 3Credits |
| SMBA 753 | Visual Programming (Java, C++ or Visual C) | 3 Credits |

### Marketing Management

| | |
|---|---|
| SMBA 750 Advanced Research Project in Marketing Management* **6 Credits** | |
| SMBA 701 Marketing Research | 3 Credits |
| SMBA 746 Sales Management | 3 Credits |
| SMBA 705 Advertising Management | 3 Credits |
| SMBA 745 Effective Managerial Communication | 3 Credits |
| SMBA 755 Effective Negotiating | 3 Credits |
| SMBA 627 Legal & Ethical Environment of Business | 3 Credits |

**Advanced Research Project courses** (for 6 credits) are designed to help our student to get an extra mileage in their field of expertise by participating various types of internship programs available in national / international arena. Students are advised to consult with their academic advisor after first term of their study to arrange an internship program that will best fit students capacity and career. The internship is 50% of the course, 30% are exams, and 20% class participation and quizzes. **NOTE:** The Advanced Research Project is a graduation requirement. This is normally conducted during the summer in conjunction with an internship. Of course, the timing of internships largely depend on opportunities available in business and industry.

The certificate and diploma programs described below are designed to give the student specific and up-to-date skills that are demanded by employers. While employment can not be absolutely guaranteed by these programs, VIU can definitely state that the skills offered in our Occupational Skills Certification Programs are what employers require of job applicants. The following programs are one year diploma programs.

### Admission Requirements for Certificate Programs

VIU admits to study in a certificate program qualified applicants who already hold, or will hold by the beginning of their semester of admission, at minimum, a high school diploma or GED.

1. Completed application form.
2. $50 application fee.
3. A deposit of 25% of whole tuition fee (not less than $500) in advance (It is a requirement for the students who need F-1 Student visa).
4. Previous Education: Applicants must provide documentation or a brief one page description of thier previous school, college, or university study (whether part-time or full-time),
5. Level Test: Applicants are required to take an English placement test or to provide appropriate documentation for their level of English, such as a certificate from any language program.
6.Statement of Financial Support: All applicants must submit a Statement of Financial Support detailing the source(s) of funding for their program of study.

There are limited opportunities for international students to work part-time. Therefore, VIU must be assured of your ability to finance your educational and living expenses in the U.S. before issuing an I-20 or IAP-66 visa.

All applicants must submit a notarized VIU Statement of Financial Support detailing the source(s) of funding for their anticipated program of study at VIU. There are two required components of the Statement of Financial Support: VIU's Statement of Financial Support Form, and official proof of finances from a bank or other financial institution.

VIU's Statement of Financial Support Form indicates the personal commitment of the principal source of financial support for your studies at VIU. This source can either be yourself or a sponsor.

In either case, official proof of financial ability also must be demonstrated in the form of a bank statement, or other immediately accessible funds, showing the required amount on deposit. Statements of property ownership or deposits that have not yet matured are not valid proof of financial ability. Financial support may be derived from more than one source. A notarized statement from relatives, or other persons living in the U.S., who will guarantee room and board for the period of enrollment may be used in conjunction with a bank statement from another sponsor for the balance of the required funds.

NOTE: For all financial support documents, originals or certified copies are required, and must not be more than one year old. (For further information and Statement of Financial Support form, please contact the Office of Admissions.)

## BUSINESS CERTIFICATE & DIPLOMA PROGRAMS

### 1. Accounting Assistant

This diploma program is intended to develop or upgrade students' basic accounting skills. Students learn the fundamentals of accounting, keyboarding speed and applications, and Word 97. Opportunities this program offers skills and knowledge for, includes: working with a Certified Public Accountant (CPA), becoming an accounting assistant, accounts receivable/payable clerk, assistant bookkeeper, accounting technician, payroll clerk or accountant.

**Available Titles after Graduation:** Accounting assistant, Accounts receivable/payable clerk, Assistant bookkeeper, Accounting technician, or Payroll clerk.
**Length of the program:** 2 Semesters
**Graduation Award:** Diploma

| Code | Name of the course | Credits |
|------|--------------------|---------|
|      | FIRST TERM         |         |
| ACCT 115 | Principles of Accounting I | 3 |
| COMP 143 | Introduction to MS-Excel | 3 |
| BUSS 106 | Office Communication Skills | 3 |
| BUSS 136 | Introduction to Business | 3 |
|          | SECOND TERM        |         |
| ECON 120 | Principles of Economics | 3 |
| COMP 126 | Quickbooks Accounting | 3 |
| COMP 149 | Intro. to Database with Ms-Access | 3 |
| ACCT 220 | Principles of Accounting II | 3 |
|          | **Total Credits**  | **24** |

Note: If a student only completes one semester, S/he will receive the "CERTIFICATE". If both semesters completed successfully then "DIPLOMA" will be awarded.

## 2. Administrative Assistant

This program will enable students to acquire multiple skills to take charge of administrative tasks of a business office. Study includes learning all of the Microsoft Office applications, developing professional written and communication skills, and gaining Internet and web-site creation knowledge.

**Available Titles after Graduation:** Administrative assistant, Office manager, Administrative secretary, Executive assistant, or Office administrator.
**Length of the program:** 2 Semesters
**Graduation Award:** Diploma

| Code | Name of the course | Credits |
|---|---|---|
| | FIRST SEMETSER | |
| BUSS 106 | Office Communication Skills | 3 |
| BUSS 165 | Small Business Management | 3 |
| COMP 124 | Managing Information Technology | 3 |
| BUSS 210 | Project Management * | 3 |
| COMP 132 | Introduction to MS Word* | 3 |
| | SECOND SEMESTER | |
| BUSS 181 | Resume Clinic/Effective Writing | 3 |
| COMP 143 | Introduction to MS-Excel | 3 |
| COMP 149 | Introduction to Access | 3 |
| COMP 153 | Introduction to Internet/E-mail app. | 3 |
| | **Total Credits** | **24** |

*Electives.
Note: Those who only attend first semester and choose BUSS 210 as an elective will receive PROJECT MANAGEMENT" certificate.

## 3. International Business

This program is designed to provide information about international business that can be adapted to an administrative staff. Students will acquire the awareness of cultural, religious, and language differences when doing business with either international companies or companies abroad. In addition, students will learn important and necessary business-related international concepts and will be able to choose a foreign language they wish to learn.

**Available Titles after Graduation:** Sales Representative, Assistant to Sales Manager, Assistant to Business Manager, Assistant to International Business Manager, Assistant to Finance Manager, Assistant to Marketing Manager.
**Length of the program:** 2 Semesters
**Graduation Award:** Diploma

| Code | | Name of the course | Credits |
|---|---|---|---|
| | | FIRST SEMESTER | |
| BUSS | 106 | Office Communication Skills | 3 |
| BUSS | 154 | Intro. to Import/Export | 3 |
| BUSS | 165 | Small Business Management | 3 |
| BUSS | 238 | Introduction to International Business | 3 |
| | | SECOND SEMESTER | |
| FINN | 248 | International Finance | 3 |
| LANG | 105 | Business Writing Skills | 3 |
| MATH | 107 | Business Mathematics | 3 |
| MRKT | 275 | International Marketing | 3 |
| | | **Total Credits** | **24** |

## 4. Small Business Management

This certificate program is designed to acquaint present and potential small business owners and employees with the business fundamentals essential to starting a small business.

**Available Titles after Graduation:** Assistant to Business Manager, Assistant to Marketing Manager, Sales Representative, and Marketing Representative
**Length of the program:** 2 Semesters
**Graduation Award:** Diploma

| Code | | Name of the course | Credits |
|---|---|---|---|
| | | FIRST SEMESTER | |
| ACCT | 115 | Principles of Accounting I | 3 |
| BUSS | 201 | Organizational Behaviour | 3 |

| BUSS | 241 | IntroBusiness Law I | 3 |
| FINN | 148 | Intro to Finance * | 3 |
| BUSS | 344 | Human Resource Mangmnt* | |
| | | **SECOND SEMESTER** | |
| BUSS | 165 | Small Business enterprise | 3 |
| MRKT | 101 | Into to Marketing | 3 |
| ECON | 120 | Principles of Economics* | 3 |
| BUSS | 225 | Public Relations* | 3 |
| BUSS | 240 | Advertising/Promotion* | 3 |
| | | **Total Credits** | **24** |

*Elective courses.

Note: Those who only attend first term and choose BUS 344 as an elective course will receive "HUMAN RESOURCE MANAGEMENT" certificate.

Note2: Those who only attend the second term and take BUSS 225 and BUSS 240 as elective courses will receive "SALES ASISTANT" certificate.

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## CAREER PROGRAMS                    COMPUTER CERTIFICATE & DIPLOMA PROGRAM

### 1. Computer Programmer

This program is heavily designed for those who want to be familiar with computer programming and want to learn the basics of advance programming. And its also helpful for a person who wants to be a computer programmer. By this program individuals intended to be ready for the small business opportunity and will fulfill some of the software specialist demands.

**Occupational Titles Available After Graduation**: Software Engineer, Computer Programmer, Programmer-Analyst, System Programmer, System Analyst and Technical Support Specialist.
**Length of Program**: 2 Semesters
**Graduation Award**: Diploma

| Code | Name of the course | Credits |
|---|---|---|
| | **FIRST SEMESTER** | |
| COMP 331 | Programming Concepts & Algorithms | 3 |
| COMP 220 | Programming with C/ C++ | 3 |
| COMP 202 | Computer Concepts* | 3 |
| COMP 156 | Internet and Web Site Design* | 3 |
| COMP 481 | Networking Fundamentals* | 3 |
| | **SECOND SEMESTER** | |
| COMP 432 | Object-Oriented Programming | 3 |
| COMP 461 | Database Fundamentals | 3 |
| COMP 333 | Software Engineering Practices | 3 |
| COMP 230 | Programming With Java* | 3 |
| COMP 216 | Visual Basic Programming* | 3 |
| | **Total Credits** | **24** |

* Elective courses: In addition to the core courses students are required to choose two courses among these three electives. The availability of these courses is subjected to the number of students enrolled and may not be available in every semester.

### 2. Desktop Publisher

This program is aimed to serve to those who are interested in not only creating and enhancing pictures and clip arts but also animating the objects and images. Throughout this program students will gain enough experience in creating their own arts and animated objects and thus they will more likely have a chance to find a job in marketplace. And it is also very helpful to demonstrate or publish your creativity through some well-known programs. Additionally, individuals who run their own office business will develop their capabilities to have a complete control on their works and become more efficient. Furthermore, the individuals who are interested in creating web page on the net will find this program useful for their works by utilizing the friendly interface of PhotoShop.

**Occupational Titles Available After Graduation**: Illustrator, Graphic designer, Desktop Publisher , Computer Operator, and Designer.
**Length of Program**: 2 Semesters
**Graduation Award**: Diploma

| Code | Name of the course | Credits |
|---|---|---|
| COMP 180 | QuarkXpress | 3 |

| COMP 185 | Adobe PhotoShop | 3 |
| COMP 192 | Macromedia Director* | 3 |
| COMP 189 | Adobe Illustrator | 3 |
| COMP 191 | Freehand* | 3 |
| COMP 188 | CorelDraw | 3 |
| COMP 146 | PowerPoint | 3 |
| COMP 193 | Desktop vs. Internet Publishing | 3 |
| COMP 132 | Publishing with Ms-Word | 3 |
| | **Total Credits** | **24** |

* Elective courses: Students are required to choose one of the two elective courses. The availability of the elective courses is subjected to the number of students enrolled and may not be available in every semester.

### 3. Web Developer

This program is organized for the individuals who want to become familiar with every aspects of internet from basic programming of static web sites to advanced programming of dynamic professional business sites. Its also advisable to the individuals currently performing his/her own business at their office due to its convenience for the help in those fields.

**Occupational Titles Available After Graduation**: Webmaster, Web Programmer, web Developer
**Length of Program**: 2 Semesters
**Graduation Award**: Diploma

FIRST SEMESTER (Those who only finish first term will get "Webmaster" Certificate)

| Code | Name of the course | Credits |
|------|--------------------|---------|
| COMP 330 | Website Development (Front Page/Dreamweaver) | 3 |
| COMP 320 | Web Server Management (Proxy / IIS, Apache) | 3 |
| COMP 482 | Internet Technologies | 3 |
| COMP 185 | Graphical Design (Adobe PhotoShop) * | 3 |
| COMP 184 | Flash* | 3 |

* Elective courses: Students are required to choose one course among these two electives. The availability of the elective courses is subjected to the number of students enrolled and may not be available in every semester.

SECOND SEMESTER (Those who only finish second term will get "Web Programmer" Certificate).

| Code | Name of the course | Credits |
|------|--------------------|---------|
| COMP 461 | Database Fundamentals | 3 |
| COMP 334 | Int. to XML technology | 3 |
| COMP 335 | Java Script for Web Developer | 3 |
| COMP 336 | ASP.net* | 3 |
| COMP 337 | JSP/Servlet programming* | 3 |
| COMP 338 | PHP programming* | 3 |
| COMP 339 | CGI and Perl programming* | 3 |
| | **Total Credits** | **24** |

* Elective courses: Students are required to choose one course among these four electives. The availability of the elective courses is subjected to the number of students enrolled and may not be available in every semester.

### 4. Information Technology

This program is designed for the individuals who want to learn more about information technology including its basics and beyond. Students will gain enough knowledge about the Computer and Computer Science and will have some skills to overcome the basic troubleshooting related to hardware configurations of PC's. And we also find this program useful for those who want to be office assistant and or secretary.

**Occupational Titles Available After Graduation**: IT Specialist, Typist, Word Processor and Micro Computer Hardware Support Specialist.
**Length of Program**: 1 Semesters
**Graduation Award**: Certificate

| Code | Name of the course | Credits |
|------|--------------------|---------|
| COMP 207 | Introduction to Personal Computing | 3 |
| COMP 124 | Information Technology | 3 |

| COMP 164 | Inter-office Communications (Ms Outlook)* | 3 |
| COMP 167 | Introduction to XP Small Office Package* | 3 |
| COMP 146 | Business Presentations with MS PowerPoint* | |

**Total Credits** 12

* Elective courses: Students are required to choose two courses among these three electives. The availability of the elective courses is subjected to the number of students enrolled and may not be available in every semester.

## 5. Office Manager

This program is designed especially for the individuals who want to have complete control over their office works and or who want to choose office manager as of their future profession. Throughout the series of the course participants will gain enough skills how to manage and control their works and how and when to use a proper software for the intended operations.

**Occupational Titles Available After Graduation**: Office Manager, Word Processor, Data Base Design Analyst, Data Recovery Planner and Internet Expert.
**Length of Program**: 1 Semesters
**Graduation Award**: Certificate

| Code | Name of the course | Credits |
|------|--------------------|---------|
| COMP 166 | MS-Windows XP | 3 |
| COMP 132 | MS-Word | 3 |
| COMP 143 | MS-Excel | 3 |
| COMP 149 | MS-Access* | 3 |
| COMP 146 | Ms PowerPoint* | 3 |

**Total Credits** 12

* Elective courses: Students are required to choose one course among these two electives. The availability of the elective courses is subjected to the number of students enrolled and may not be available in every semester.

## 6. NT Network System Administrator

MCSEs are among the most technically proficient professionals available to help organizations make a successful transition to the Windows NT operating system and to ensure that you reap the ongoing benefits that Windows NT to deliver. In today's highly competitive marketplace Microsoft ® Certified Systems Engineers are in great demand, and that demand is not being met. Independent industry surveys indicate that there are hundreds of thousands of Information Technology positions vacant at companies with at least 100 employees and an estimated 1.3 million new jobs being created through 2006.

**Occupational Titles Available After Graduation**: Network Engineer, System Admin, Network Technician, Technical Support Specialist.
**Length of Program**: 1 Semesters
**Graduation Award**: Certificate

| Code | Name of the course | Credits |
|------|--------------------|---------|
| COMP 110 | Networking Essentials | 3 |
| COMP 111 | NT Workstation | 3 |
| COMP 112 | NT Server Management | 3 |
| COMP 113 | NT Enterprise | 3 |
| COMP 114 | TCP/IP | 3 |
| COMP 115 | Internet Information Server | |

**Total Credits** 18
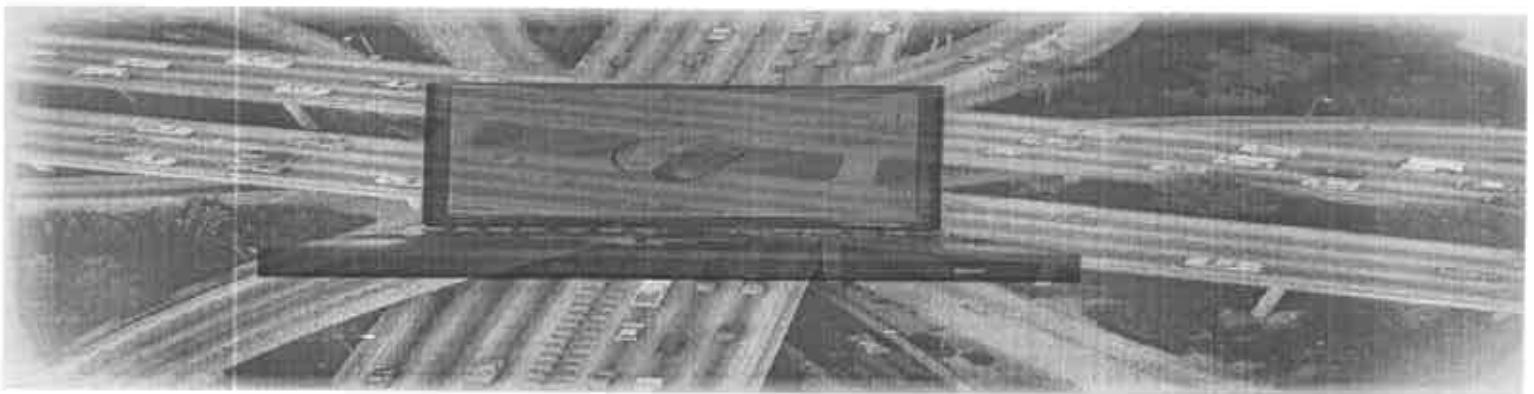
## Registration

A student may register for courses only after being notified by the Dean's Office of admission to the University. (NOTE: Throughout this catalog and unless otherwise specified, the term "the dean" refers to the dean of the school of the student's primary course of study.) Registration periods are printed in the Academic Calendar. Students registering after the close of the registration period, but before the last day to add a course, must pay a late fee of $50. Registration for a course after the deadline is not permitted.

## Classification of Students

Undergraduate students are classified as follows: freshman, 0-29 semester hours completed; sophomore, 30-59 semester hours completed; junior, 60-89 semester hours completed; senior, 90 or more semester hours completed.

Graduate students are classified as first-year, second-year, and so on.

## Enrollment

### a. full-time Study

Undergraduate students registered for twelve (12) or more semester hours and graduate students registered for nine (9) or more semester hours are full-time students. Full-time students pay full-time tuition regardless of the number of semester hours for which they have registered. Certification by the Registrar 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.

### b. part-time Study

All students who do not meet the criteria for full-time students (i.e., who enroll for less than the minimum number of semester hours as prescribed above) are considered part-time. Part-time students pay tuition based on the number of semester hours for which they are enrolled. (See p. 46 for per semester/hour tuition fees.) Students employed for more than three hours per day may only enroll part-time.

### c. Student Overloads

There are sometimes situations for students who are employed or have off-campus duties that necessitate the addition of semester hours. When this need for an overload exists the student may petition the Vice President for Academic Affairs for permission to enroll in additional hours.
Ordinarily a student who petitions for an overload will have a B average in the semester preceding the petition. Students may not enroll in overload courses beyond 20 hours except in extremely rare and compelling circumstances. Students requesting an overload should be aware that additional tuition charges will be incurred.

## Continuous Enrollment

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

## Leave of Absence

Students may interrupt their studies only for a significant reason, such as prolonged ill health or military service. The maximum permitted duration of a leave of absence is normally one academic year. The leave of absence is not counted as part of the student's period of residence or for any other requirement of the student's program. Students desiring a leave of absence must submit a completed "Leave of Absence" form (available from the Registrar's Office).

## Academic Advising in General

General academic advising procedures are to be followed by all VIU students. Some programs may require additional advising beyond what is prescribed here.
All students are required to meet regularly with their academic advisors for discussion of the student's educational goals, career objectives, and academic progress. With their advisor's help, students design and maintain an academic program that will fulfill general and specific degree or certificate requirements. Students should note that it is their responsibility to understand and satisfy all academic requirements. Since individual programs may establish their own advising processes, students should check with their program director for any additional procedures.

To assist in the advising process, the University provides computerized monitoring and analysis of the student's academic progress and of any approved modifications to the student's program.

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

### Advising for Newly-admitted Students

Upon admission to a VIU program of study, but sometime before the beginning of classes, the student must meet with an academic advisor designated by the Dean's Office. 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 coming semester/academic year.

4. A discussion of the career and/or graduate study options open to the student. (As needed)

5. Further evaluation of the student's suitability to major in the chosen discipline. (As needed)

### Advising for Returning Students

Students returning for study at VIU must schedule a meeting with their advisor 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.

### Selection of a Major

Undergraduate students must select a major area of study no later than four (4) weeks before the end of their sophomore year. To declare a major, students should confer with their original advisor (a faculty member of the school in which the desired major is offered), or with a new advisor designated by the dean. Once the student has obtained initial approval for the selection of a major, the student must fill out a "Declaration of Major Area of Study" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the dean for approval.

### Change of Major

Students who have previously declared a major area of study, but who wish to change majors, may do so up until four (4) weeks before the end of their junior year (for students in a baccalaureate program), or four (4) weeks before the end of their freshman year. To change majors, the student must fill out a "Change of Major Area of Study" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the dean for final approval.

### Double Majors

A student wishing to graduate with a double major (i.e., a single B. A. or B. S. degree in two subjects with established degree programs) must meet departmental requirements for a major in each field. A student may begin a double-major program at any time that will permit its completion prior to the intended graduation date. However, double majors should generally be declared no later than the end of the student's sophomore year.

To declare a double major, the student must fill out a "Request for a Double Major" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the dean for final approval.

### Minors

Students may select a minor program of study in addition to their major field by completing the "Declaration of Minor" form, available from the Registrar's Office. Minors require between fifteen (15) and twenty-one (21) credit hours of course work in the secondary subject. Students wishing to change minor subjects must submit a completed "Change of Minor" form (available from the Registrar's Office). Transfer students intending to add a minor program of study must complete at least (six) 6 hours of minor subject course work at VIU. For all students, no more than three (3) credit hours (i.e., one course) with a grade of DD in the minor subject can be accepted.

To declare a minor, the student must fill out a "Declaration of Minor Area of Study" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the dean for final approval. Students interested in a minor should first consult the specific school bulletin to determine whether a minor is offered and what its specific requirements are.

### Adding a Course

After registration, a student may add a course at any time before the date(s) specified in the Academic Calendar. Adding a course after the last day to add a course requires proof of extenuating circumstances as well as the written approval of both the course instructor and the dean of the school. Under no circumstances can a course be added after three (3) calendar days beyond the last day to add a course.

To add a course, the student must fill out an "Add a Course" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the Registrar's Office.

## Dropping 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 drop a course, the student must fill out a "Drop a Course" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the Registrar's Office.

## Withdrawing from a Course

A course dropped after the deadline to drop a course but before the last date to withdraw will appear in the student's record as a "W" (i.e., "Withdrawal"). The student receives no credit for the course, but the "W" does not affect the student's grade point average.

A student who does not withdraw from a course before the last day to do so, will receive a letter grade based on the student's performance in the course.
To withdraw from a course, the student must fill out an "Course withdrawal" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the Registrar's Office.

## Withdrawing from the University

A student may withdraw from the University only when circumstances beyond the student's control make it impossible to complete coursework for the semester. A student wishing to withdraw must fill out a "Withdrawal from University Study" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the dean for final approval.

## Auditing Courses

Students taking one or more courses for credit may also register to audit one (1) additional course with the written approval of the instructor and the dean of the school in which the course is offered. Persons not enrolled for credit courses may register to audit a maximum of three (3) courses with the approval of the individual course instructors and appropriate deans. Audits will appear in the student's permanent record of study only if the instructor determines that the student has attended enough classes to earn the audit. Attendance requirements for auditing should be made known to the student at the beginning of the term. The student may change a course from credit to audit or from audit to credit only until the last day to add or drop classes for that term. Tuition and fees for audit courses are the same as those for credit courses.

To audit a course, the student must fill out a "Request for Audit" form (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the dean for approval.

Credit by Examination and Credit for Experience

The University offers students the opportunity to earn credit by examination. Transfer credit and/or advanced placement may also be awarded for successful completion of the following exams:

1. DANTES (SST): Subject Standardized Tests

2. CEEB/AP: College Entrance Examination Board. Advanced Placement Examinations. Acceptable scores: 3, 4, or 5 at the 100 - 200 course levels.

3. CLEP: College Level Examination Program

4. ACT/PEP: American College Testing/Personalized Education Program
Students may also receive credit for their experience involving military or other training. A maximum of twelve (12) credits may be accepted towards a Bachelor's degree through a combination of credit by examination. No credit accepted or given for experience.

## Attendance Policies

Since good scholarship requires the presence of students at all class and lab meetings, 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 to the dean a note from the doctor explaining the reason for the absence; the dean then informs the instructor of whether or not the absence shall be excused. In the latter case, the student must submit to the dean a note explaining the reason for the absence. Explanations for excused absences must be received no later than three (3) calendar days after the last missed class.

Students anticipating absences should contact their instructor in advance to make necessary arrangements. If previous contact is not possible, the student must contact each instructor and arrange to make up work immediately upon returning to the university.

Excused absences not exceeding 5% of total class time for the semester or term should not negatively impact a student's final grade, as long as the student makes up any missed work. Excused absences in excess of 5% of total class time may negatively impact the grade, depending on whether or not the student completes make-up work for the time missed. All make-up work is assigned by the instructor.

Absence for unexcused reasons will negatively affect the student's final course grade depending on the percentage of class and lab time missed, as follows:

Up to 5%:          1/2 letter grade lower
5 to 10%:           letter grade lower
10 to 15%:         1-1/2 letter grades lower
15 to 20%:         2 letter grades lower
20 to 25%:         2-1/2 letter grades lower
25% or more:    Failure

All students are expected to arrive to class on time; late attendance is at many times disruptive to both the instructor and classmates. If a student is tardy for a class more than the instructor deems advisable, the instructor will report the facts to the student's academic dean for appropriate action.

For unexcused absences no make-up work is permitted.

Both excused and unexcused absences in excess of 25% of total class and lab time will result in automatic failure of the course, unless the student withdraws before the Last day to withdraw from a course, in which case the student's record will show a "W" for the course.

**Final Examination Policies**

Final examination dates and times are set by the University and may not under any circumstances be changed. Exam dates (including mid-term exams, if applicable) should be announced by the instructor at the first class meeting, and printed in the syllabus or policy statement handed out at the first meeting.

Students failing to appear for a final exam (or mid-term) must demonstrate that the absence is excusable under the conditions outlined under "Attendance Policies" above. In such cases, the student must be prepared to take the exam at a time set by the instructor. To insure fairness, the exam questions may also be different from those on the original exam.

**Grading System**

**Grade Point Average**

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses that do not generate grade points are not included in the credits attempted. The GPA is carried out to two digits past the decimal point (example 1.00). No rounding shall be done to arrive at the GPA. When a course is repeated, only the last grade earned is counted in the computation of the cumulative GPA and the curriculum GPA for graduation.

2. Explanation of Grades

The grades of AA, BA, BB, CB, CC, DC, DD, P, and S are passing grades. Grades of F and U are failing grades. Students should be advised that grades of less 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:

AA       Excellent 4.0 grade points per credit
BA                        3.5 grade points per credit
BB       Good         3.0 grade points per credit
CB                        2.5 grade points per credit
CC       Average  2.0 grade points per credit
DC                        1.5 grade points per credit
DD       Poor         1.0 grade points per credit
FD                        0.5 grade points per credit
FF       Failure      0.0 grade points per credit
I        Incomplete   No grade point credit.

I, Incomplete: The incomplete I grade 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 Incomplete Grade Form.

Courses for which the Grade of I has been awarded must be completed by the end of the subsequent semester (excluding summer) or another grade (AA, BA, BB, CB, CC, DC, DD, FD, FF, P, R, S, U, or W) must be awarded by the instructor upon course work that has been completed. A withdrawal (W) grade should be awarded only under mitigating circumstances that must be approved and documented. This documentation of mitigating circumstances will be retained electronically.

The Incomplete Grade form shall be completed by the instructor whenever an I grade is awarded. If the instructor continues employment at the University during the semester following the I grade assignment, he or she will make the final grade determination. If the instructor is no longer employed at the university during the semester after the I grade assignment, the division chair or designee will complete the change by referring to the appropriate form. Once the I grade change has been made by the instructor, or division chair when appropriate, the Grade Change Form will be sent from the division to the Office of the Registrar for processing to the student's file and the computer database.

P, Pass:   No grade point credit. Applies to non-credit courses. May also apply to non-developmental courses approved by the division chair. Grades of P are not included in GPA calculations. Only seven credit hours of P grades at the 100 level or above may be applied toward graduation. This maximum may be extended to fifteen credits for an approved experimental learning program.

R, Re-Enroll: The re-enroll R grade may be used as a grade option, interim in nature, in those courses that employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows:
        A. Individualized, self-paced instruction
        B. Modularized, group-paced instruction
The R grade may be given only in courses that will be offered in any semester and that will employ a mode of instruction described in Item(s) A and/or B above.

S, Satisfactory: No grade point credit used only for satisfactory completion of a developments students course and all ESL courses. Grades of S are not included in grade point average calculations.

U, Unsatisfactory: No grade point credit. Applies only to developmental studies, ESL courses, non-credit courses, and specialized courses and seminars at the discretion of the University.

W, Withdrawal:   No grade point credit. A grade of W is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After that time, the student will receive a grade of F, except under mitigating circumstances, that must be documented on the appropriate form. This documentation will be retained electronically.

X, Audit: No grade point credit. Permission of the instructor and the division chair is required to audit a course.

### Grade Reports

Final grade reports are completed at the end of each semester and mailed to the current mailing address as recorded in the official admissions and records file. Students may inquire about their grades by calling the Office of Admissions.

The assignment of grades is the sole responsibility of the course instructor. Students who think that a semester grade is in error may check by contacting the appropriate instructor through the instructional division by the end of the next full semester. If the grade is in error, the instructor will take the necessary steps to correct it. After the one semester period, the grade will stand, except in the case of I grades, which must be changed within one academic semester of their issuance.

### Academic Renewal

This policy allows students who received poor grades in an early attempt at university to have those grades removed from the GPA calculation. This allows students who are now achieving satisfactory grades to have their academic record reflect their improved performance.

Students who return to the university after a separation of five years or more may petition for academic renewal. The request must be in writing and submitted to the Office of Admissions and Enrollment.
If a student is found to be eligible for academic renewal, DD, FD and FF grades earned prior to re-enrollment will be deleted from the cumulative and curriculum GPA, subject to the following conditions:
· Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.50 GPA in the first twelve semester hours completed after re-enrollment.
· All grades for credit courses received at the University will be part of the student's official transcript.
· Students will receive degree credit only for courses in which grades of CC or better were earned prior to academic renewal, providing that such courses meet curriculum requirements in the University Catalog used to certify for graduation.
· Total hours for graduation will be based on all course work taken at the University, after re-admission, as well as former course work for which a grade of CC or better was earned, and credits from accepted other university or universities.
· The academic renewal policy may be used only once and cannot be revoked once approved by the Office of Admissions and Enrollment

### Honor Roll

full-time undergraduate students in a degree-seeking program who take at least twelve (12) semester hours and full-time graduate students in a degree-seeking program who earn a semester grade point average of 3.50 (BA) or higher merit placement on the honor roll for that semester.

**Academic Standing of Students**

The University will take the initiative to advise and assist students who are having academic difficulty. The student will be assisted in setting objectives, in planning improved study habits, and in dealing with other factors related to academic progress. There must be some point at which the student, having been offered assistance by the University and having been apprised of the situation, is best served by being prevented from further registration for a period of time if no academic improvement has been shown.

Academic Warning. Any student who fails to attain a minimum GPA of 2.00 for any semester, or who fails any course, will receive an academic warning.

Academic Probation. Any student who fails to maintain a cumulative GPA of 1.50 will be placed on academic probation until such time as the average is 1.50 or better. The statement "Placed on Academic Probation" will be placed on the student's permanent record.

Academic Suspension. The student on academic probation who fails to attain a GPA of 1.50 for the next semester for which the student is in attendance will be placed on academic suspension. Academic suspension normally will be for one semester, unless the student reapplies and is accepted for readmission to another curriculum of the University. The statement "Placed on Academic Suspension" will be placed on the student's permanent record. A student who has been informed of being on academic suspension may submit an appeal in writing to the person chairing the Admissions Committee for reconsideration of the case. A suspended student may be readmitted after termination of the suspension period and upon formal written permission to the person chairing the Admissions committee. Following reinstatement after academic suspension, the student must achieve a minimum 2.00 GPA for the semester. The student must maintain at least a 1.50 GPA in each subsequent semester of attendance. The student will remain on probation until the student's overall GPA is raised to a minimum of 1.50.

Academic Dismissal. Students who do not maintain at least a 2.00 GPA for the semester of reinstatement to the University when on academic suspension will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.00 GPA for the semester of their reinstatement must maintain at least a cumulative 1.50 GPA in each subsequent semester of attendance. Students remain on probation until their cumulative GPA in each subsequent semester until cumulative GPA is raised to a minimum of 1.50. Failure to attain a cumulative 1.50 GPA in each subsequent semester until cumulative GPA reaches 1.50 will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Admissions Committee. The statement "Academic Dismissal" will be placed on the student's permanent record.

Academic Dishonesty. When University officials award credit, degrees, and certificates, they must assume the absolute integrity of the work done by the student; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

Academic dishonesty shall not be condoned. When such misconduct is established as having occurred, it subjects the student to possible disciplinary actions ranging from ad-monition to dismissal, along with any grade penalty the instructor might, in appropriate cases, impose. Procedural safeguards of due process and appeal are available to the student in disciplinary matters.

Academic dishonesty, as a general rule, involves one of the following acts:

Cheating on an examination or quiz, including the giving, receiving, or soliciting of in-formation and the unauthorized use of notes or other materials during the examination or quiz.

Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.

Substituting for another person during an examination or allowing such substitution for one's self.

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. This includes any submission of written work other than one's own.

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. Knowingly furnishing false information to the university; forgery and alternation or use of University documents or instruments of identification with the intent to defraud.

Change of Registration. In all cases, students should follow established procedures for making any change in their programs after registration. Failure to do so could place their University records in jeopardy. Changes, refunds, etc., are effective as of the time requested and approved. Retroactive changes are usually not permitted.

Withdrawal from a Course. A student may withdraw from a course without academic penalty within the first 60 percent of a session, and the student will receive a grade of W. After that time, the student will received a grade of F, except under mitigating circumstances that must be documented on the 'course Withdrawal form and approved by the instructor of the Course. This documentation must be submitted to the Office of the Registrar, where it will be retained electronically.

Addition of a Course. In most cases, a student may not enter a new class after the last day for late registration. Any request for entry after that period must be approved by the instructor, the person chairing the division concerned.

Withdrawal from the University. Students who wish to withdraw from the University should contact the Office of the Registrar to determine the appropriate procedure. Failure to follow established procedures could place the student's university record in doubt and affect the return to this University. This must be done in person, except under the most serious circumstances (hospitalization, death in the family, etc.). The Office of the Registrar should be contacted for instructions.

Cancellation of a Section or Course by the University. Tuition refunds are not automatic, except for courses canceled by the University. The University will process a re-fund for courses or sections canceled by the University if no other courses or section carrying the same number of credits is added.

Transfer of Students between Curricula. A student who wishes to transfer from one curriculum to another must initially consult a counselor before effecting the transfer.

Registration and Add/Drop. Students may register for classes or adjust their enrollments by adding and dropping classes during the registration and add/drop periods, as published in the Schedule of Classes.

Auditing a Course
Students desiring to audit a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course must register during the late registration period and pay the regular tuition. Students must gain the e permission of the appropriate academic administrator on campus to complete an audit enrollment. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change status in a course from audit to credit must do so within the add period for the session. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. After this day, the audit grade X is invalid for students enrolled for credit.

## Non-Discrimination Act

Virginia International University is committed to assuring equal opportunity to all persons, and does not discriminate on the basis of race, color, sex preferences, religion, ancestry, national origin, age, or disability in its educational programs, activities, admissions, or employment practices, as required by Title IX of the Educational Amendment of 1972, Section 504, of the Act of 1975 and other applicable statutes.

## Prohibition of Sexual Harassment of Students

Virginia International University does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the University's efforts to maintain a learning and work 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 U.S. Equal Employment Opportunity Commission (EEOC) on sexual harassment in employment, Virginia International University 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. When:

Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic performance.

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.

Such conduct has the purpose or effect of interfering with an employee's work performance or a student's academic performance or participation in educational pursuits. Nothing herein is intended to prohibit expression protected by the First Amendment of the United States Constitution.

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 from state service. 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.

## Student Right, Responsibilities, and Conduct.

A VIU student may expect to enjoy certain rights; at the same time, the student is considered to have certain responsibilities. These rights and responsibilities are stated here in general. For more specific information, please consult the VIU Student Handbook.
The submission of an application for admission to VIU represents a voluntary decision on your part to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of VIU. University approval of that application, in turn,

represents the extension of a privilege to join VIU and remain a part of it so long as you meet the required academic and social standards of VIU.

## Privacy Rights of Parents and Students

The University strives to comply fully with The Family Educational Rights and Privacy Act of 1974, designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal hearings.

## Student Rights and Responsibilities

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

Acceptance into any of the University's programs means that the student has the following rights and responsibilities:
· To pursue your educational goals through the resources and the opportunities made available to you by the University
· To challenge any University or other sanction by appealing to due process, except as hereinafter provided
· To inquire, express yourself, and assemble with others as long as you do not interfere with the rights of others or the University's effective operation
· To receive a professional and non-biased review of your academic ability and performance
· To recognize the safety, protection of property and the continuity of the educational process
· To help the University maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, not littering or causing any disturbance, and respecting private property by not crossing it to reach the campus.
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. While the list of behaviors listed below is not exhaustive, it is representative:
· Violation of any federal, state, and local laws, as well as any published or decreed University policies will be reported to the proper authorities. The approved punishments will be imposed.
· Use, possession, or sale of any controlled, non-prescription substance or illegal drug paraphernalia on College premises or at College-sponsored events is considered an illegal activity. All such instances will be prosecuted until a satisfactory resolution is reached.
· Use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all University property.
· Use, possession, or sale of weapons on College property is strictly prohibited. This includes any dangerous explosive or explosive elements or component parts thereof, as well as rifles, shotguns, pistols, revolvers, assault weapons, or other firearms or weapons not part of a recognized and approved College program or without the authorization of the President of the University.
· Any proven instance of cheating, plagiarism, or dishonesty in the classroom will be re-ported to the Office of Student Life and the Dean for appropriate sanction, up to and including expulsion. This also includes intentionally furnishing College personnel with false information.
· Any form of physical abuse to another person or fighting on College property will result in sanctions. If the abuse is judged severe enough, the local police department might be consulted.
· Littering, defacing, destroying, stealing, or damaging University property (or attempting to do so), both physical and that under its jurisdiction, is prohibited. Such property can only be removed after the proper authorization has been obtained.
· 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; demonstrations and/or the seizing of buildings, staff members, students, or members of the public in support of their cause; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; 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 and/or for any action, as outlined above.

## Student Services

Each student will be assigned an Advisor who will guide the preparation of a class schedule and assist with decisions on major, career direction, and other academic matters.

Students can also expect assistance from the staff members of the Library, the Office of the Registrar, and other University personnel on matters pertaining to the student's matriculation at Virginia International University.

## Withdrawal or Leave of Absence from the University

A student seeking to withdraw from or to take a leave of absence from the University should first inform the Office of the Registrar. Using an official form for withdrawal or leave of absence, the student then completes the items required on the form and completes the process in the Office of the Registrar.

## Student Complaint and Grievance Policy

Virginia International University has established a specific policy to resolve student com-plaints and grievances. This policy must be followed to the letter by all involved parties.

In this context, "complaint" is defined as being subjected to an arbitrary, capricious, or un-reasonable standard of academic performance (in the case of grades) or of a specific university policy.

### To file a complaint:

1. Contact the other party directly.
· If this concerns a grade received, the student must contact the instructor on or before the last day of the following semester. If the instructor is no longer employed by the University or does not respond to multiple requests for a meeting and an explanation, recourse may be had to the division chair of that department.
· If this concerns an administrative matter, contact the Office of the Registrar.
· If this concerns a matter not covered in the previous two instances, contact the Office of Student Life.
· If the matter is not resolved to the mutual satisfaction of both parties, the matter may be escalated to the next level.

### 2. Appeal to the other party's supervisor.

· This must be done within ten calendar days of the process outlined in Step 1 above.
· It is the responsibility of the appropriate administrator to hear your complaint with ten calendar days of your appeal.
· The administrator must notify you, in writing, of the disposition of your appeal within ten calendar days of hearing your appeal.
· If the matter is not resolved to the mutual satisfaction of both parties, the matter may be escalated to the next level. At this point, it becomes a "grievance," as the com-plaint-resolution process has not engendered a mutually satisfactory end to the com-plaint.
To file a grievance:
· Obtain the student grievance form the Office of Student Life. Fill it out completely, stating your case in full, and return it to the Office of Student Life.
· You have the right to make your case to a University-appointed panel. All evidence of unfair or arbitrary treatment must be presented, as well as whether you have suffered any damage or injury as a result of such treatment. If satisfaction is not obtained, you may escalate your case all the way to the President of the University.
· If it is determined that you have a valid grievance, a Grievance Panel will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
· The Grievance Panel will notify you in writing within ten calendar days of the time and place of the hearing. The hearing will be held within fourteen days of the designation of the Grievance Panel. The Grievance Panel will reach its decision by a simple majority vote and pass its recommendation to the University within ten calendar days of the hearing's end.
· You will be notified in writing within ten calendar days of the Grievance Panel's recommendation, based on the post-marked date of the envelope in which it was submitted. Either party can appeal the decision by a written appeal to the President of the University within ten days of the post-marked date of the envelope in which it was submitted. The President has ten calendar days, based on the post-marked date of the envelope in which it was submitted, to reach his or her decision.
· The decision of the President of the University is final and cannot be challenged by either party.

### Alcohol- and Drug-Free Workplace Policy

VIU is committed to the development and maintenance of an alcohol-free and drug-free environment, in accordance with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). VIU will not tolerate the unlawful possession and use of alcohol or controlled substances (drugs) on its premises. 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.

a. Compliance with the provisions of this policy shall be a condition of employment with VIU.
b. 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. Student employees will be subject to the judicial procedures specified in the Rules and Expectations.

c. Any employee or student employee convicted of any criminal drug statute violation occurring in or on property owned or controlled by state of Virginia is required to give a signed, written notice of the conviction to the University's Director within ten (10) calendar days following the conviction.

d. VIU shall notify the appropriate federal agency, if applicable, within ten (10) days of receipt of a notice of an employee's conviction as described in (c) above.

e. 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.

f. Employees should be also 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.

g. VIU will make a good-faith effort to maintain an alcohol-free and drug-free workplace. That effort will include employee access to alcohol and drug awareness education programs, an Employee Assistance Program to assist employees seeking treatment and rehabilitation programs, and the implementation and strict enforcement of this policy.

## No-Smoking Policy

Smoking is prohibited at VIU, except in designated outdoor areas. Smoking is not allowed within doors in any VIU building or facility-on or off campus. Violators of the no-smoking policy may be subject to a fine, dismissal, other action, or any combination of these sanctions.

## Family Education Rights

VIU complies strictly with the family Educational Rights and Privacy Act of 1974, as amended, for access to and release of information contained in student records. This act accords all students and their families certain rights which as follows:

1. That any persons concerned be informed of their rights under the Act.

2. That any persons concerned have the opportunity to inspect and review their educational records.

3. That any persons concerned may request a change in an educational record that they deem to be inaccurate, misleading, or in violation of the student's privacy or other rights.

4. That any persons concerned may exercise, as appropriate to their connection with the student, limited control over disclosure of information contained in that student's educational records.

5. That any persons concerned may have the opportunity to file a complaint in the event of non-compliance by VIU with any of the above rights.



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**Department of Business and Management**

**BUSS 201 Principles of Accounting I**
An introduction to the fundamentals of accounting. The course covers analysis and recording of business transactions; accounting for sales, purchases, cash disbursements, and receivables; includes end-of-fiscal period work, adjustments, financial statements, and closing procedures.

**BUSS 203 - Organizational Behavior**
This course is a comprehensive introduction to organizational behavior from a behavioral and social science perspective. Topics include the following, among others: organizational behavior and the new workplace and the global economy; strategic and tactical planning; fundamentals of organizing; communication; power and politics.

**BUSS 205 - Business Mathematics**
This course applies mathematical operations to business process and problems such as wages and payroll, sails and property taxes, depreciation, overhead, distribution of corporate dividends, commercial discounts, simple interest, present values, compound interest, annuities, and amortization.

**BUSS 215 - Introduction to International Business**
Multidisciplinary approach to international trade from the viewpoint of business management. Introduces unique aspects of international transactions including patterns and theories of international business, impact of foreign trade and international environment, and international business planning.

**BUSS 219 - Business Law I**
This course presents a broad introduction to legal environment of US business. Develops a basic understanding of contract law and agency and government regulation.

**BUSS 306 - Business Analysis**
This course analyzes administrative policy making, strategic planning, and business case studies.

**BUSS 424 - Business Policy**
This course provides the opportunities for students to integrate management principles, techniques, and theories by applying previously acquired knowledge of accounting, law, personal, economics, and statistics.

**BUSS 235 Introduction to Economics**
This course introduces to major economic principles, institutions, and problems in contemporary life. Microeconomics: supply and demand, the price system and how it works, competitive and monopolistic markets.

**BUSS 238 International Economics**
This course introduces international trade, the balance of payments, and related issues about foreign policy.

**BUSS 246 Introduction to Management Information Systems**
This course introduces the student to information systems as viewed from a contemporary management perspective. Current and emerging managerial issues that have the potential to reshape the form and function of future management information systems.

**BUSS 344 - Human Resource Management**
This course examines the concepts and techniques of manpower planning, job evaluation, incentive and performance standards, and the impact of labor organizations on management.

**BUSS 466 - Business Financial Management**
This course examines the functions of financial managers, the financial environment, and the tools of financial analysis. The topics are financial planning and control, working capital management, intermediate and long-term financing, and an introduction to cost of capital and capital budgeting.

**BUSS 211 - Principles of Marketing**
This course teaches marketing principles, concepts, strategies, tactics, and analytical tools used by profit and nonprofit organizations. Emphasis is on how to promote, distribute, and price the firms, offering in a dynamic economic, social, political, and international environment.

**BUSS 414 - Applied Statistics**
This course focuses on statistical methodology in the collection, organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts, and distribution, sampling, statistical estimation, normal and t-distribution, and hypotheses for means and proportions.

### BUSS 220 - Principles of Accounting II

Prerequisite: BUSS 201 or permission of department. A continuation in the study of accounting fundamentals which cover accruals and deferrals, receivables, and payables, inventory methods, depreciation concepts, and other elements utilized in the practice of accounting.

### BUSS 245 - Corporate Finance

Prerequisite: BUSS 205 or permission of department. This course is a study of corporate money management dealing 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 325 - Auditing

Prerequisite: BUSS 201 or permission of department. This course is a study of the necessary steps in performing an accounting audit, reviewing acceptable practices, and the standard accounting procedures for an audit using working papers, statements, and reports.

### BUSS 441 - Advanced Accounting

Prerequisite: BUSS 220 or permission of department. A critical examination of accounting standards and concepts is conducted utilizing in-depth studies of current problems and current developments in the field of accounting. Readings are assigned in contemporary literature, reports, and studies as a basis for investigation and discussion of specific accounting problems.

### BUSS 450 - Cost Accounting

This course is a study of control and distribution of costs within manufacturing firms and the development of effective analytical tools of cost measurement in the planning and control of business operations.

### BUSS 454 - Taxation

This course focuses on concepts of taxable and excludable income, personal / business investment deductions, tax credits, taxation of gains and losses on property transactions, taxation of employee benefits and tax research projects.

### BUSS 226 - Small Business Management

Study of the entrepreneur and entrepreneul organizations through use of Small Business Institute (SBI) cases. Emphasis on the entrepreneurial process and the factors affecting behavior. SBI cases comes from a variety of high-technology and service-related businesses

### BUSS 382 - Productivity and Quality

Focuses on the key quality improvement concepts regarding products and services, customers and suppliers , and system and processes that make quality a part of the work life of an organization. Emphasizes the role of teams, including team meeting skills and techniques, and a variety of quality-improvement tools, such as flowcharts, run charts, Pareto diagrams, cause and effect diagrams and implementation road maps.

### BUSS 425 - Internship in Business

A link between the classroom and experience on the job, the internship provides qualified students a three way arrangement among the professors-advisor, the employer and the student-employee. Student may obtain a appropriate employment on their own or in conjunction with internship advisor of School of Business and Management

### BUSS 435 - System Analysis and Design

This course provides an understanding of the methodology and scope of business information systems analysis and design and their relationship to the management process. The course stresses the systems approach and its techniques of problem solving.

### BUSS 395 - Distribution Management

This course examines the economic, political, and social relationships among the various institutions comprising the marketing channel by which products and services are distributed. Emphasizes is on understanding the administration of channel relationships.

### BUSS 471 - Strategic Management

This course explores the fundamentals of strategic management, including analysis of industry environments, assessment of competitors' strengths and weakness and development of an organizations core competencies and strategic alliances.

### BUSS 395- Distribution Management

This course examines the economic, political, and social relationships among the various institutions comprising the marketing channel by which products and services are distributed. Emphasizes is on understanding the administration of channel relationships.

### BUSS 275 - International Marketing

Prerequisite: BUSS 211 or permission of department. This course distinguishes between the perspectives of domestic and international marketing. Emphasis will be placed on the key environmental elements in evaluating marketing opportunities

and threats as a basis for developing international marketing strategies. Special emphasizes will be placed on the social and cultural dimensions as they impact on international marketing decisions.

### BUSS 367-Marketing Management

This course analysis marketing problems and evaluates specific marketing efforts regarding the organizations products and services, pricing activities, channel selection, promotion strategies in both domestic and international markets.

### BUSS 372 - Marketing Research

This course examines the theory and application of marketing research as a tool for the decision making process. Special emphasizes is on problem definition, research design, sampling procedure, data collection, statistical analysis, interpretation of data and reporting of research findings.

### BUSS 477- Strategic Marketing

Prerequisite: BUSS 211 or permission of department The central function of this course is the development of marketing strategies and the mobilization and organization of the human and material resources to implement the strategies. The management concept of planning, organizing, leading, and controlling our applied to marketing phenomena such as, promotion, advertising salesmanship, market penetration, pricing versus market share, distribution and location, and product design and quality.

### BUSS 370 - Managerial Accounting

Prerequisite: BUSS 201 or permission of department. This course explores the use of accounting data as an information system for recording and projecting the flow of funds through the firm, in determining the net results of the firm's operation, to include budget comparison analysis and the evaluation of the performance of management. This is followed by analysis the role of accounting information in aiding the management control system and the way in which such systems motivate people with in the organization.

### BUSS 276 Organizational Structure and Behavior

This course analyzes the elements of organizational behavior. Topics include human behavior and problems; methods for dealing with personal problems; motivation, formal and informal behavior, communications, and ethics; stress management, conflict resolution, workforce diversity, and managing change.

### BUSS 333 - Business Strategy and Planning

This course discusses business strategies in the changing environments of today's highly competitive words. It explains the impact of technology, government policy, and world economics/political forces on executive decision-making.

### BUSS 386 - Psychology and Consumption

This course examines social, cultural, and psychological factors influencing the behavior of consumer. It covers such topics as models of buyer behavior, consumption patterns, market segmentation, attitude formation and change, brand loyalty, adoption of innovations, and store choice decisions.

### BUSS 392 - Quantitative Analysis in Decision-Making

This course is an introduction to scientific and systematic utilization of quantitative criteria in managerial decision making, stressing the structure of problems identification of alternatives and evaluation of their outcomes, assessment of uncertainties.

### BUSS 415 - Business Information Systems

This course covers systems analyst function that interface between the users of the information system and the computer personnel, including emphasis on the systems design and evaluation.

### BUSS 463 - International Business

Building on a foundation of international trade, foreign direct investment, exchange rates, and government policy, this course emphasizes on the application of concepts to the solution of international business problems.

### BUSS 320 - Financial Reporting

The course examines the nature of assets, their recognition, measurement, and disclosure, along with motivations of management in choosing accounting alternatives.

### BUSS 244 - Foreign Language (French, German, Spanish)

This course introduces students to understanding, speaking, reading, and writing skills and emphasizes sentence structures.

### BUSS 308 - Business Law II

Prerequisite: BUSS 219 or permission of department. In this course, the emphasize is on the business sector and such areas as Agency, Partnerships, and Corporations. In addition, the student will develop and understanding of the principal areas of law and regulation affecting business transactions in order to have a better understanding of the business management law.

### BUSS 362 - International Marketing

Prerequisite: BUSS 238 or permission of department This course teaches fundamental concepts, principals, and theories of marketing in an international setting. The course focuses on the technique of entering foreign markets; conducting marketing research studies in foreign markets; and development of product, pricing, promotional, and distribution policies and strategies for foreign markets.

**BUSS 444 - International Financial Management**
     This course distinguishes between the perspectives of domestic and international marketing. Emphasis will be placed on the key environmental elements in evaluating marketing opportunities and threats as a basis for developing international marketing strategies

## Department of Computer Science

### COMP 201 Computer Science I.
     Prerequisite: A grade of CC or better in GREQ 151. Introduction to computer science for majors and others with a serious interest in computer science through problem solving and computer programming. Topics include an overview of computer system hardware and organization, problem-solving methods and algorithm development, program structures, abstract data types, simple data and file structures, introduction to analysis of algorithmic complexity and program correctness, and applications development in a high-level programming language that supports modular design. Programming techniques covered by this course include modularity, abstraction, top-down design, specifications, documentation, debugging, and testing. Selected topics in computer science are introduced through programming projects in the C language running under a UNIX operating system. The core material for this course includes functions, recursion, arrays, strings, pointers, records, and files.

### COMP 202 Computer Science II.
     Prerequisite: A grade of CC or better in COMP 201. This course continues the development of programming and problem-solving skills, focusing on recursion, pointers, data abstraction, and procedural abstraction. Topics include abstract data types and data structures (sets, files, strings, linked lists, stacks, queues, trees, graphs) and examples of their applications by making use of C++ language and object-oriented programming. Emphasis on program development continues and is reinforced through several larger programming projects. Additional programming language instruction supplements the major topics of this course.

### COMP 203 Discrete Structures.
     Prerequisite: A grade of CC or better in COMP 201. Discrete Structures introduces the fundamental tools, topics, and concepts of discrete mathematics needed to study computer science. This course puts emphasis on counting methods, proof techniques, and problem-solving strategies. Topics include Boolean algebra; set theory; symbolic logic; predicate calculus; number theory; the methods of direct, indirect and inductive proofs; bijective functions; equivalence relations; graphs; set partitions; combinatorics; modular arithmetic; summations; and recurrences.

### COMP 207 Introduction to Computing.
     Prerequisite: A grade of C or better in COMP 201. This course Introduces students to the nature and uses of computers using both lecture and laboratory practice. The contents include widely used computer applications, including word processing, spreadsheets, databases, presentation software, and computer communications and networking. Laboratory projects are required in these areas. The other topics to cover in this course are computer systems organization, legal and ethical considerations, security, artificial intelligence, and the Internet.

### COMP 211 Assembly Language Programming.
     Prerequisite: A grade of CC or better in COMP 202. In this course students will be dealing with symbolic assembly language, low-level programming in assembly language, and computer structures; arithmetic and logical operations; machine representations of numbers, characters, and instructions; input-output and data conversions; addressing techniques; assembler directives; subroutine linkage; and macro-processing.

### COMP 241 Computer Ethics and Society.
     This is an Introduction to the legal, social, and ethical issues surrounding software development and computer use. Professional conduct, social responsibility, and rigorous standards for software testing and reliability are stressed. Issues such as liability, ownership of information, privacy, security, and crime are examined. Students read, write, discuss, and present reports on these topics.

### COMP 311 Introduction to Computer Organization.
     Prerequisite: A grade of CC or better in COMP 211. This is an introductory course covers a basic concepts of digital logic such as: Boolean algebra, logic gates, simplification of logical expressions, Karnaugh maps, combinational circuit design and analysis, half-adders, full-adders, n-bit-adders, decoders, multiplexers, arithmetic logic units, flip-flops, clocked circuit design and analysis, registers, counters, register transfer and computer operation, control unit, random-access memories, and read-only memory.

### COMP 331 Principles of Programming Languages.
     Prerequisites: A grade of CC or better in COMP 207. In this course students will be discussing the semantics of programming languages. The core topics include: formal specifications of syntax, declarations, binding, allocation, data structures, data types, control structures, control and data flow; the implementation and execution of programs; and functional programming versus imperative programming. Other possible topics include: non-procedural and logic programming; object-oriented programming; and program verification. Programming projects will provide experience in a number of languages.

### COMP 333 Introduction to Software Engineering.
     Prerequisites: Grade of CC or better in COMP 202. Students will be examining the techniques in software design and development. They will discuss formal models of structured programming, software engineering methods and tools, functional or

object-oriented design, and documentation. Working in teams, students organize, manage, and develop a software engineering project.

## COMP 341 Data Structures .
Prerequisites: Grade of CC or better in COMP 202. This course examines a wide range of advanced data structures with an emphasis on an object-oriented approach. Analysis of the computational resources required for important problem types by alternative algorithms and their associated data structures, using mathematically rigorous techniques such as asymptotic analysis; a variety of binary search trees including AVL, red-black, and splay trees; skip lists and tries as alternatives to binary search trees; data structures for geometric and multi-dimensional data including quad trees, k-d trees and interval trees; heaps and priority queues including binary heaps, binomial heaps, leftist heaps (and/or other mergeable heaps); and B-trees for external storage. Specific algorithms are analyzed and improved.

## COMP 371 Artificial Intelligence.
Prerequisites: Grade of CC or better in COMP 211. This course introduces the principles and methods for knowledge representation, reasoning, learning, problem solving, planning, heuristic search, and natural language processing and their application to building intelligent systems in a variety of domains. LISP, PROLOG, or an expert system programming language is used.

## COMP 411 Computer Architecture.
Prerequisites: Grade of C or better in COMP 311. This course covers the design of complex computer systems making heavy use of the components and techniques. Computer hardware organization, software structure, data organization, floating-point arithmetic, instructions set design issues (RISC vs. CISC), micro-programmed control, hardwired control, pipelining, memory caches, bus control and timing, input/output mechanisms, and issues in the construction of parallel processors will be discussed in more detail. Students complete a term project that simulates one computer system on another.

## COMP 421 Principles of Operating Systems.
Prerequisites: Grade of CC or better COMP 311. The course is an introduction to the fundamentals of operating systems. Topics cover concurrent processes and synchronization mechanisms, processor scheduling, memory management, file management, I/O management, deadlock management, performance of operating systems, and projects dealing with synchronization in a multi-programmed OS and with virtual memory management. Formal principles are illustrated with examples and case studies of one or more contemporary operating systems.

## COMP 431 Compiler Design Principles.
Prerequisite: A grade of CC or better in COMP 211 and COMP 331. This course deals with a detailed study of the design and implementation of a compiler for a high-level programming language. The core topics include lexical analysis, parsing techniques (including LL and LR parsers), semantic routines, run-time storage allocation, code generation and optimization.

## COMP 432 Object-Oriented Programming.
Prerequisite: A grade of CC or better in COMP 331 and COMP 341. This programming course discusses the concepts of object-oriented programming (OOP) languages and systems including an introduction to fundamental abstraction, modularity and encapsulation mechanisms in OOP from a software engineering and representational perspective. The core OOP concepts covered in this course include polymorphism and operator overloading; message passing via generic functions; late versus early binding times; and inheritance mechanisms and their relationship to the type systems of programming languages. Some other topics include a survey of OOP languages and systems; OOP languages versus imperative programming languages; and contrasting pure OOP environments versus mixed paradigm languages.

## COMP 435 Computer Graphics.
Prerequisites: A grade of CC or better in COMP 341. This is an introductory course to the fundamentals of interactive computer graphics. Major topics include graphics devices and hardware, graphical user interfaces, scan conversion of geometric primitives, 2D/3D transformations and viewing, curves, hidden surface removal, illumination and color models, and a programming project that includes designing a menu-driven system.

## COMP 441 Design and Analysis of Algorithms.
Prerequisites: A grade of CC or better in COMP 341. This course studies fundamental algorithms, strategies for designing algorithms, and mathematical tools for analyzing algorithms. Fundamental algorithms studied in this course include: graph algorithms; algorithms for sorting and searching; hashing; integer arithmetic; and selected combinatorial tasks. Mathematical tools include: asymptotic notations and methods for solving recurrences. Algorithm design strategies include: the greedy method, divide-and-conquer, dynamic programming, randomization, and NP-Hard and NP-Complete problems. Topics include the analysis of sequential and parallel algorithmic

## COMP 443 Theory of Computation.
Prerequisites: A grade of CC or better in COMP 441. This course will cover Theory of computability, Turing machines, computable functions, recursive functions, unsolvable decision problems, Godels incompleteness theorem, and computational complexity.

### COMP 461 Database Management.

Prerequisite: A grade of CC or better in COMP 211. Database management studies data models and data sub-languages for the relational, hierarchical, and network approaches to data base management systems. Topics Cover normal forms, external models, implementation, data independence, alternative logical views of data, and object-oriented design. Other various approaches will be compared in the context of applications.

### COMP 463 Electronic Commerce.

Prerequisites: A grade of CC or better in COMP 203. Electronic commerce in its broadest sense talks about information technology support; business support (financial, marketing, resource planning, etc.); ethical, cultural, and policy issues; national and international legal issues; telemedicine, medical, and industrial applications; evaluation of quality of service.

### COMP 481 Computer Networks.

Prerequisites: A grade of CC or better in COMP 311. This course heavily deals with data communications and networking protocols, with study organized to follow the seven-layer ISO reference model. Course topics put emphasis on the TCP/IP family of protocols. Major topics include the role of various media and software components, local and wide area network protocols, network performance, and emerging advanced commercial technologies such as circuit and packet switching; network architectures and protocols; local/metropolitan/wide area networks; OSI protocols; TCP/IP suite; X.25; ISDN; network management; and network programming.

### COMP 482 Web Technologies.

Prerequisites: A grade of CC or better in COMP 331. In this course students will be studying the Internet in terms of how it works and the services available such as electronic mail, file transfer, remote login and information browsing, and automated contents search. The idea of having a Web site is also covered, including the design and creation of web pages using one of the commercially available Web design and development packages. Some other important topics covered here are the Web Interface, setup of a Web Server, and advanced Web Navigation, information security and the Web including the security capable browsers, secure transaction techniques such as cryptography, and the use of a firewall protections.

### COMP 483 Enterprise Networking.

Prerequisites: A grade of CC or better in COMP 481. This course deals with the role of data communications and networking within organizations. LANs and interconnecting LANs to create enterprise networks. Emerging technologies such as videoconferencing, multimedia, and ATM. The interaction between networks and MIS as typified by client-server architectures is emphasized.

### COMP 485 Mobile Computing.

Prerequisites: A grade of CC or better in COMP 411 and COMP 481. This course is mainly talking about advances in wireless networking technology which have engendered a new paradigm of computing, called "mobile computing," in which users carrying portable devices have access to a shared infrastructure independent of their physical location. This provides flexible communication between people and continuous access to networked services. Mobile computing is expected to revolutionize the way computers are used Topics include modeling of the mobile communication channel, fundamental software design pressures particular to mobile computing , signal set and receiver design for the mobile communication channel, access and mobility control, mobile network architectures, connection to the fixed network, and signalling protocols for mobile communication systems. Examples of mobile communication systems are presented, including the pan-European GSM system, the North American D-AMPS system, and Personal Communication Systems.

### Master of Business Administration

### GBUS    627       Managerial Accounting

This course deals with cost and managerial accounting issues and the use of accounting data in such management functions as planning, control, and design of costing systems. An introduction to the basic principles of management accounting, and an understanding of recent changes, will be provided.

### GBUS    648       Theory and Policy of International Business

This course provides students with a managerial perspective on issues that emanate from the conduct of business in different economies, political systems, and cultures. Topics include trade, direct investment, and licensing as strategic alternatives for firms. Unique aspects of international transactions, including patterns and theories of international business, the impact of foreign trade and international environment, and international business planning are introduced.

### GBUS    650       Applied Statistics for Management Science

This course helps the student achieve an overview of statistics and an understanding of its relevance in solving business problems. Descriptive statistics (the collection, presentation, and description of numerical data) and inferential statistics are covered. However, the main emphasis is on inferential statistics. Students use real-world data sets and PC-based software to describe sets of measurements, construct probability distributions, estimate numerical descriptive measures, and build multiple regression models and Analysis of Variance.

### GBUS    733       Introduction to Marketing Management

This course provides a managerial orientation to marketing in complex, rapidly changing, global environments. The managerial aspects of marketing, developing marketing strategies and plans, and integrating specific elements of the marketing process are discussed. The course is designed based on a working knowledge of activities involved in developing marketing

programs and strategies to achieve a competitive advantage. Consumer behavior, competitive analysis, environmental analysis, market segmentation, marketing research, and other conceptual and analytical tools are presented and analyzed.

## GBUS   745       Business Policy and Strategic Planning

This course introduces the student to strategic management and shaping business policy. It provides opportunities for students to integrate knowledge gained in prior studies. The course is integrated with previous course experiences in decision-making, analysis, and oral and written communication skills. Students work in small teams to analyze a real company's external environment, perform an internal corporate audit, and build detailed action plans (including implementation issues and financial forecasting).

## GBUS   747       Quantitative Methods for Management

This course presents the methods of operations research, probability distributions, forecasting, decision theory, inventory models, linear programming, network models, and simulation. It also includes computer applications. The course draws upon theoretical concepts and applied techniques found in statistics and operations research, and seeks to develop competency in interpreting and analyzing data, as well as developing quantitative models. Topical issues and specific techniques cover concepts in probability and probability distribution, inferential statistics, and quality control, as well as statistical process control, and simple and multiple regression analysis.

## GBUS   749       Financial Management

The course covers a firm's financial goals, economic and legal contexts, valuation of financial securities, analysis of financial statements, and the efficient management of capital resources and investments within the risk-return trade-off. Topics are explored in theory using analytical techniques, and through financial markets and institutions. The effects of multinational operations, multiple currencies, international tax laws, money and capital markets, and political risk environments are analyzed.

## GBUS   617       Management Information Systems

This course emphasizes the importance of integrated information as used in the decision process, and the information flows associated with each decision point in a business structure. This enables the development of a philosophy of information systems. Planning and implementing a comprehensive information system and methods to measure its effectiveness are discussed. Examples of such topics are computer security, life-cycle management of electronic data processing (EDP) systems, and electronic commerce.

## GBUS   624       Corporate Financial Strategy

This course provides a rigorous and comprehensive framework for analyzing and developing a competitive strategy. Topics include industrial structural analysis, competitor analysis, strategic groups, entry and entry deterrence, strategy toward buyers and suppliers, competitive strategy in emerging industries, declining industries, and capital budgeting and financing techniques for the fixed-asset portion of balance sheet.

## GBUS   634       Marketing Management

This course provides a managerial orientation to marketing in complex, rapidly changing, global environments. It also provides students with a working knowledge of activities involved in developing marketing programs and strategies to achieve competitive advantage. Consumer behavior, competitive analysis, environmental analysis, market segmentation, marketing research, and other conceptual and analytical tools will be introduced to facilitate the management of markets. Setting promotional objectives, global advertising strategies, media selection and scheduling, budgeting, message strategy, and measuring promotional effectiveness will be discussed. Interactive learning techniques include the case method and active class participation.

## GBUS   646       Sales Management

This course develops skills in planning the sales program; organizing the selling effort; and recruiting, training, and motivating sales personnel. It examines the selling process, including approach, presentation, and closing. Also emphasized are the importance of a positive follow-up attitude and professional ethics, and the use of technology in analysis, decision-making, and communicating decisions to relevant audiences.

## GBUS   740       Project and Cost Management

This course provides a practical and theoretical foundation for program and project and cost management. The total price, cost plus profit, and the individual elements of cost, labor, materials, indirect costs, and profit will be analyzed. Methods of pricing research and development will be discussed. A practical examination of how projects can be managed from start to finish, including specific emphasis on planning and controlling to avoid common pitfalls will be conducted. Needs, defining requirements, project costing, scheduling, resource allocation, and project politics will be identified.

## GBUS   771       Human Resources Management

This course synthesizes the research and consulting practices of the fields of human resources management and labor relations into a unified body of knowledge. It integrates the relevant and institutional body of knowledge with a public policy base to enable students to analyze contemporary labor-management and employee relation problems. Current issues involved with employee behavior in organizations, including motivation, recruiting, selection and placement, leadership, performance appraisal, organizational structure and culture, compensation, diversity, equal opportunity, and change will be presented.

### GBUS    786    Global Financial Management

This course covers investment analysis and portfolio management by studying the nature of global securities markets, alternative investment opportunities, international diversification, techniques for valuing common stock and fixed-income securities using fundamental and technical analysis, and valuing derivative securities and their usefulness for hedging and speculating purposes. Various stock market theories will be investigated, including the capital asset pricing model, efficient market hypothesis, arbitrariness pricing theory, and portfolio theory.

## Career Diploma & Certificate Programs

### Business Certificate & Diploma Programs

### ACCT 215 Principles of Accounting I
*Prerequisites:* None

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Students will study merchandising, manufacturing operation, internal controls, analysis of financial statements, cost accounting systems, and managerial concepts. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

*Manner of teaching:* Lectures, class discussions, and journal preparation.

### ACCT 220 Principles of Accounting 11
*Prerequisites:* ACCT 115

This course is a continuation of ACCT 115. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

*Method of teaching:* Lectures and class discussions.

### BUSS 106 Office Communication Skills
*Prerequisites:* None

This course focuses on the essentials of office communication. Topics include effective letters and memos writing and effective tone and style. In addition to the writing components, students will review the basic concepts in oral communication and active listening. Upon completion, students should be able to produce effective written documents.

*Manner of teaching:* Lectures, class discussions, and written assignments.

### BUSS 136 Introduction to Business
*Prerequisites:* None

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 be able to demonstrate an understanding of business concepts as a foundation.

*Manner of teaching:* Lectures and class discussion.

### BUSS 192 Professional Development
*Prerequisites:* None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

*Manner of teaching:* Lectures and class discussion.

# COMP 123 Keyboarding/Typing
*Prerequisites:* None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

*Manner of teaching:* Lectures, keyboard usage, and typing assignments.

### COMP 126 Quickbooks Accounting
*Prerequisites: ACCT 115* or equivalents type *20* wpm, familiarity with Windows.

This course is designed to teach students how to use an accounting simulation and how to be able to process data for a partnership through the end of a fiscal period. Upon completion, students should understand internal accounting and be able to analyze, and modify forms and statements.

*Manner of teaching:* Lectures, computer usage, and program assignments.

### COMP 132 Introduction to MS Word
*Prerequisites: COMP 123,* type *25* wpm

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions such as moving insertion points, opening and saving files, setting margins and tabs, moving and copying text, and cutting and pasting text. Upon completion, students should be able to work effectively using MS Word.

*Manner of teaching:* Lectures and MS Word usage.

### COMP 143 Introduction to MS-Excel
*Prerequisites:* None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

*Manner of teaching:* Lectures and MS Excel usage

### MATH 151 Pre-Calculus
*Prerequisite:* High School Algebra

This course provides an intense study of the topics that are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

*Manner of teaching:* Lectures and laboratory.

### BUSS 106 Office Communication Skills
*Prerequisites:* None

This course focuses on the essentials of office communication. Topics include effective letters and memos writing and effective tone and style. In addition to the writing components, student will review the basic concepts in oral communication and active listening. Upon completion, students should be able to produce effective written documents.

*Manner of teaching:* Lectures, class discussions, and written assignments.

### BUSS 181 Resume Clinic
*Prerequisites:* None

This course covers how to effectively and professionally develop and write a resume. Emphasis is placed on careful preparation in describing relevant skills and background information according to career interests. Upon completion, students should be able to write an impressive resume and gain the skills to update it continuously.

*Manner of teaching:* Lectures and resume workshops.

**BUSS 192 Professional Development**
*Prerequisites:* None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

*Manner of teaching:* Lectures and class discussion.


**COMP 132 Introduction to MS Word**
*Prerequisites:* COMP 123, type 25 wpm

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions such as moving insertion points, opening and saving files, setting margins and tabs, moving and copying text, and cutting and pasting text. Upon completion, students should be able to work effectively using MS Word.

*Manner of teaching:* Lectures and MS Word usage.


**COMP 142 Introduction to Windows '98**
*Prerequisites* None

This course includes the fundamentals of the Windows software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows software in an office environment.

*Manner of teaching:* Lectures and Windows usage


**COMP 143 Introduction to MS-Excel**
*Prerequisites:* None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing.
Upon completion, students should be able to design and print basic spreadsheets and charts.

*Manner of teaching:* Lectures and MS Excel usage.


**COMP 146 Introduction to MS-PowerPoint 7.0**
*Prerequisites:* COMP 142 Intro to Windows '98

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, presentation slides creation, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

*Manner of teaching:* Lectures and MS PowerPoint usage.


**COMP 149 Introduction to MS-Access**
*Prerequisites:* None

This course introduces database design and creation using MS Access. Topics include database terminology, usage in industry, design theory, built-in templates, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms that follow acceptable design practices.

*Manner of teaching:* Lectures and MS Access usage


**COMP 153 Introduction to the Internet**
*Prerequisites:* None

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, list servers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

*Manner of teaching:* Lectures and Internet usage.

### COMP 163 E-mail Applications
*Prerequisites:* None

This course includes the fundamentals of email usage. Topics include creating and sending email messages, attaching files created in word processing, and managing personal addresses and distribution lists. Upon completion, students should be able to use and manage personal emails.

*Manner of teaching:* Lectures and MS Exchanges usage.

### LANG 105 Writing Skills
*Prerequisite:* None

This course is designed to develop writing ability for study, work, and other areas of writing based on experience, observation, research, and reading of selected literature. Topics include understanding audiences and purpose, exploring ideas and information, composing, revising, and editing written documents. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas.

*Manner of teaching:* Lectures, class discussion, and regular readings to provide basis for frequent writing practice.

### BUSS 106 Office Communication Skills
*Prerequisites:* None

This course focuses on the essentials of office communication. Topics include effective letters and memos writing and effective tone and style. In addition to the writing components, students will review the basic concepts in oral communication and active listening. Upon completion, students should be able to produce effective written documents.

*Manner of teaching:* Lectures, class discussions, and written assignments.

### BUSS 136 Introduction to Business
*Prerequisites:* None

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 be able to demonstrate an understanding of business concepts as a foundation.

*Manner of teaching:* Lectures and class discussion.

### BUSS 165 Small Business Management
*Prerequisites:* None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. The management application of the computer in a small business situation is highlighted. Upon completion, students should be able to develop a small business plan.

*Manner of teaching:* Lectures and class discussions.

### BUSS 238 Introduction to International Business
*Prerequisites:* None

This course is to introduce international business concepts and create an awareness of cultural and language differences when engaging in international business. Topics include analysis of differences in country settings, the scope of international trade and investment, international institutions, the international monetary system and exchange markets some of the major issues in the functional aspects of international business and governmental policies affecting foreign operations. Upon completion, students should be able to analyze business opportunities and concerns in an international setting.

*Manner of teaching:* Lectures and class discussions.

**COMP 124 Information Technology**
*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.

*Manner of teaching:* Lectures and class discussions.


**FINN 248 International Finance**
*Prerequisites:* Principles of Financial Management

This course is to introduce the international aspects of financial decision-making and the structure and nature of the international monetary system and the operation of exchange markets, foreign exchange exposure, and foreign capital markets. Emphasis is placed on the determination of exchange rates and topics of primary interest to the treasurer of a multinational corporation. Upon completion, students should be able to demonstrate knowledgeable financial decision making in an international corporation.

*Manner of teaching:* Lectures and class discussions.


**LANG 105 Writing Skills**
*Prerequisite:* None

This course is designed to develop writing ability for study, work, and other areas of writing based on experience, observation, research, and reading of selected literature. Topics include understanding audiences and purpose, exploring ideas and information, composing, revising, and editing written documents. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas.

*Manner of teaching:* Lectures, class discussion, and regular readings to provide basis for frequent writing practice.


**LANG 244 Foreign Language I**
*Prerequisites:* None

This course introduces the fundamental elements of the language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to the spoken and written foreign language and demonstrate cultural awareness.

*Manner of teaching:* Lectures and class discussions.


**LANG 246 Foreign Language 11**
*Prerequisites:* LANG 244

This course is a continuation of LANG 244 focusing on the fundamental elements of the foreign language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to the spoken and written foreign language and demonstrate further cultural awareness.

*Manner of teaching:* Lectures and class discussions.


**MATH 107 Business Mathematics**
*Prerequisites:* None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

*Manner of teaching:* Lectures, class discussions, and assignments.


**MRKT 275 International Marketing**
*Prerequisites:* None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix in an international environment.

*Manner of teaching:* Lectures and class discussions.

### ACCT 215 Principles of Accounting I
*Prerequisites:* None

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Students will study merchandising, manufacturing operation, internal controls, analysis of financial statements, cost accounting systems, and managerial concepts. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

*Manner of teaching:* Lectures, class discussions, and journal preparation.

### BUSS 165  Small Business Management
*Prerequisites:* None

This course introduces the challenges of entrepreneur-ship 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.

*Manner of teaching:* Lectures and class discussions.

### BUSS 201 Organizational Behavior
*Prerequisites:* None

This course introduces the study of human behavior in organizations and a synthesis of behavioral sciences providing a broad framework for management. Topics include organizational goals and responsibilities, models, decision theory, planning control, organization, motivation, leadership, group behavior, conflict and examining, from a managerial perspective, the impact of individual, group, and organizational variables on organizational performance and satisfaction. Upon completion, students should be able to identify methods of increasing employee satisfaction and identify methods of resolving conflicts.

*Manner of teaching:* Lectures and class discussions.

### BUSS 241 Business Law I
*Prerequisites:* None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, sales, agency, legal forms of business, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

*Manner of teaching:* Lectures and class discussions.

### COMP 117 Introduction to Microcomputer Software
*Prerequisites:* None

This course provides a working introduction to microcomputer software, fundamentals, and applications. Topics include operating systems, word processing, spreadsheet, and database software. Upon completion, students should be able to use simple software packages and applications.

*Manner of teaching:* Lectures and computer software usage.

### ECON 120 Introduction to Economics
*Prerequisites:* None

This course introduces the fundamental issues in economics including competition, scarcity, opportunity cost, resource allocation, inflation, and the determination of prices. Upon completion, students should be able to understand and interpret economic changes and relate it to how it effects business performance.

*Manner of teaching:* Lectures and class discussion.

### MANG 246 Introduction to Management Information Systems
*Prerequisites:* None

This course introduces a survey of the elements and functions of management information systems and use of computer-based modeling systems and computer graphics to support business decisions. Emphasis is placed on the principles underlying the design and management of effective systems. Upon completion, students should be able to manage an information system in a business setting.

*Manner of teaching:* Lectures and computer usage.


### MATH 107 Business Mathematics
*Prerequisites:* None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

*Manner of teaching:* Lectures, class discussions, and assignments.


### MRKT 101 Principles of Marketing
*Prerequisites:* None

This course introduces principles and problems of marketing goods and services. Emphasis is placed on promotion, placement, and pricing strategies for products. Topics include examining variations of the marketing mix and market research, plus legal, social and ethical considerations in marketing. Upon completion, students should be able to apply marketing principles in organizational decision making.

*Manner of teaching:* Lectures and class discussions.


### MRKT 275 International Marketing
*Prerequisites:* None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix in an international environment.

*Manner of teaching:* Lectures and class discussions.


### Computer Certificate & Diploma Programs
### COMP 143 Introduction to MS-Excel
*Prerequisites:* Knowledge of computing, able to use a mouse and a little knowledge of Microsoft Windows

This course introduces the basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

*Manner of teaching:* Lectures and MS Excel usage


### COMP 220 Programming with C/C++
*Prerequisites:* Basic programming concepts

This course will cover C/C++ programming techniques, such as primitive datatypes, statements, I/O, control structures, arrays, lists and objects (classes) as well as pointers and structs, as provided by the language. Advanced features of C++, which include program flow, memory management, inheritance, polymorphism, and culminates with writing windows applications will also be included in this course.

*Manner of teaching:* Lectures and lab


### COMP 202 Computer Concepts *
*Prerequisites:*

In this course students will learn the concepts of computer hardware, software and applications. Operating systems such as Windows, UNIX, Linux and introduction to Internet and networking will be discussed. Hands-on experience using some

currently available microcomputer software such as word processing, graphics, spreadsheets and mathematical packages will be emphasized.

*Manner of teaching:* Lectures and hands-on implementation.

### COMP 156 Internet and Web Design
*Prerequisites:* Knowledge of computing, able to use a mouse and a little knowledge of Microsoft Windows

This course will discuss the history and the evolution of the Internet and introduces the basic concept, text, and graphics behavior of the web. Students will learn to plan, prepare, save text and images for use on the Internet, send and receive images, animation and text, and upload and download them from the internet. Introduction to structure and syntax of Hypertext Markup Language (HTML) will also be covered.

*Manner of teaching:* Lectures and hands-on implementation.

### COMP 481 Networking Fundamentals*
Prerequisites: *Basic computer knowledge*

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

*Manner of teaching:* Lectures

### COMP 432 Object-Oriented Programming
*Prerequisites:* Basic programming concepts

This course is designed to introduce developers to the fundamental concepts of object-orientated programming. The topics that will be covered include; the essentials of classes, objects, inheritance, polymorphism, access protection, fields' methods, and model systems as interacting objects and write design specifications for object-oriented programs

*Manner of teaching:* Lectures and hands-on implementation.

### COMP 461 Database Fundamentals
*Prerequisites:* Basic computer knowledge

This course introduces the principles of designing, maintaining, and manipulating databases. Basic data modeling concepts and the most common data models are presented: hierarchical, network and relational model. The main focus of the course is on the relational data models and abstract relational query formalisms (relational algebra and relational calculus), Structured Query Language (SQL) and relational database design (normalization).

*Manner of teaching:* Lectures and hands-on implementation using a software package.

### COMP 333 Software Engineering Practices
*Prerequisites: Basic computer knowledge*

This course introduces software engineering as a discipline, discusses stages of the software lifecycle, compares development models such as waterfall, prototyping, incremental/iterative, compares structured, and object-oriented methods. This course will also discuss software documentation, both internal and external, verification/validation, quality assurance, testing methods, maintenance, project management and team structure, metrics, and available tools.

*Manner of teaching:* Lectures

### COMP 230 Programming with Java*
*Prerequisites:* Basic programming concepts

This is an introductory course in Java programming language designed for learners with previous programming experience. The course provides the programmer with the skills to build applets and stand alone applications that are embedded in Web pages. Learners will also be introduced to Object Oriented programming.

*Manner of teaching:* Lectures and hands-on implementation

## COMP 192 Macromedia Director*
*Prerequisites:* Basic computer knowledge and HTML

This course will explain basic concepts about the Internet and the World Wide Web, and how to publish a site using Macromedia Dreamweaver. Navigate in the Dreamweaver work environment, create a basic web page by typing text and importing graphics, design a site from scratch, beginning with developing a site map, through final upload of the site to a web server, import text into Dreamweaver pages using several methods. Perform character and paragraph formatting on text, define and apply HTML styles to speed up repetitive formatting, add links within a site, create anchors, specify external links, create and format tables to assist in page design, and use images as links and create image maps.

*Manner of teaching:* Lecture and hands-on implementation


## COMP 189 Adobe Illustrator
*Prerequisites:* Basic computer knowledge and HTML

This course includes fundamentals of using Adobe Illustrator. Topics include creating basic shapes, scaling and rotating objects, painting with patterns and gradients, changing the view of artwork, making multiple transformations, copying and scaling shapes, and optimizing images for the web.

*Manner of teaching:* Lectures and hands-on implementation using a software package.


## COMP 193 Desktop vs. Internet Publishing
*Prerequisites:* Basic computer knowledge and HTML

This course will introduce the well known desktop publishing software such as QuarkXPress, Adobe Illustrator, and Adobe PageMaker and use them to develop a web site and finally publish the website on the internet.

*Manner of teaching:* Lectures and hands-on implementation using a software package.


## COMP 132 Publishing with MS-Word
Prerequisites: Basic computer knowledge

This course will cover basic desktop publishing fundamentals and concepts, advanced desktop publishing features of MS-Word, identify the proper tools required to design different types of publications, and incorporate key design effects into real world projects.

*Manner of teaching:* Lectures and hands-on implementation using a software package.


## COMP 330 Website Development (Front Page/Dreamweaver)
*Prerequisites:* Basic computer knowledge and HTML

This course will provide the in-depth knowledge of designing websites with creative interfaces, strong graphic images, functional site organization and logical navigation using Microsoft FrontPage and Macromedia Dreamweaver. Core concentration will be on the design of web pages rather than on programming.

*Manner of teaching:* Lectures and hands-on implementation using a software package.


## COMP 320 Web Server Management (Proxy / IIS, Apache)
*Prerequisites:* Basic computer knowledge

This is a comprehensive course, which will cover the implementation, configuration, and maintenance of Internet Information Server (IIS), Apache HTTP Server, and MS Proxy Server on Microsoft Windows platform. Establishing World Wide Web (WWW) service, File Transfer Protocol (FTP) service, and Simple Mail Transfer Protocol (SMTP) service. Add virtual servers, directories, and implement IIS and Apache HTTP Server security features will also be part of the curriculum.

*Manner of teaching:* Lecture and hands-on implementation


## COMP 184 Flash*
*Prerequisites:* An understanding of the Windows environment, web page design, and web graphics

This course provides an introduction to the Macromedia Flash, the leading interactive multimedia-authoring tool in the field to create animations that can be published on the Web or as stand-alone files. Upon completion, students should be able to view a Flash movie and modify the appearance of the stage, draw, paint, and create custom colors and line styles using Flash tools, manipulate objects, experiment with shape interaction, and import artwork, build layers and use them to create effects, create frame-by-frame animation, add text, and manipulate its behavior and appearance, and publish a Flash movie

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*Manner of teaching:* Lecture and hands-on implementation

## COMP 334 Introduction to XML Technology
*Prerequisites:* Basic programming concepts

This course will provide formal introduction to XML. Basic components of an XML document, use elements, attributes, and entities. Creating custom XML toolkit, build a small XML document (an XML postcard) using a plain text editor, insert a DTD reference, a style sheet reference, and create a simple XML document.

*Manner of teaching:* Lecture and hands-on implementation

## COMP 335 Java Script for Web Developers (see 230)
*Prerequisites:* Basic programming concepts and knowledge of HTML

This course will discuss the fundamentals of JavaScripting and ways to enhance the website using JavaScripts. At the end of the course students will be able to create rollovers, pop-up messages, cursor effects, new custom browser windows, and slideshows.

*Manner of teaching:* Lectures and hands-on implementation.

## COMP 336 ASP.net*
*Prerequisites:* Basic programming concepts

Topics covered in this course include the new ASP object model, .Net Framework and services, server-side HTML controls, state management, input validation techniques, using "Code Behind", pagelets, and Web Services.

*Manner of teaching:* Lecture and hands-on implementation

## COMP 337 JSP/Servlet Programming*
*Prerequisites:* Basic knowledge of Java programming and casual knowledge of HTML

This course will provide overview of JSP and Servlet architecture, understanding the Structure and lifecyle of a Java Server Page and Servlet, Java Server Page fundamentals, advantages of JSP and Servlets over competing technologies, explanation of the javax.servlet and javax.servlet.http packages, debugging Strategies for developing Servlets, using the Request Variable, using the Response Variable, and strategies for Maintaining State.

*Manner of teaching:* Lecture and hands-on implementation

## COMP 338 PHP Programming*
*Prerequisites:* Knowledge of HTML

This course will cover the essentials necessary to design and develop dynamic, database-driven web pages using PHP framework and syntax. The course will cover integers, floats, strings, assignment operator, logical and relational operators, if statement, switch statement, arrays and associative arrays, for statement, and data functions.

*Manner of teaching:* Lectures and hands-on implementation.

## COMP 339 CGI and Perl Programming*
*Prerequisites:* Basic programming concepts and knowledge of HTML

This course provides the knowledge of the Perl programming language and how to use Perl to create CGI scripts for Web servers. Topics covered will be use of packages for encapsulation, standard Perl library, modules, symbolic, hard and anonymous references, and documentation libraries. Create object-oriented perl programs, CGI scripts with Perl, and CGI forms will also be discussed.

*Manner of teaching:* Lectures and hands-on implementation.

## COMP 164 Inter-Office Communications (MS-Outlook)*
*Prerequisites:* Basic computer knowledge

This course will introduce the fundamentals of interoffice communications tool, MS Outlook. Students will learn how to communicate and manage their time and work more efficiently using MS Outlook. Proper email etiquette for sending and

receiving electronic mail, organizational methods for storing mail, mailboxes, address books, contact lists, tasks, and journals are among the main topics covered.

*Manner of teaching:* Lectures and hands-on implementation using a software package.


## COMP 167 Introduction to XP Small Office Package*
*Prerequisites: Knowledge of computing, able to use a mouse and a little knowledge of Microsoft Windows*

This course will provide an overlook to all new features and functions of Microsoft Office XP. Upon completion of this course, students will be able to work with menus, toolbars, use the common task panes, use new Office XP interface, and use new smart tags.

*Manner of teaching:* Lectures and hands-on implementation using a software package.


## COMP 166 MS-Windows XP
*Prerequisites:* Basic computer knowledge

This course will provide the hands-on experience to install, configure, and troubleshoot Windows XP in a variety of stand-alone and network operating system environments. Automate an installation of Windows XP and support remote users, use profiles to control desktop customization, support Transmission Control Protocol/Internet Protocol (TCP/IP), manage name resolution an monitor resources and performance will also be covered.

*Manner of teaching:* Lectures and hands-on implementation.


## COMP 110 Networking Essentials
*Prerequisites:* Computer literate and familiarity with basic computer concepts and terms.
This course will discuss the fundamentals of networking theory, and the hardware and software that make up a typical network. Networking topologies, types and concrete examples of protocols, cabling, troubleshooting techniques, and detailed discussion of OSI model will also be covered.

*Manner of teaching: Lectures*


## COMP 111 NT Workstation
*Prerequisites:* Computer literate and familiarity with basic computer concepts and terms.

This course will provide the hands-on experience of installing, configuring and maintaining MS Windows workstation. Upon completion of this course students will be able to access and run programs from the desktop, use of taskbar to start multiple programs in different windows, log on to a domain, change network passwords, use Network Neighborhood, use task manager to troubleshoot problems, share files with colleagues, set up permissions, and access networked printers.

*Manner of teaching:* Lectures and hands-on implementation.


## COMP 112 NT Server Management
*Prerequisites:* Computer literate and familiarity with basic computer concepts and terms.

The course will provide an in-depth study of Microsoft Windows NT Server. The main focus is on the planning, installing, configuring, and supporting Windows NT Server network operating system in a client/server environment. Topics discussed will include selecting a network, selecting server hardware, network control panel, services control panel, devices control panel, user manager, user profile editor, shared files, security, and print manager.

*Manner of teaching:* Lectures and hands-on implementation


## COMP 113 NT Enterprise
*Prerequisites:* Knowledge of NT 4.0 Workstation and NT 4.0 Server

This course provides the knowledge and skills required to implement, manage and tune Windows NT in the Enterprise. Topics will include three main models, installing a BDC, domain synchronization, the synchronization process, and WAN Domains.

*Manner of teaching:* Lectures and hands-on implementation.

## COMP 114 TCP/IP
*Prerequisites:* Knowledge of NT 4.0 Workstation and NT 4.0 Server

This course provides the detailed knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) and related network services on Microsoft Windows NT operating system. Upon completion of this course students will be able to describe the origins, objectives, architecture of TCP/IP, configure TCP/IP and run tests using Packet InterNet Groper (PING) and IPCONFIG utilities, explain the function of a subnet mask, dynamic host configuration protocol (DHCP), describe the structure and architecture that make up the domain name system (DNS), install and configure the FTP server, and Remote Access Service (RAS) for outbound Internet and Intranet.
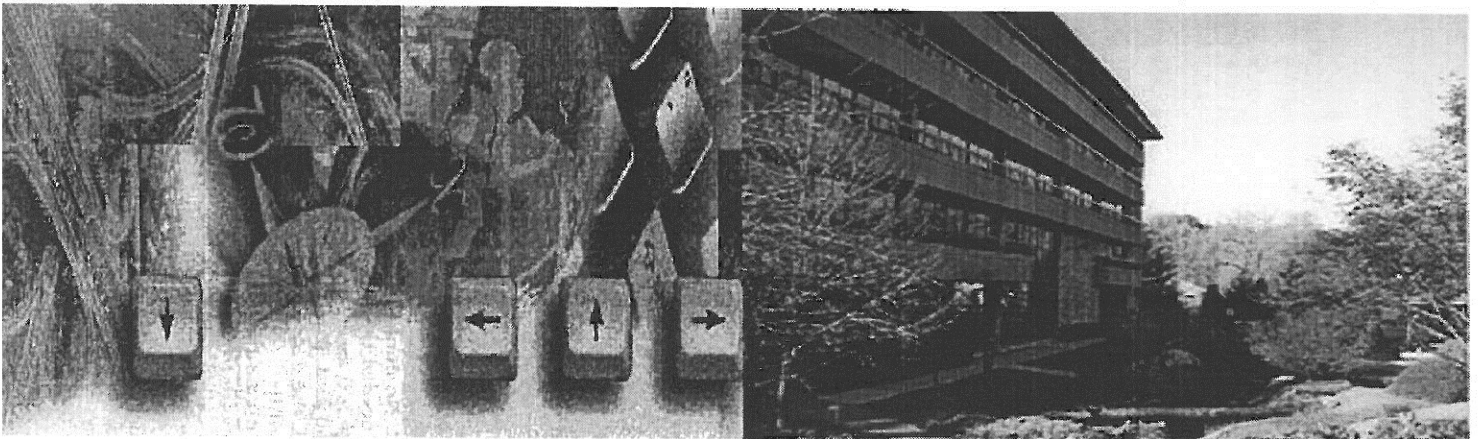
*Manner of teaching:* Lectures and hands-on implementation.


## COMP 115 Internet Information Server
*Prerequisites:* Computer literate and familiarity with basic computer concepts and terms.

This course will offer the necessary skills and knowledge to plan, install, configure and manage Microsoft Internet Information Server (IIS). Topics covered in this course will be configuring the WWW service, configuring the FTP service, IIS security, enhanced security through authentication and encryption, virtual directories and virtual servers, managing and tuning IIS, indexing web sites with index server, web site management and analysis, and troubleshooting IIS

*Manner of teaching:* Lectures and hands-on implementation.