ACADEMIC

CATALOG

2004-2005

Virginia International University
Fairfax * 1998 * USA

ESL

Career

Undergraduate

Graduate

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GENERAL INFORMATION

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.

INSTITUTIONAL HISTORY

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. The purpose of this report is to bring you up to date on the progress of Virginia International University.

- We received permission to use the name Virginia International University on August 28, 1998 and authority to start Master of Business Administration (MBA) program on December 23, 1998.

- It was incorporated as a non-profit corporation on June 6, 1999.
- On August 9, 1999, after conducting a site visit to our facility, Sate Council of Higher Education of Virginia (SCHEV) provided us with the authorization to offer a series of Diploma and Certificate program in Computer and Business majors.

- We received a tax exemption certificate as 501(c)(3) from US Internal Revenue Service on November 19, 1999.

- We received authority to issue I-20s for F-1 and M Visas from Immigration and Naturalization service on April 25, 2000

- Council of Higher Education of the Commonwealth of Virginia (SCHEV) gave us degree-granting authority for MBA on May 25, 2000.

- We were given permission to start a baccalaureate program in computer science and business management on October 18, 2000, and we started the BBA and B.Sc. programs in the fall of 2001

- On April 24, 2003, we were authorized by SCHEV to offer our second Master program, which is Master of Science in Information System (MIS).

- On May 28, 2003, BCIS (formerly known as INS) has recertified our authority for continual issuance of I-20, the certificate of eligibility for nonimmigrant (F-1) students.

- At present, we have on going classes for MBA, MMIS, Undergraduate Business & Computer Sciences, ESL, TESOL, and certificate / diploma programs in Business and Computer fields.

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:

Academic Departments
 (* All programs listed under heading are approved by the State Council of Higher Education of Virginia, SCHEV.)

I. Graduate Programs (MBA & MMIS)
A Master's of Business Administration (MBA) degree has been offered in the following concentrations.
- International Business
- Marketing

B. Master of Science in Information Systems (MMIS)

II. 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)
- Accounting and Finance
- International Business
- Marketing

B. Department of Computer Science (Bachelor's of Computer science)

III. Career certificate programs
VIU offers various diploma / Certificate programs in the field of Information Technology, and Business Management
- Business Career Diploma & Certificate Programs
- Computer Career Diploma & Certificate Programs.

IV. 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 five levels from beginner, elementary, intermediate, Advanced to TOEFL preparation courses.

LOCATION & TRANSPORTATION

Virginia International University is located at 3957 Pender Drive, Fairfax, VA 22030, only 20 miles from the nation's capital. 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. The surrounding area of Fairfax County draws visitors from around the world-whether they have an interest in business partnership, interest in visiting Civil war historical places, national monuments, or even such a modern pursuit as shopping and outdoor recreation. Fairfax is also one of the best and safest county to live in the U.S. Known as " Silicon Valley II", Northern Virginia hosts many of the world's largest high-tech company headquarters.

Metrobus Access
VIU is only five miles from the Vienna/GMU metrorail station at the end of orange line. This subway is a part of the 103 mile system that serves the entire Washington DC metropolitan area, which includes northern Virginia, and suburban Maryland. Our students can take advantage of the local area's CUE bus system, which serves Fairfax City and the surrounding area. CUE buses also provide a quick link to the Vienna Metro rail Station. From Metro Vienna Station, both metrobus 2B, CUE Bus Gold 2 will bring you to VIU. Get off at intersection of MAIN STREET and JERMANTOWN ROAD
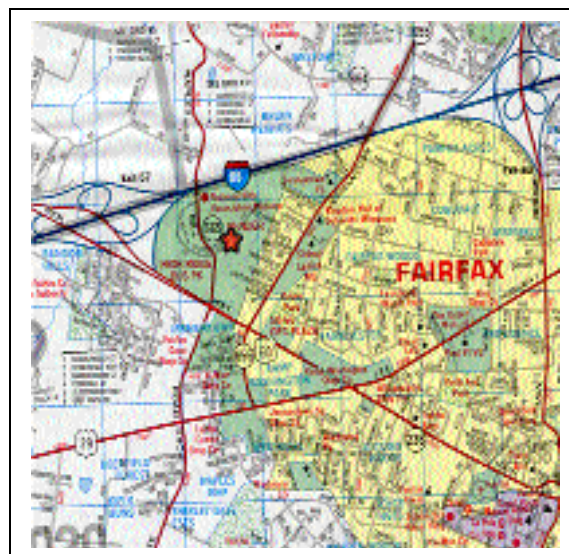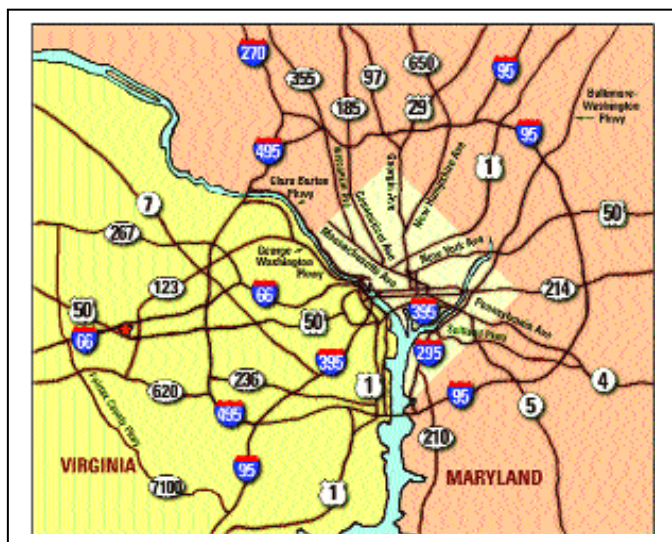
Directions form major airports

From IAD (Dulles) Airport: Take Route 28 South to I-66 East Take exit 57A, then merge left. Make a left on 1st traffic light onto WAPLES MILL ROAD, then make a right on 1st traffic light onto PENDER DRIVE, our building 3957 will be on the right side

From DCA (Ronald Reagan National) Airport: Take I-66 West. Take exit 57A, then merge left. Make a left on 1st traffic light onto WAPLES MILL ROAD, then make a right on 1st traffic light onto PENDER DRIVE, our building 3957 will be on the right side

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 49 to 66-West toward Manassas. Take exit 57A, then merge left. Make a left on 1st traffic light onto WAPLES MILL ROAD, then make a right on 1st traffic light onto PENDER DRIVE, our building 3957 will be on the right side

STUDENT SERVICES

Airport Pick-up 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 can now arrange student housing (subject to availability) prior to your arrival in the United States. Please fill out the online application at least 4 weeks in advance of your arrival. In addition to the application, please send a $725.00 housing deposit along with your tuition. This amount covers all costs (the application fee, security deposit and first month's rent) associated with locating and securing your new home. Any amounts in excess of the monthly rent will be adjusted accordingly in the subsequent month. This will ensure that you have the best chance of locating housing well in advance of your enrollment. For further information, please contact the Housing Services office: accommodation@viu.edu

Bank Name: FIRST VIRGINIA BANK
Bank Address: C/O NORTHERN OPERATIONS CENTER, INC.
PO BOX 88 FALL CHURCH, VA 22040-0088
Account Name: TRUESTAR INC,
Account Number: 09079017
Routing Number: 056001118
Contact Person: Elieen Xu

Student Hostels
Designed to enhance camaraderie as well as student academic performance, VIU's student hostels match 2 or 3 compatible students per room. All rooms are furnished with beds, dressers, a closet, study desks, and bookshelves. For an additional fee, some rooms are available with a telephone hookup. Kitchen, living room, bathroom, and laundry facilities are shared. In the student hostel, our policy is "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 $150, we 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

Rental Fee Schedule
Apartment rental rates (4 - 5 students)
y
Optional Services[2]

| Accommodation arrangement fee[4] | $150 | Monthly rent for house/apartment | $350 - $600 |
| Airport pick up service[3] | $60 | House/apartment deposit | $300 |

[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).
[4]For host family arrangements only.

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.

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.

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
> 3957 Pender Drive
> Fairfax, VA 22030   USA
> E-mail: admissions@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.

Library Services

Circulation/Reference Desk
Library Hours
Monday - Friday
8:30 AM - 5:30 PM

During your studies at Virginia International University, you will need access to many research materials to supplement classroom instruction and assigned textbooks. The VIU Library will assist you in meeting your reference and research needs. The Library is the place to begin a review of references as you undertake classroom assignments and independent research. Its in-house resource directories and online research guides will also point you in the direction of other useful bibliographic sources and research materials. You may also use the resources at a number of academic and public libraries in the Fairfax area to locate materials in support of your studies. VIU has a contractual agreement with the largest of the area universities, George Mason University (GMU), providing on-site access to GMU Library's many electronic databases, and borrowing privileges for its circulating book collection. Library services at the other area libraries vary in depth of resources and in the type and usefulness of available services. Procedure to Use the Bring your Student Identification Card each time you come to the Library. If you request reference assistance or other Library services, you will be asked to establish that you are a VIU student.

Collection

The Virginia International University Library is located within Suite 100 of the VIU campus complex, Fairfax, Virginia. The Library contains a general reference collection, and reference materials specific to the academic disciplines within the curriculum.

A small book collection contains materials that support VIU's course content. All VIU` students may use any material contained within the Library collection.

Circulation
Reference materials and periodicals must be used in the Library. Books in the reserve collection must also remain in the Library to be available to all students during the reserve period. Titles within the book collection may be charged out for 3 weeks, and renewed if there are no requests from other students or faculty.

Reference Service
The VIU Library staff are available to guide you in locating the materials best suited to answering your research questions, whether you are seeking answers to specific questions or background information to provide a better understanding of a concept or process. Please feel free to come to the Reference Desk at any time during Library hours to seek assistance regarding your reference and research questions. You may access the Library's online catalog through several computerized workstations located in the Library. The catalog may also be accessed through any computer on the VIU computer network or any computer which has Internet access.

GENERAL 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

Admission Deadline

Applications for admission in the Fall 2004 Semester must be received by July 30, 2004 at the latest. Applications for admission in the 2005 Spring Semester must be received by December 17 2004 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.

Admissions Requirement

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

For the 2004-2005 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. All applicants must provide the necessary documentation, as shown below:

Admission Materials	Graduate Programs	Undergraduate Programs	Career Certificate Programs	English Language Program
Application Form	✓	✓	✓	✓
Application Fee	✓	✓	✓	✓
Prev. Degree	Bachelor's	High School	High School	Prev. Education
Official Transcript	GPA: 2.5 min	GPA: 2.0 min	--	--
SAT/ACT	--	SAT:870 or ACT:18	--	--
TOEFL/EPT	TOEFL:550 or EPT: 85	TOEFL:550 or EPT: 85	TOEFL: 530 or EPT: 80	--
GRE/GMAT	Recommended	--	--	--
Statement of Purpose	✓	✓		--
Statement of Financial Support	✓	✓	✓	✓
Letters of References	✓	✓		--
Health Insurance	Recommended	Recommended	Recommended	Recommended
Personal Interview	✓	✓	✓	✓

Explanation of Admission Materials

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

1. Application Form: All applicants must submit fully completed and signed Application Form. Incomplete applications will NOT be considered for admission until all necessary information has been received by the admission office.

2: Application Fee: Each applicant is required to pay a non-refundable $50 Application fee. Students wishing to pay by credit card may do so separately by submitting the credit card number and the expiration date (month and year) to us by phone at (703) 591-7042, by fax at (703) 591-7046, or by email at admissions@viu.edu. We accept Visa, MasterCard, Discover, and American Express. You can also pay in person at the Admission Office.

3. Previous Degree: Applicants already holding a degree from a foreign college or university may submit a notarized copy of their college or university diploma, accompanied by a certified translation, if the originals are not in English.
    a. For Master's Programs, a "Bachelor's Degree" is required.
    b. For undergraduate and Career Certificate, and ESL programs, minimum of a "High School Diploma" or "High School Completion Certificate" is required.

For international Students: Bachelor's Degrees from foreign universities should be equivalent to the completion of a four-year program of study at a U. S. college or university. Graduate applicants, please refer to the US. Equivalencies table for your foreign Bachelor's degree to be able to make an application to VIU's Master's programs.

Applicants to any of our Undergraduate level program, please see the US. Equivalencies table for your foreign High School diploma to be able to make an application for our undergraduate level programs.

4. Official Transcripts: In addition to previous degree, all applicants must submit official transcripts, or notarized (or otherwise certified) copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from an institution). A minimum of 2.5 GPA (on a 4.0 scale) required for graduate admissions, and a minimum of 2.00 GPA (on a 4.0 scale) required for undergraduate admissions.

For International Students: If you wish any college credit you have earned outside the U.S. to be transferred to VIU, we will evaluate them for you or you might need to contact global credential evaluators. For evaluation of your transcript and US equivalency of your foreign diploma please contact World Education Service, inc (WES), at info@wes.org, or call 212-966-6311 or fax them at 1-800-937-3895.

5. SAT/ACT Scores: All undergraduate applicants coming from US high Schools system (in or outside the US) are required to submit their college entrance examination scores. Applicants are required to submit only one of SAT or ACT scores. The minimum Composite SAT score of 870 or minimum ACT score of 18 required.

6. Language Proficiency (TOEFL or EPT Scores)- For International Students: All applicants whose first language is not English must have a proof of Language Proficiency submitted to VIU. There are several ways to meet VIU's English Language Proficiency policy. Please See the table below for a list of TOEFL and EPT alternatives and tests that are accepted by VIU.

Name of Standardized TEST	Minimum SCORE required
SAT II	English 870
IELTS	Overall band 6
TOEFL	550 Paper based (213 Computer based) or VIU's EPT of 85

Test of English as a Foreign Language (TOEFL) is the most widely accepted English Language Proficiency test for admission to US Colleges and universities. The minimum TOEFL requirement for admission to VIU is 550 on the paper-based test or 213 on the computer-based test. Students may either submit photocopies of their TOEFL result or have it sent directly by the Educational Testing Service (ETS). The TOEFL School Code for VIU is 7137. Scores must be less than 2 years old. If you have been continuously studying at a U.S. college/university, you may submit an older score that had been accepted by your last US. school.
Applicants who score less than 550 (213 for computerized system) can attend VIU's Intensive English Language Program. Graduation from our ESL program waives the EPT requirement for admissions to any academic programs.

7. GMAT/GRE Scores: There are two types of widely accepted graduate examinations scores used by US universities for graduate admissions. The GMAT (Graduate Management Admission Test) is for admission to business programs such as MBA programs. The GRE (Graduate Record Exam) is for admission to non-business graduate programs such as psychology, history, and engineering. For more information about GMAT and GRE, please visit www.gmat.org, or www.gre.org respectively.
All graduate study applicants, coming from either national or international higher education system, are strongly recommended to submit either their GRE or GMAT graduate examination scores. University is planning to implement a mandatory GRE or GMAT score requirement very soon.

8. Statement of Purpose: 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 exceed 750 words. Please click here to see a sample essay.

9. Statement of Financial Support: All applicants must submit a Statement of Financial Support detailing the source(s) of funding for their program of study. Please visit our website, www.viu.edu to download VIU's "**Statement of Financial Support form**".
   1. A recent bank statement or letter from your account or a sponsor's account providing the following data:a. Date account was opened, b. Total amount deposited during the last year, c. Current balance as of dated.
   2. VIU's statement of Financial Support form certifying that your parents or sponsors are going to support you financially during the period of stay in the U.S. If your sponsor is in the U.S, then sponsor must complete and have notarized the official "Statement of Financial Support form".
   3. Employment verification; Your parent or your sponsor must provide on official letter from the employer including the following data; a. Date & Nature of Employment, b. Annual Salary, c. Whether the position is temporary or permanent If sponsor If self-employed, then the sponsor must submit a copy of the last year's income tax return. If sponsor lives and works in the U.S, then W-2 form must be submitted.
NOTE: For all financial support documents, originals or certified copies are required, and must not be more than 6 months old.

10. Letters of Reference: Applicants must have two (2) persons not related to the applicant, but who are familiar with the applicant's academic and professional performance and potential; submit letters of reference vouching for the applicant's character and ability to succeed in graduate study. Please visit our website (www.viu.edu) to download "**Professional Reference Form**".

11. Health Insurance: All applicants are strongly recommended to get health insurance coverage. Applicants who do not yet have health insurance may purchase it through VIU at a reasonable cost. Please refer to this link for more information. http://www.viu.edu/resources/healthinsurance.html

12. 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. NOTE: Applicants residing outside the United States are exempt from the interview requirement. However, we would welcome the opportunity to speak with you in person.

Completed and signed 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. Once the completed application and fee are received, the application is carefully reviewed. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

NON-DISCRIMINATION ACT

VIU does not discriminate against any person, regardless of their relationship with VIU, on the basis of gender, ethnic or national origin, skin color, age, disability, language, status as a military veteran, or religion.

ACADEMIC CALENDAR 2004-2005

Academic Calendar - Spring 2004	
First day of classes	January 12
Martin Luther King Day (holiday)	January 19
Last day to drop classes	January 26
Last day to add classes	January 26
President's Day (holiday)	February 16
Spring Recess	March 8 - 14
Last day of classes	April 26
Exam period	April 27 – May 3
Grades available	May 5

Academic Calendar - Summer 2004	
First day of classes	July 5
Last day to drop classes	July 12
Last day to add classes	July 12
Exam period	August 16 -22
Semester ends	August 22
Grades available	August 23

ESL Calendar - Summer 2004	

First day of classes	July 5
Last day to drop classes	July 12
Last day to add classes	July 12
Exam period	August 23 -27
Semester ends	August 27
Grades available	August 30

Academic Calendar - Fall 2004	
First day of classes	September 7
Last day to drop classes	September 21
Last day to add classes	September 21
Fall Break (also includes Columbus Day)	October 11 – 17
Thanksgiving Break	November 25 – 26
Last day of classes	December 14
Exam period	December 15 – 21
Grades available	December 22

Academic Calendar - Spring 2005	
First day of classes	January 10
Martin Luther King Day (holiday)	January 17
Last day to drop classes	January 24
Last day to add classes	January 24
Spring Recess	March 7 - 13
Last day of classes	April 25
Exam period	April 26 – May 2
Grades available	May 4

SCHOLARSHIP AND FINANCIAL INFORMATION

Scholarship Program

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 $7,200 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 your consideration for every scholarship for which you qualify.

Who is Eligible?
Any incoming freshman, undergraduate, or graduate student– including international students, planning to attend Virginia International University full-time in a degree or credential program, whether entering or continuing– is eligible if the scholarship requirements as stated below are met. Eligibility and fulfillment of scholarship criteria do not guarantee the award of a scholarship. Scholarship selection is made by the committee based on a variety of factors, depending on the scholarship.

Scholarship Application Requirements
Application to, acceptance by, or enrollment as a matriculated student in Virginia International University is required. Additional requirements for individual scholarships vary depending on the scholarship. Students can apply for only one scholarship program. The GPA at VIU is calculated on the student's un-weighted, cumulative GPA as determined by Admissions and Records, including the fall semester preceding the application period. Applicants must submit a complete application packet including all required materials for the given scholarship by the deadline date in order to be considered.

When to Apply
The application period begins in October of each year. The completed application package must be postmarked on or before February 15 of the application year. Students must re-apply every year. Awards for the succeeding school year will be announced by May. The scholarships will be announced in August. For students on or near the campus, a scholarship application packet may be obtained from the Dean of Students. Most students will find it convenient to download a copy of the application* from our website. Other individuals may request an application packet to be mailed to them by contacting the office via phone, mail, e-mail, or fax.

<div align="center">

Virginia International University , Scholarship Office
3957 Pender Drive, Fairfax, VA 22030
E-mail: scholarship@viu.edu, Telephone: (703) 591-7042, Fax: (703) 591-7046

</div>

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

1. VIU Peace Scholarship

The VIU Peace Scholarship was set up based on the idea that good education is fundamental to world peace and understanding. We believe in empowering people with knowledge and giving an individual with high potential an opportunity to get a good education and the experience of living in a different culture. This will enhance understanding among cultures. An important aspect of the scholarship is the exchange of information among students: to have international students enlightening their fellow international and American students about their culture and values, and get valuable information on other cultures and the American culture in return.

By offering this scholarship we hope that the individual will take these valuable experiences back to his or her home country, using them wisely in a future career to become successful and pass on the acquired knowledge.

International students are eligible. Selection is based on academic merit, strength of character, and dedication to community.

Requirements:

- *Completed application form*
- *Application essay*
  The application essay should be on the topic of how the applicant feels his or her education and experiences will contribute to the local community upon your his or her return. What does the applicant hope to learn here that will have a lasting impact on his or her community back home?
- *Academic transcripts*
- Two letters of recommendation:
     1. One academic or professional recommendation
     2. One personal recommendation from someone who can expound on the applicant's activities and contributions to the local community

2. VIU Academic Excellence Scholarship

The scholarship was set up to provide assistance to students who have made a positive difference in the VIU student community by showing leadership and initiative in organizing and setting up activities, helping others, showing exemplary behavior, and demonstrating academic excellence.

Eligible students can be American citizens, legal resident aliens, or international students.
Eligible applicants must be studying full-time at VIU and be enrolled for the following academic school year. The ideal candidate will have demonstrated academic excellence, leadership, and community involvement at VIU.

Requirements:

- Completed application form
- Essay on what the applicant envisions for the future of VIU, what he or she would like to see happen to further improve the welfare of our students.
- Letter of recommendation from VIU faculty member
- Demonstration of financial need by providing a copy of the previous year's income statement from either the student, if financially independent, or from the parents/caretakers.

3. VIU Student Assistance Scholarship

This scholarship was set up to give students with high potential the opportunity to attend and complete a university education, when they would otherwise not have been able to do so because of their financial situation. These students, especially those drawn from groups that traditionally and historically have been denied access to higher education, must receive the support needed to give them the opportunity of attending and completing a university education and subsequently entering into a successful career. Eligible students can be American citizens, legal resident aliens, or international students. The scholarship is awarded to students based on need and academic performance.

Requirements:

- Completed application form
- Essay on why the applicant feels he or she needs and deserves this scholarship
- Letter of recommendation, academic or professional
- Academic transcripts
- Demonstration of financial need by providing a copy of the previous year's income statement from either the student, if financially independent, or from the parents/caretakers.

4. VIU Latin American Leadership Scholarship

The scholarship was set up to provide financial assistance to a student from Latin American origin wishing to study at VIU. This scholarship was set up to give Latin American students with high potential the opportunity to attend and complete a university education, when they otherwise would not have been able to do so because of their financial situation. These students, especially this group that traditionally and historically has been denied access to higher education, must receive the support needed to give them the opportunity of attending and completing a university education and subsequently enter into a successful career.

Eligible applicants must be from Latin American origin. Eligible students can be American citizens, legal resident aliens or international students. The candidate should have demonstrated academic excellence, leadership in their community and motivation to grow and learn at VIU.

Requirements:

- Completed application form
- Essay on what the applicant did and how he or she showed leadership in the local (Latin American) community and what added value the student can provide to VIU
- Letters of recommendation;   1. One academic or professional recommendation
                                     2. One personal recommendation from someone who can expound on the applicant's activities and contributions to the local community
- Academic transcripts
- Demonstration of financial need by providing a copy of the previous year's income statement from either the student, if financially independent, or from the applicant's parents/caretakers.
-

5. VIU Women's Scholarship

This scholarship was set up to give female students with high potential the opportunity to attend and complete a university education, when they otherwise would not have been able to do so because of their financial situation. These students, especially this group that traditionally and historically has been denied access to higher education, must receive the support needed to give them the opportunity of attending and completing a university education and subsequently entering into a successful career.

Eligible candidates must be female and can be American citizens, legal resident aliens, or international students. The ideal candidate should demonstrate excellence in academics, motivation to become a leader at VIU, and involvement in community.

Requirements:

- Completed application form
- Essay on her career objective
- Letter of recommendation, academic or professional
- Academic transcripts
- Demonstration of financial need by providing a copy of the previous year's income statement from either the student, if financially independent, or from her parents/caretakers.

Scholarships Criteria:
The amount of scholarship a student is awarded depends upon many factors. However, to be considered for a certain amount of scholarship, the candidate must fill at least one of the criteria listed below.

GRADUATE PROGRAMS (MBA & MMIS)

The amount of scholarship to apply for	One of the criteria should be fulfilled
$500 scholarship	- TOEFL score of 550 or above - GPA average: 3.0 or above (out of 4) - GMAT score of 520 or above - Dean's referral
$1, 000 scholarship	-TOEFL score of 560 or above -GPA average: 3.3 or above (out of 4) -GMAT score of 540 or above -Outstanding success*
Quarter scholarship	-TOEFL score of 570 or above -GPA average: 3.5 (out of 4) -GMAT score of 560 or above -Outstanding success*
Half scholarship	-TOEFL score of 610 or above -GPA average: 3.9 or above (out of 4) -GMAT score of 620 or above -Outstanding success*
Full scholarship	-TOEFL score of 630 or above -GMAT score of 640 or above

UNDERGRADUATE PROGRAMS

The amount of scholarship to apply for	One of the criteria should be fulfilled
$500 Scholarship	- TOEFL score of 550 or above - GPA average: 3.0 or above - SAT/ACT: 30% - Outstanding success*
$1,000 Scholarship	- TOEFL score of 560 or above - GPA average: 3.25 or above - SAT/ACT: 40% - Outstanding success*
Quarter Scholarship	- TOEFL score of 560 or above - GPA average 3.45 or above (out of 4) - SAT ACT: 50% - Outstanding success*
Half Scholarship	- TOEFL score of 590 or above - GPA average: 3.75 or above (out of 4) - SAT/ACT: 65% - Outstanding success*
Full Scholarship	- TOEFL score of 630 or above - SAT/ACT: 75% - Outstanding success*

(*)Please make sure to include all paperwork required for the application, including official documents. Incomplete applications will NOT be considered for a scholarship.

- Students should maintain at least 3.0 grade for each course for every semester and on balance it should be 3.75 GPA for the entire year for the renewal of the scholarship
- The financial situation of the student should remain the same
- The students are expected to help us up for to 10 hours per week with jobs on the campus if asked for.

* With outstanding success, we mean that the student has achieved a high level in sports, or academic Olympiads, has received rewards, etc. Proof of that will need to be provided.

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 AND FEES

	GRADUATE PROGRAMS	UNDERGRADUATE PROGRAMS	CAREER DIPLOMA PROGRAMS	ESL
TUITION [1]				
Full-time tuition (per semester)	**$3,700**	**$2,900**	**$2,900**	**$2,450**
Full-time tuition per credit	*$411*	*$242*	**$242**	*---*
Part-time tuition per credit	*$420*	*$250*	**$250**	*$10/hour*
FEES [*]				
Application fee (non-refundable)	$50	$50	$50	$50
Postal Fee (for international mail)	$50	$50	$50	$50

Hausing: Avreage cost per year for an individual student in Washinton DC metropolitan area is $9000.
1: Student enrolled in any program must pay 25% of the semester tuition fee in advance.
*: Fees are subject to change without notice. Money for personal expenses [e.g:, food, health, insurance, books, supplies, etc] are not included. Sudent calculate extra for them on an individual basis.

Payment Plans
1. Advanced Payment: Students enrolled in any program must pay 25% of the semester 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—after the advance payment- up to 4 equal installments per semester. A minimum of $500.00 budget is required . A $10 administration fee will be applied for each installment payment

Payment Methods: Students can make their payment in one of the following three ways:
1. Credit cards: We accept all major cards. Student must provide 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 3150 0022
Bank Routing Number:	051000017

Financial Penalties
1. Late fee: Failure to make any payment on or before the due date results in a late fee up to 10% of the total due amount, or $50, whichever is less.
2. Return Check fee: A $30.00 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;

Termination Date: If a student elects to withdraw from specific course(s) or completely from the university, S/he must complete the appropriate section of the "Course(s) / Institutional Withdrawal From", whether it is withdrawal from the institution, or from specific classes for which the student is registered., have it signed and submit it to VIU. The termination date for refund purposes is the actual date that the withdrawal from is received by the school.

Refund Policy: Should student elect to cancel, or withdraw from the institution, or from specific courses the following refund schedule will be used to determine any outstanding financial obligation for which student may be responsible:

For Non-F-1 Visa Students

1. Three (3) business days after registering the classes and prior to the first day of class, the school may retain up to $100.00
2. From the first day of class through the second week of the program, the school may retain 25% of the total cost.
3. If withdrawal occurs between the third week and fourth week of the program, the school may retain 50% of the total cost.
4. If withdrawal between the fifth week and sixth week of the program, the school may retain 75% of the total cost.
5. If withdrawal occurs after the sixth week of the program, the school may retain 100% of the total cost.

Enrollment fee, books, instructional supplies, service charges are non-refundable.

For International (F-1 Visa) Students
1. If you send your written cancellation 21 days or more before the program starting date, all fees, with the exception of the application and postage fees, will be refunded.
2. If you send your written cancellation 15 to 20 days before the program starting date, 75% of the entire total 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 starting date. 50% of the entire total 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.
5. Wire transfer fees are deducted from all refunds.

Enrollment fee, books, instructional supplies, service charges are non-refundable.

Special Cases:

In the documented event of prolonged illness or accident, death in the family, or other special circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both parties.

Any monies due the student shall be refunded within 60 days from the date withdrawal or cancellation notice is received by Virginia International University. If a student's financial obligation is not fulfilled, the Institute is authorized to do the following until the owed monies are paid: a. withhold the release of the student's academic records or any information based upon the records. b. withhold the issue of the student's transcripts. c. If the student's account remains delinquent, the Institute reserves the right to terminate student's enrollment, and cancel F-1 visa of international student. Late tuition payments are subject to an interest charge of twelve percent per annum.

ACADEMIC PROGRAMS

1. GRADUATE PROGRAMS

VIU offers two graduate programs: Master of Business Administration (MBA) and Master of Science in Management Information Systems (MMIS). The Master programs provide a high level of professional education in business administration and management information systems and cover a broad range of subjects, thereby qualifying students for more diverse job opportunities.

The MBA curriculum integrates functional areas with an emphasis on group work, information technology, and the global business environment. The focus is on the managerial aspects of information technology and global business practices. Our MBA program enable students to pursue concentrations in core business areas, management, finance, marketing, and decision making. During the program, students will master the basics of each business function.

The Master of Science in Management Information Systems (MMIS) degree is designed to provide technical professionals with the core essentials of developing and managing an organization's information resources, technology, and infrastructure. The program will teach students to assess, mine, and market technological enterprises as well as develop the ability to consider risks and make decisions under volatile business conditions. Students will be able to use technology to competitive advantage as well as to understand how technology interacts with other key business areas.

Admission Requirements for Graduate Programs (MBA & MMIS)

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: (GPA: 2.5 min. required). 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. GRE/ 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 80 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. Statement of Purpose: (Into 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 (B) 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 Programs 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 & MMIS)
Both of these degrees are earned by completing the program course requirements of 36 credit hours, 3 credit hours per course, beyond the prerequisite courses. To qualify for the MBA or MMIS 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 (B) out of 4, and a minimum grade not less than 2.00 (C) out of 4 in all courses to qualify for both the M.B.A. or MMIS degree, to remain in good standing, and to graduate.

2.   The maximum time permitted for the completion of any graduate program is 5 years.

3.   Only graduate-level courses may be applied toward the degree.

4.   Beyond the prerequisites, the student must have completed 36 semester hours, of which:
        a. A maximum of 12 semester hours may be transfer credit taken before or after admission to VIU.
        b. In MBA: 18 credit hours of required core courses, 12 credit hours of concentration courses, and 6 credit hours of elective courses must have been earned.
        c. In MMIS: 21 credit hours of required core courses and 15 credit hours of elective courses must have been earned.

5.   No degree credit is earned by a graduate student for any grade below 2.00 (C) out of 4 received in a graduate-level course. However, any grades lower than 2.00 (C) out of 4 will be calculated in the grade point average.

6.   Credit earned in undergraduate courses taken as required prerequisite courses by the graduate student will 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.

MASTER OF BUSINESS ADMINISTRATION PROGRAMS

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 of the production, marketing, and the financing of business organizations.
- To provide a foundation in the methods for decision-making and information technology.
- To develop management practitioners who embrace change creatively for the benefit of business.
- To provide individuals the capacity and the discipline necessary for continuous learning.

Structure of MBA Program

There are two different areas of concentrations: **International Business Management** and **Marketing Management**. This degree is earned by completing the program course requirements of 36 credit hours, at 3 credit hours per course, beyond the **prerequisites courses.**

The program consists of 18 credit hours of **required Core Courses** and 12 credit hours of **Concentration Courses** and 6 credit hours of **Elective Courses**. Students must maintain a 3.0 (B) grade point average and a minimum grade of not less than 2.0 (C), in all core courses to qualify for the MBA degree. This program is generally completed within 4 semesters. Both full-time and part-time MBA programs are offered.

MBA Prerequisites Courses

Applicants seeking admission into the MBA Program, who have no previous business background and whose bachelor's degrees are not related to business, are required to take VIU's MBA Prerequisite Courses, which will provide them with skills and knowledge that will help them complete the program successfully. The MBA prerequisites courses consist of the following:

- Principles of Accounting I
- Business Mathematics
- Principles of Finance
- Principles of Economics
- Information Technology Literacy

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 five courses, he or she will be classified as a "Provisional MBA Student."

Core Courses (18 Credit Hours)

Core courses provide students with the skills and knowledge that all managers need. Each candidate must complete the following 6 core courses.

MBA 511	Managerial Finance	3 Credits
MBA 512	Project & Cost Management	3 Credits
MBA 513	Organizational Behavior & HR Management	3 Credits
MBA 515	Applied Statistics for Management Science	3 Credits
MBA 516	Strategic Management	3 Credits
MBA 611	Legal & Ethical Environment of Business	3 Credits

Concentration Courses (12 Credit hrs)

Students must specialize in one of the following concentrations during the second year of their study. Students must take "Adv. Res. Project course" (3 credits) and choose 3 courses (9 credits) from the concentration courses for a total of 12 credits.

a. International Business Management

Choose 3 more courses from the list in addition to Advanced Res. Project Course (12 Credit hrs).

MBA 612	International Management	3 Credits
MBA 613	Enterprise Resource Planning	3 Credits
MBA 614	International Finance	3 Credits
MBA 615	International Strategy	3 Credits
MBA 616	International Marketing	3 Credits
MBA 617	Import/Export Management	3 Credits

| MBA 619 | Advanced Research Project in Int'l Business Mgmt.* | 3 Credits |

b. Marketing Management

Choose 3 more courses from the list in addition to Advanced Res. Project Course (12 Credit hrs).

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

* **Advanced Research Project course** (for 3 credits) is designed to help our student get extra mileage in their field of expertise by participating in various types of internship programs available in the national/international arena. This is normally conducted during the summer in conjunction with an internship. The timing of internships largely depend on opportunities available in the business and the industry.

Electives (6 credits)

Students must take two additional courses (6 credits) from any of the concentrations or they may take one of the following courses:

MBA 631	Current Topics in Business	3 Credits
MBA 632	Independent Study	3 Credits
MBA 633	Business Planning and Development	3 Credits
MBA 634	Operations Management	3 Credits
MBA 635	Managerial Communication	3 Credits
MBA 636	Managerial Accounting	3 Credits
MIS 554	Systems Analysis & Design	3 Credits

MASTER OF SCIENCE IN MANAGEMENT INFORMATION SYSTEM

Management Information Systems (MIS) is the study of design, implementation, deployment, management and use of information technology in organizations. Research done under this field covers a wide range of topics related to all aspects above, including: business strategy and information systems, information systems planning and management, adoption of information technology in organizations, human factors in information systems, knowledge acquisition, expert systems, systems analysis and design methods, object-oriented enterprise modeling, knowledge based systems to support database design, automated mediation in group support systems, distributed information systems, electronic commerce, the effect of new media and networking on people and organizations, and software copyright infringements.

Graduates of this program can anticipate the following types of careers:
- Management of information system development projects.
- Business & System consultant for projects that include a substantial dependency on IT.
- Research and development of information technologies and related products and services.
- Designer in start-up Internet companies.
- Instructor of a college/university teaching information systems related courses

Structure of MMIS Program
The MMIS program contains three required components and one optional: The program is generally completed within two years.

1. Pre-requisite Courses
2. Core Courses (7 courses - 21 credits)
3. Electives (5 courses - 15 credits)
4. Thesis (6 credits - Optional)

1 - Pre-requisite Courses
Every new MMIS student needs certain basic skills to prepare them to succeed in the MMIS program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin work on the core classes.

- Principles of Accounting
- Statistics
- Programming Language
- Database

2 - Core Courses (7 courses - 21 credits)
The MMIS core provides you with the skills and knowledge needed by all information systems professionals. Along with the knowledge of the specific technical areas of information systems, these courses are designed to improve your communication skills. Six of the seven courses, which form the core, should be taken during your first year in the MMIS program. The seventh, Information Technology and the Organization, is taken during the second year and is designed to integrate the information of the first six course s with an understanding of how information architecture supports organizational success. Every student must satisfactorily complete these seven courses, totaling twenty-one credit hours:

MMIS Core Courses
Each candidate must satisfactorily complete the following basic core of 7 courses (21 Credits)

MIS 551	Research Methods in MIS	3 Credits
MIS 552	Management Information System	3 Credits
MIS 553	Foundations of E-Business Technology	3 Credits
MIS 554	Systems Analysis and Design	3 Credits
MIS 555	Database Management Systems	3 Credits
MIS 556	Data Communications	3 Credits
MIS 557	Information Technology and the Organization	3 Credits

3 - Electives (5 courses - 15 credits)
In addition to core courses, students are required to choose five elective courses which will look at specific aspects of information systems.

MMIS Elective Courses
Each candidate must choose 5 elective courses from the list below;

MIS 651	Technology and development of E-Business	3 Credits
MIS 652	Operating Systems	3 Credits

MIS 653	Software Design and Construction	3 Credits
MIS 654	Enterprise Resource Planning	3 Credits
MIS 655	MIS in Supply Chain Management	3 Credits
MIS 656	E-Commerce Security/Internet Security	3 Credits
MBA 512	Project & Cost Management	3 Credits
MBA 515	Applied Statistics for Management Sciences	3 Credits
MBA 611	Legal & Ethical Environment of Business	3 Credits
MIS 660	Thesis*	6 Credits

4-Thesis – Optional (6 credits)

Students may elect to satisfy two courses of electives by writing a thesis. In the thesis, they should conduct original research and produce and defend a substantial written document under the direction of a faculty committee. Students are encouraged to submit proposals for a thesis topic as early as possible and work closely with a faculty advisor. Considered as one of the most valuable in the MMIS curriculum, thesis writing gives students the opportunity to undertake an in-depth study and analysis of a chosen topic. Students conduct original research and produce and defend a substantial written document. They may choose to study thesis topics of specific concern to a sponsoring organization or pursue their own entrepreneurial interests.

Internship

The MMIS department conducts an Internship program where students are eligible to participate. An internship provides an opportunity to gain practical experience and to earn money. An MMIS student who is admitted to an internship will typically spend the summer after the first year doing the internship. In some cases, internships can be done part-time while taking courses. It is expected that the internship project will lead to the student's thesis. There are no guarantees that internships will be available to all interested students, and based solely on student's academic credentials, internship interview, and availability of the internship. An internship, field work course, or practicum normally requires approximately 10 hours/week/semester

General Education Courses (GEC) (10 Courses - 30 Credits)

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 103	Oral Communication Skills
GEC 105	American Literature
ENG 145	Academic Writing
MATH 151	Calculus I

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 120	General Chemistry
GEC 122	College Physics
GEC 124	General Biology
GEC 126	Intro. to Geology

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

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

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

BACHELOR'S OF BUSINESS ADMINISTRATION   (BBA)

The Bachelor of Business Administration program 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, International Business, and Marketing.

Structure of BBA Program

Each of VIU's Bachelor degree programs is composed of 40 courses: 10 General Education Courses (GEC), 6 Foundation Courses, 12 Core Courses, 6 Concentration Courses, and 6 Elective Courses. 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.

Foundation and Core Courses (54 Credits)

Starting from second year of study, all business administration students will take the same Foundation and Core Courses. In the third year, students will transition into their major concentration, each of which has its own Concentration Courses.

Foundation Courses (6 Courses – 18 Credits)

STAT 200	Intro. to Statistics
ECON 201	Principles of Macro-economics
ECON 202	Principles of Micro-economics
BUSS 216	Human Resource Mgmt.

MATH 201	Applied Business Mathematics
COMP 124	Information Technology

Core Courses (12 Courses – 36 Credits)

ACCT 201	Principles of Financial Accounting
ACCT 202	Principles of Managerial Accounting
BUSS 210	Intro. to Business
BUSS 301	Principles of Management
BUSS 302	Principles of Marketing
BUSS 303	Principles of Finance
BUSS 307	Business Law
BUSS 312	Organizational Behavior
BUSS 406	Operations Management
BUSS 407	Political & Social Environment of Business
BUSS 408	Administrative Policy
BUSS 305	Management Information Systems
OR	
ACCT 305	Accounting Information Systems

Concentration Courses (6 Courses - 18 Credits)

All Concentration courses should be taken during the third and fourth years of study. Some of these Concentration Courses may be replaced with Elective Courses. Elective Course offerings may vary and are subject to change without prior notice.

Accounting (6 Courses - 18 Credits)

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.

ACCT 301	Cost Accounting I
ACCT 361	Intermediate Accounting I
ACCT 362	Intermediate Accounting II
ACCT 363	Taxation
ACCT 468	Auditing
ACCT xxx	Elective (Accounting)

Note: Accounting majors must take **ACCT 305**, Accounting Information Systems rather than **BUSS 305**, Management Information Systems as part of the BBA core.

International Business (6 Courses - 18 Credits)

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.

BUSS 340	International Business
BUSS 341	International Management
BUSS 442	International Marketing
BUSS 443	International Strategy
BUSS 444	International Finance
BUSS xxx	Elective *(Business or Accounting)*

Note: International Business majors may take either **ACCT 305** Accounting Information Systems OR **BUSS 305** Management Information Systems as part of the BBA core.

Today's highly competitive environment demands that firms compete internationally and globally. The international business major is designed to prepare graduates to compete in that challenging environment. The international business courses expand the core to cover operations in a global environment.

Marketing (6 Courses - 18 Credits)

In today's highly competitive business world, intelligent, informed, and imaginative marketing often means the difference between a company's success and 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.

BUSS 321	Consumer Behavior
BUSS 322	Marketing Research
BUSS 421	Advertising and Promotion
BUSS 422	Sales Management
BUSS 423	Services Marketing
BUSS 424	Non-Profit Marketing
BUSS 425	Internet Marketing
BUSS 442	International Marketing
BUSS xxx	Elective *(Business or Accounting)*

Note: Marketing majors may take either ACCT **305** Accounting Information Systems OR **BUSS 305** Management Information Systems as part of the BBA core.

Creating a new product or service isn't enough to cause a firm to succeed. Marketing fills the critical role between the inside of the firm which produces products or services and the people who will buy those products and services. VIU's marketing concentration prepares students for the exciting and challenging field of marketing. Within the marketing concentration, students select courses which reflect their interest, whether they are in personal selling, advertising, or the emerging internet marketing arena. Whatever your choice, marketing is about understanding and satisfying consumer needs.

Elective Courses (6 courses - 18 Credits)
Students are required to consult with their Department Advisor to decide about the diversity of the electives among the majors.

ACCT 461	Advanced Cost Accounting
ACCT 463	Advanced Taxation
ACCT 465	Cost Analysis and Control
ACCT 469	Advanced Auditing
CS 326	Object Oriented Programming
CS 423	Database Management Systems
CS 438	Computer Graphics
CS 455	Essentials of Networking
CS 458	Principles of Network Security
CS 450	Web Development Method
BUSS 314	Corporate Finance
BUSS 348	Public Relations
BUSS 411	Organization Theory
BUSS 430	Financial Reporting
BUSS 420	Intro. to Investment Banking
BUSS 446	Psychology & Consumption
BUSS 456	Project Mgmt.
BUSS 470	Business Law II
BUSS 471	Contracts
FREN 101	French I
FREN 102	French II
PORT 101	Portuguese I
PORT 102	Portuguese II
RUSS 101	Russian I
RUSS 102	Russian II
SPAN 101	Spanish I
SPAN 102	Spanish II
STAT 468	Applied Statistics
TURK 101	Turkish I
TURK 102	Turkish II

BACHELOR'S OF COMPUTER SCIENCE (B. Sc.)

To prepare students for careers in the dynamic and continually evolving field, VIU's Department of Computer Science offers Bachelor of Science degrees in Computer Science. The University'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 this degree program is to integrate 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. Students are prepared for employment in a wide range of industrial and technological environments.

Degree Requirements
The CS program is composed of 40 courses: 10 General Education Courses (GEC), 6 Foundation courses, 10 Core courses, 3 Math courses, 6 CS Elective courses, and 5 Other Electives. Students will complete 90 credits hours of major courses and 30 credit hours of General Education Courses, for a total of 120 credit hours.

Bachelor of Computer Science (B.Sc.)
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.

During the first two years, students normally take their general education courses and foundation/pre-requisites. During their third year, students take primarily computer science core classes, which all students must complete. During their fourth year, students complete the balance of their core courses and take CS and business elective courses.

1. General Education Courses (GEC) (10 Courses - 30 Credits)
The general education courses 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. All undergraduate students, regardless of their major concentrations, are required to take 10 General Education Courses in the first year of their study.

GEC 101	English Composition I
GEC 102	English Composition II
GEC 103	Oral Communication Skills
GEC 105	American Literature
ENG 145	Academic Writing
MATH 151	Calculus I

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 120	General Chemistry
GEC 122	College Physics
GEC 124	General Biology
GEC 126	Intro. to Geology

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

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

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

2. Foundation Courses/English Course (6 Courses – 18 Credits)

VIU requires that applicants must have completed the following foundation courses. In addition to the foundation courses, students must take one high level English composition/communications course to fulfill their general course requirements.

CS 210	Computer Science I
CS 215	Digital Design
CS 223	Ethics in Computer Science
CS 270	Computer Science II
MATH 220	Calculus II (Analytical Geometry)
ENG 3XX/4XX*	

*English - ENG 3XX or 4XX (1 course - 3 credits):
Students must take one high level English composition/communications course. This course will be counted towards their general education requirement.

3. Core Courses (13 Courses – 39 Credits)

   a. CS Related Core Courses (10 Courses - 30 Credits)
   Students need to take 10 CS core courses including Senior Computer Design Project I and II in their third and fourth year of study at VIU.

CS 311	Principles of Programming Languages
CS 316	Software Engineering
CS 324	Computer Architecture
CS 345	Operating Systems
CS 367	Data Structures
CS 423	Database Management Systems
CS 456	Computer Networks
CS 467	Design and Analysis of Algorithms
CS 498	Senior Computer Design Project I
CS 499	Senior Computer Design Project II

   b. Math related Courses (3 Courses - 9 Credits)

MATH 250	Discrete & Combinatorial Mathematics
MATH 337	Introduction to Probability and Statistics
MATH 360	Linear Algebra

4. CS Electives (6 Courses - 18 Credits)
   Students are also required to take 6 CS elective courses from the following list during their third and fourth year.

CS 326	Object Oriented Programming
CS 355	Essentials of Networking
CS 360	Web Development Methods
CS 438	Computer Graphics
CS 445	Distributed Systems
CS 458	Principles of Network Security
CS 460	Theory of Computation
CS 475	Special Topics in Computer Science
MATH 371	Differential Equations

5. Other Electives (5 Courses - 15 Credits) (*From Undergraduate Business Program*)
In their third and fourth year at VIU, students will take 5 electives from other majors. VIU strongly recommends and believes that courses from the undergraduate business program will provide students the ample opportunity to understand and excel in the business field.

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.

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 the first semester 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 SEVIS I-20.

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. 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.

BUSINESS 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 Semester			
	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 Semester			
	ECON 120	Principles of Economics	3
	COMP 126	QuickBooks Accounting	3
	COMP 149	Intro. to MS-Access	3
	ACCT 220	Principles of Accounting II	3
		Total Credits	**24**

Note: If a student only completes one semester, he/she 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 Semester			
	BUSS 106	Office Communication Skills	3
	BUSS 165	Small Business Management	3
	COMP 124	Information Technology	3
	BUSS 210	Project Management *	3
	COMP 132	Introduction to MS-Word*	3
Second Semester			
	COMP 143	Introduction to MS-Excel	3
	COMP 149	Introduction to MS-Access	3
	COMP 153	Introduction to Internet/E-mail app.	3
	BUSS 181	Resume Clinic/Effective Writing	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 Behavior	3
	BUSS 241	Business Law I	3
	FINN 148	Introduction to Finance *	3
	BUSS 344	Human Resource Management *	3
Second Semester			
	BUSS 165	Small Business Management	3
	MRKT 101	Principles 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.

Note 2: Those who only attend the second term and take BUSS 225 and BUSS 240 as elective courses will receive "SALES ASISTANT" certificate.

COMPUTER CERTIFICATE & DIPLOMA PROGRAMS

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 156	Internet and Website Design*	3
	COMP 202	Computer Concepts*	3
	COMP 220	Programming with C/ C++	3
	COMP 331	Programming Concepts & Algorithms	3
	COMP 481	Networking Fundamentals*	3
Second Semester			
	COMP 216	Visual Basic Programming*	3
	COMP 230	Programming with Java*	3
	COMP 333	Software Engineering Practices	3
	COMP 432	Object-Oriented Programming	3
	COMP 461	Database Fundamentals	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
First Semester			
	COMP 180	QuarkXpress	3
	COMP 185	Adobe PhotoShop	3
	COMP 192	Macromedia Director*	3
	COMP 189	Adobe Illustrator	3
	COMP 191	Freehand*	3
Second Semester			
	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. It's also advisable to the individuals currently performing 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: Certificate

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 Semester
Graduation Award: Certificate

Code	Name of the course	Credits
COMP 124	Information Technology	3
COMP 146	Introduction to MS- PowerPoint*	3
COMP 164	Inter-office Communications (Ms Outlook)*	3
COMP 167	Introduction to XP Small Office Package*	3
COMP 207	Introduction to Personal Computing	3
	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 Semester
Graduation Award: Certificate

Code	Name of the course	Credits
COMP 132	Introduction to MS-Word	3
COMP 143	Introduction to MS-Excel	3
COMP 149	Introduction to MS-Access*	3
COMP 146	Introduction to MS-PowerPoint*	3
COMP 166	Introduction to MS-Windows XP	3
	Total Credits	**24**

* 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 Semester
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	3
	Total Credits	**18**

ESL PROGRAMS

Advanced English language proficiency is vital to surviving in today's global market and has become the standard language for commerce, entertainment, aviation, the Internet, information technology, and other important fields. The ESL program is designed to prepare individuals for success in the community and the workplace. In addition, the ESL program emphasizes development of the writing, reading, speaking, and listening skills necessary for success in college level courses.

VIU's English as a Second Language (ESL) program emphasizes development of the writing, reading, speaking, and listening skills necessary for success in college level courses.

Upon application, an English Placement Test (EPT) will be administered to determine the placement proficiency level of the student. To ensure academic success, the level placement is non-negotiable. and there is no cost for the test. The placement test is administered during by appointment only the week before the start of each session, Monday-Friday between the hours of 9:00am - 5:00pm. Students who cannot take the test before classes begin, should contact the ESL Director to request the test on the first day of classes. Students who score at the Intermediate Level (Level III) or above will be eligible to take credit courses.

The ESL program, which consists of 5 levels, is a semester- based program, that includes 16-weeks of instruction, with a one -week semester break. Full-time students attend classes for twenty hours each week. Classes are running between 9:00 am and 2 pm afternoon Monday Thru Thursday. VIU also offers a 12-week summer session. This ESL program is the foundation for further academic study at the community college or university level.

Each ESL level emphasizes speaking, writing, grammar, listening, vocabulary, and pronunciation.

Level II Beginner	Level II Low-intermediate	Level III Intermediate	Level IV Advanced	Level V TOEFL
ESL 100: Basic Grmr ESL 101: Oral Comm I ESL 102: Engl for Begin ESL 103: Reading I ESL 104: Composition I	ESL 200: Grmr in Use ESL 201: Oral Comm II ESL 202: Comm Across Cult ESL 203: Reading II ESL 204: Composition II	ESL 300: Grmr In Action ESL 301: Oral Comm III ESL 302: Academic Grmr ESL 303: Reading III ESL 304: Composition III	ESL 400: Adv Grammar ESL 401: Pron & Acc Redu ESL 402: Bus Across Cultrs ESL 403: Reading IV ESL 404: Composition IV	ESL 500: TOEFL Grammar ESL 501: TOEFL Reading ESL 502: TOEFL Vocab ESL 503: TOEFL Listening ESL 504: TOEFL Writing

TESOL PROGRAM

VIU is pleased to offer a certificate program in Teaching English to Speakers of Other Languages (TESOL). Our TESOL program is a five-week/ 120-hour intensive program for individuals with a bachelor's degree, who wish to teach English as Second Language overseas and in local language schools.

The participant will attend a five-week intensive program of 15 credit hours-12 credit hours of course work and 3 credit hours of practicum. The first four weeks will consist of only course work, and the fifth week will consist of an internship-putting theory to practice. However, for participants interested in completing the course in four weeks, the TSL 540 Practicum will be offered in the evening of the fourth week. Each participant must complete each course with a B average or above in order to pass the program. The courses covered are as follows
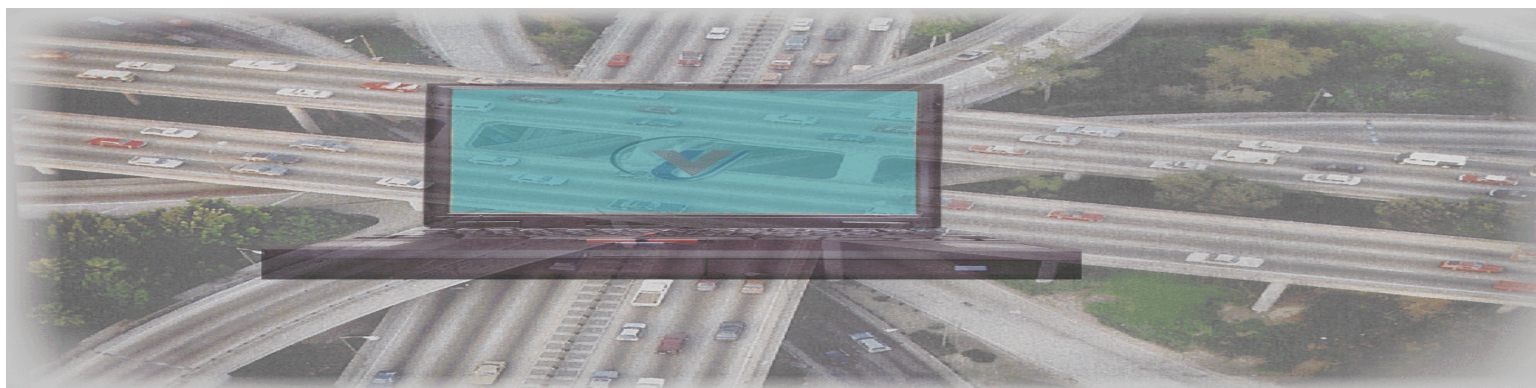
TSL 500   TSL 510   TSL 520   TSL 530   TSL 540

ACADEMIC REGULATIONS

Registration

A student may register for courses only after being notified by the Director of admission to the University. (NOTE: Throughout this catalog and unless otherwise specified, the term "the dean" refers to the dean of student.) 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.

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 / 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 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 "**Declaration / 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.

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.

Add/ Drop 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 student. Under no circumstances can a course be added after three (3) calendar days beyond the last day to add a course.

Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear in the student's academic record.

To add or drop a course, the student must fill out a "**Course Add/ Drop form** (available from the Registrar's Office and on our website, at www.viu.edu), obtain the advisor's signature, and submit the completed form to the Registrar's Office.

Withdrawal from a Course / University

Withdrawing from a Course
From the third week to the end of the eight week of classes, students may withdraw only after obtaining the instructor's signature on the Course withdrawal form – a "W", indicating official withdrawal, will be recorded on transcripts. After a "W" is issued, the course may be repeated once. The grade of W will not be assigned to any student who has taken the final examination in the course. (0 quality points). *An instructor may not withdraw a student from a course.* 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 the relevant section of "**Course / Institutional withdrawal form** (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the Registrar's Office.

After the eighth week of the semester, students may not officially withdraw from a class regardless of academic status. If students want to improve their GPA, they may repeat any credit course one time only, and VIU will use the higher grade to calculate their GPA. Students may not officially drop a class by simply informing their instructor they are withdrawing or by ceasing to attend class. A Course / Institutional form must be fully

processed by Administration before a course withdrawal is considered official. Instructors have the option of issuing a failing grade to students who do not attend a class they registered for, but never officially withdrew from.

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 the relevant section of "**Course / Institutional Withdrawal from**" (available from the Registrar's Office), obtain the advisor's signature, and submit the completed form to the dean for final approval.

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 refund 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

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 students 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.

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.

Explanation of Grades
The grades of A, B+, B, B-, C+, C, C-, D+, D, D-, 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:

Letter Grade	Numeric Grade		
A	4.0	Outstanding	4.0 grade points per credit
A-	3.7		
B+	3.3		
B	3.0	Excellent	3.0 grade points per credit
B-	2.7		
C+	2.3		
C	2.0	Average / Satisfactory	2.0 grade point per credit
C-	1.7		
D+	1.3		
D	1.0	.	
D-	0.7	Lowest Passing Grade	
F	0.0	Failure or Unofficial Withdrawal	0.0 grade point per credit
I		incomplete	
P		Pass	
S		Satisfactory	
U		Unsatisfactory	
R		Re-enroll	
W		withdrawal	

Graduation requirements:
1. For graduate programs, a minimum of 2.0 is required in each course that is counted toward a graduate degree. A minimum GPA of 3.00 is required for graduation.

2. For undergraduate & Certificate programs, a minimum of 0.7 is required in each course that us counted toward a bachelor's degree. A minimum of 2.0 is required for the successful graduation.

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. If an instructor needs to change a grade, a **"Grade Change Form"** must be completed.

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 (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, R, S, 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/ Repeat: Courses repeated: If a student repeats a course and completes it with a grade of A, B+, B, B-, C+, C, C-, D+, D, D-, the following rules will apply in posting the student's cumulative record:
1. The grade, grade points and credits for an earlier attempt will be eliminated from the student's grade point average computation.
2. The grade, grade points and credits of only the latest retake will be included in the student's grade point average computation.
3. The original grade in the course repeated under this rule will remain on the student's academic record. Previous grade will be superseded by a letter grade "R". Earlier attempts will be flagged for exclusion in the G.P.A. calculation and the latest attempt will be flagged for inclusion in the G.P.A. calculation.

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 8th week of the semeter. 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.

Transcript Explanation
The transcript is official only if it bears the seal of university and the signature of the registrar. It is forwarded to the institutions at the request of the students.

Programs & Period of Study:
Career Diploma &Certificate programs can normally be completed within 1 academic year.
Bachelor's degree can normally be obtained on completion of 4 academic years.
Master's degree can normally be obtained on the completion of 2 academic years.

Calendar System: One academic year is approximately two 16-week semester including the registration and final examination periods. Courses are offered days, evenings and weekends. Summer semester can be offered when needed, conditions of which are determined by the Board of Trustee.

Credit Hours & Contact Hour Guidelines: All credits awarded are semester hours of credit. Given the fact that each semester is 15 week long, and each course is 3 credit, the total student-teacher contact hours is not less than 45 hours per semester.
1. Fifteen (15) contact hours of lecture, discussion, and seminar per semester constitute one semester credit hour.
2. Thirty (30) hours of laboratory or problem/exercise periods which require outside preparation on the part of the student constitute one semester credit hour.
3. Internship, field work course, or practicum that requires approximately 10 hours/week/semester (150 contact hours/semester) constitute 3 semester credit hours.

Graduation Requirements:

Career Diploma &Certificate programs: Students must have a Cumulative Grade Point Average (CumGPA) of not less then 2.00, and have completed all the courses at least a grade of D. A certificate can be issued after successfully completing 12 semester credits, whereas a diploma requires completion of 24 semester credits. Maximum education period allowed for this program is 2 years.

Bachelor's degree: Students must have a Cumulative Grade Point Average (CumGPA) of not less then 2.00, and have completed all the courses at least a grade of D. An Undergraduate degree can be obtained after successful completion of 120 semester credit in bachelor's level courses, and maximum education period allowed for this program is 7 years

Master's degree: Students must have a Cumulative Grade Point Average (CumGPA) of not less then 3.00, and have completed all the courses at least a grade of C. a master degree can be awarded after completion of a minimum of 36 semester credit in graduate level courses, and maximum education period allowed for this program is 4 years.

Course Numbering

ESL 0XX—ESL 5XX	Non-Credit Courses (ESL)	
100-299	Sophomore Level Courses	(Undergraduate, Certificate & Diploma Programs)
300-399	Junior Level Courses	(Undergraduate, Certificate & Diploma Programs)
400-499	Senior Level Courses	(Undergraduate, Certificate & Diploma Programs)
500-999	Graduate level Courses	(Master level courses, MBA & MMIS)

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, D, D- and F grades earned prior to re-enrollment will be deleted from the cumulative and curriculum GPA, subject to the following conditions:

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.7 GPA in the first twelve semester hours completed after re-enrollment.
2. All grades for credit courses received at the University will be part of the student's official transcript.
3. Students will receive degree credit only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet curriculum requirements in the University Catalog used to certify for graduation.
4. 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 C or better was earned, and credits from accepted other university or universities.
5. 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 (B+) 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. Undergraduate students perform acceptably during any academic period in which they earn a current grade point average of 2.000 or higher

Academic Warning: Any student who fails to attain a minimum GPA of 2.0 for any semester, or who fails any course, will receive an academic warning at the end of that semester. Note that "warning" refers to a below-standard, or unacceptable, academic performance in a semester or term. The warning notation on the student's record may be superseded by a stronger notation of probation, suspension or dismissal if it applies.

Academic Probation: Students who receive two warnings during any four consecutive semesters or terms (including summer terms) of enrollment will be placed on probation during the academic period of enrollment following the second warning, unless suspension criteria apply. The statement "Placed on Academic Probation" will be entered into the student's permanent record. The probation period is normally one semester. If a student fails to attain a minimum GPA of 2.0 during the semester following probation, the student will be placed on "Academic Suspension."

Academic Suspension: A student on academic probation who fails to attain a GPA of 2.0 during the next semester that the student is in attendance will be placed on academic suspension. This will normally be for one academic year (two semesters) unless the student reapplies and is accepted for readmission to another curriculum of the University. During this period the student is expected to maintain his/her cumulative GPA at a minimum of 1.5, and attain a minimum GPA of 2.0 for the second semester of the suspension period. The statement "Placed on Academic Suspension" will be entered into the student's permanent record. A student who has been informed of being on academic suspension may submit an appeal in writing to the chairperson of 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 chairperson of the Admissions committee. Following reinstatement after academic suspension, the student must achieve a minimum 2.0 GPA for the semester.

Academic Dismissal: Students who do not maintain at least a 2.0 GPA during the semester following reinstatement to the University after academic suspension will be dismissed. Students who have been placed on academic suspension and achieve a 2.0 GPA for the semester of their reinstatement must maintain at least a cumulative 1.5 GPA in each subsequent semester of attendance. Failure to attain a 2.0 GPA in each subsequent semester until the cumulative GPA reaches 1.5 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 entered into the student's permanent record.

Student Right, Responsibilities, and the Code of Conduct

Student Right, Responsibilities

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.

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:
1. To pursue your educational goals through the resources and the opportunities made available to you by the University
2. To challenge any University or other sanction by appealing to due process, except as hereinafter provided
3. 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
4. To receive a professional and non-biased review of your academic ability and performance
5. To recognize the safety, protection of property and the continuity of the educational process
6. To help the University maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, not littering or causing any disturbance, and respecting private property 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:
1. 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.
2. Use, possession, or sale of any controlled, non-prescription substance or illegal drug paraphernalia on University premises or at University-sponsored events is considered an illegal activity. All such instances will be prosecuted until a satisfactory resolution is reached.
3. Use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all University property.
4. Use, possession, or sale of weapons on University 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 University program or without the authorization of the President of the University.
5. Any proven instance of cheating, plagiarism, or dishonesty in the classroom will be re-ported to the Office of student service and the Dean for appropriate sanction, up to and including expulsion. This also includes intentionally furnishing University personnel with false information.
6. Any form of physical abuse to another person or fighting on University property will result in sanctions. If the abuse is judged severe enough, the local police department might be consulted.

7. 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.
8. 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.
9. 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.
10. The University reserves the right to expel any student for illegal and/or for any action, as outlined above.

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:

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

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

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

4. Plagiarizing: This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own.

5. Colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor. Knowingly furnishing false information to the university; forgery and alternation or use of University documents or instruments of identification with the intent to defraud.

Students unclear about the proper use and citation of sources, or the details and guidelines for any assignment, should discuss their questions with the instructor.

An instructor who suspects a student of plagiarism or cheating must inform the student-in writing-as soon as possible after the incident has been observed or discovered. If the instructor comes to the conclusion that the student has plagiarized or cheated, he or she, in consultation with the Department Chair or Dean of Student, may decide to reduce the student's grade in the course, even to assign an F. The Department Chair sends a written report of the case to the dean for academic programs; a copy is sent to the student.

The dean for academic programs may uphold, as the offense may warrant, the following or other penalties: disciplinary warning until graduation, suspension from the university for a calendar year or longer, or recommendation of expulsion from the University by the president.

If a student feels that the finding of plagiarism or cheating is in error or the penalty unjust, he or she may request a hearing. The appeal procedures is as follows:

1. Student submits written statement to the Department Chair within 21 days after the student has received the notice.
2. Department chair-if found necessary-may request for extra evidence from both parties (Student & instructor). After carefully reviewing the case again, if found some credible points, the case them will be discussed altogether with the instructor, department chair and dean.
3. If necessary student will be invited for hearing (no third party allowed to represent the student in this appeal process).
4. After collecting all information, and case studies, the department chair together with the dean, will release final report and will notify student and related departments about the final decision.

Records of all disciplinary actions taken against students are destroyed after five years graduation, or after five years if the students have left the University or have not graduated. A notation of disciplinary action appears on a student's permanent record, if the student has been suspended or expelled.

Forgery
The Code of ethics prohibits forgery of University records, documents, or student identification cards. Professional staff members will interview students suspected of forgery and take disciplinary action based on the interview and verification provided by the adviser, instructor, or dean whose signature is in doubt.

Disruptive Students
In general, classroom management is the responsibility of the faculty member. The learning environment of the entire class should not be jeopardized for the sake of a single student. Inappropriate classroom behavior may include, but is not limited to:
- disruption of the classroom atmosphere, for example by sleeping or by reading non-class materials;
- engaging in non-class activities, for instance, talking on a cell phone, working on another class assignment, and so on;
- use of profanity in classroom discussion;
- use of abusive or disrespectful language toward the instructor, a student in the class, or about other individuals or groups.

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

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.

Student Complaint and Grievance Policy
Virginia International University has established a specific policy to resolve student complaints 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.

Student Complaints Concerning Faculty Actions
A student who has a complaint is responsible for following the procedures described below. Complaints may concern inappropriate faculty conduct (including inappropriate course materials), incompetence in oral communication, inequities in assignments, scheduling of examinations at other than authorized and published times; failure to provide disability accommodations, or grading grievances. Note: it is university policy that grades cannot be changed without the permission of the department concerned.

To file a complaint:
A. Contact the other party directly.
    1. 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.
    2. If this concerns an administrative matter, contact the Office of the Registrar.
    3. If this concerns a matter not covered in the previous two instances, contact the Office of student service..
    4. If the matter is not resolved to the mutual satisfaction of both parties, the matter may be escalated to the next level.

B. Appeal to the other party's supervisor.
    1. This must be done within ten calendar days of the process outlined in Step A above.
    2. It is the responsibility of the appropriate administrator to hear your complaint with ten calendar days of your appeal.
    3. The administrator must notify you, in writing, of the disposition of your appeal within ten calendar days of hearing your appeal.
    4. 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:
    1. Obtain the student grievance form the Office of student service. Fill it out completely, stating your case in full, and return it to the Office of student service.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

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 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 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.

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.

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.

Holidays
The university observes the following holidays, on which there are no classes:
- New Year's Day (January 1)
- Martin Luther King Day (the third Monday in January)
- Memorial Day (the last Monday in May)
- Independence Day (July 4)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the fourth Thursday in November)
- The day after Thanksgiving
- Christmas Day (December 25)

Conversely, the university does not observe the following holidays, on which classes are held:
- Presidents Day (the third Monday in February)
- Columbus Day (the second Monday in October)
- Veterans Day (the second Tuesday in November)

Inclement Weather Policy
A. Day Classes: Morning Announcements. If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the University, announcements will be made on all major local television and radio networks, and on the school's Web site.
B. Midday Closing : A decision to close the University during the day will be made when conditions are forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time a closing announcement is made will be dismissed.

If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, if doing so will be fairer to the students. In all cases, the instructor's good sense should prevail.

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.

MAINTAINING F-1 STUDENT VISA STATUS

VIU has been authorized to issue I-20 Form by the US Immigration & Custom Service (USCIS). 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.

Please keep in mind that it is your responsibility to comply with all immigration regulations, which apply to F-1 students. If you fail to follow these procedures, you may not be eligible to continue (or to apply for) benefits provided to F-1 students, such as any type of employment (including assistantships), school transfer, ability to re-enter the United States when you travel, and practical training, and you may be given a notice to depart the U.S., with the possibility that you could be barred from returning to the U.S. for 3-10 years.

1. Keep an un-expired passport valid for at least 6 months into the future

2. Carry a copy of your I-94 card with you at all times when traveling outside the Washington DC metro area.

3. Report a Change of Address to VIU immediately within 10 days of this change.

4. Special Registration; If applicable, comply with Special Registration Procedures for Certain Foreign Nationals.

5. Maintain full-time enrollment, normal, full-time progress toward your degree or certificate. Full-time course load for the graduate program is 9 credits/semester, for the undergraduate and certificate programs it is 12 credits/semester, and for the ESL program its 20 hours/week.

☐ Students must get permission from the ISO before reducing course load or dropping below full time for ANY reason
☐ Students must submit completion of course work after completion of studies if not doing OPT
☐ Students must submit completion of coursework before the start of the semester
☐ Students must report to ISO if planning to terminate study before completion
☐ F-2 children may attend elementary and secondary school only; cannot attend Community Colleges or universities.
☐ F-2 spouse can only attend school part-time; must change to F-1 if intending to pursue full-course of study

6. Attendance policy requires that full-time F-1 students are expected to attend at least 75% of all classes.

7. Vacation; All F-1 students, including ESL and all degree seeking students, with no exceptions, are allowed to take vacation only during the official school breaks, semester breaks, and summer terms.

8. Accept no employment of any kind, either on- or off-campus, without written permission from the International Students Services Office and, if necessary, the US Immigration and Custom Service (USCIS). You are allowed to work a maximum of 20 hours per week while you are full-time student. You must apply for USCIS approval for off-campus employment and practical training after graduation.

9. Make timely school transfer; Inform us about your intention to transfer at least 15 days before the next semester starting date and indicate what school you will be transferring to (must only be one school). Please note that VIU does not grand any transfer certificates when school is officially in session.

10. Obtain an F-1 extension of stay as needed;. If you require more time to complete your program than that which is authorized on the SEVIS I-20 (see item 5 ". . . and complete studies not later than {date}."), you must request a program extension through the ISSO 60 days prior to the expiration date on the I-20.

11. After you have completed or terminated your studies and any practical training that is authorized (if any), you must leave the U.S. within 60 days period, or change to another immigration status within the appropriate time allowed, that usually within the first 45 days.
☐ Grace period of staying in the US
        ☐ 60 days- if completed course of study and after OPT
        ☐ 15 days- if terminated course of study before completion authorized by the DSO
        ☐ 0 day- if terminated course of study without DSO approval

☐ New rule implements that an F-1 student can NOT be admitted to the U.S sooner than 30 days before start of course of study.
☐ Student must complete transfer process and attend new school within 5 months of semester and/or degree completion in previous school or end of OPT. **However Transfer process must be initiated within first 60 days of program or OPT end date.**
☐ For students who violated their status, the ISO cannot recommend reinstatement to the USCIS if there is a prior record of status violation.

12. Financial Support; If and whenever there occurs any change in your financial status and sponsorship information, such as changing your sponsor, or receiving a financial aid or any scholarship you have to report to the foreign student advisor immediately within 10 days of this change.

Failure to maintain your F-1 status will be considered "Out of Status" and you may NOT be allowed to;
a. Extend your period of study   b. Take an authorized vacation   c. Transfer to another school.

Note: For further information please refer to VIU's F-1 student Handbook available on our website.

GRADUATE PROGRAMS   MBA & MMIS

MASTER OF BUSINESS ADMINISTRATION (MBA) COURSE DESCRIPTIONS

MBA 511 Managerial Finance
Prerequisite: BUSS 301 or equivalent
This course focuses upon the sources and uses of financial resources for firms. Of particular interest is the capital/debt structure decision and capital budgeting techniques.

MBA 512 Project & Cost Management
Prerequisite: ACCT 201
This course focuses on the management of projects, including cost accounting and management. In addition to traditional topics such as the use of PERT/CPM for project management, human issues in project management will be addressed.

MBA 513 Organizational Behavior & HR Management
Prerequisite:
This course focuses upon how people behave in organizations and groups. Topics include leadership, motivation, organizational culture and roles within groups.

MBA 515 Applied Statistics for Management Science
Prerequisite: College Algebra
This course focuses upon the use of statistics in business research. In addition to mastery of common statistical tools, it discusses the design and execution of typical business research projects using such methods as surveys, archival data, and direct observation.

MBA 516 Strategic Management
Prerequisite:
This course serves as the capstone for the MBA core and focuses on the ways in which all areas of the organization contribute to overall firm strategy. The extensive use of cases focuses students on diagnosis of problems and opportunities as well as the development of alternative courses of action.

MBA 611 Legal & Ethical Environment of Business
Prerequisite:
This course examines the legal and ethical basis of decision-making in business organizations. Topics include torts, contracts, liability, and Uniform Commercial Code.

MBA 612 International Management
Prerequisite:
This course focuses upon the challenges inherent in managing a workforce comprised of citizens of more than one country. Particular emphasis is placed on the cultural and legal differences as well as the development of programs and processes which select, motivate, train, and evaluate across national borders.

MBA 613 Enterprise Resource Planning
Prerequisite: MBA Prerequisites
Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

MBA 614 International Finance
Prerequisite: MBA 514
This course examines financial operations across national boundaries including risk management, cross-currency transactions, multinational capital markets, and alternatives to currency repatriation.

MBA 615 International Strategy
Prerequisite: MBA 516
This course examines entry strategies for international and multinational firms as well as strategies for managing operations across borders.

MBA 616 International Marketing
Prerequisite:
This course examines the methods and strategies used by firms in international and multinational marketing efforts. Particular attention is paid to the localize/globalize decision as well as "third-tier" marketing opportunities.

MBA 617 Import/Export Management
Prerequisite:
For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses upon the strategies of import/export management as well as the processes.

MBA 619 Adv. Research Project in Int'l Business Mgmt.
Prerequisite: All MBA core courses
This is a unique course geared towards graduate students who are about to graduate with a degree. The purpose of the course is to enhance knowledge, abilities and skills of the students to conduct research utilizing research design such as Qualitative, Quantitative, and Mixed Methods Approaches. In addition, student would be able to read, understand, interpret and analyze the research findings to draw conclusions, lessons learned and apply the results and redesign particular studies. All students taking this class must select a research project/topic that corresponds and or relates to their area of concentration.

MBA 622 Marketing Research
Prerequisite: MBA 515

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

MBA 623 Sales Management
Prerequisite:
This course focuses on the management of professional sales forces. Particular emphasis is placed on the managing the sales force through recruiting, training, motivating, evaluating, and compensating sales force members.

MBA 624 Advertising & Promotion
Prerequisite:
Advertising and promotion form the means by which organizations communicate the distinctive characteristics of their offerings to potential buyers. This course examines the theory and practice of promotions and advertising. The primary focus is on how advertising and promotions contribute to the overall marketing plan.

MBA 625 Effective Negotiation
Prerequisite:
This course examines the theory and practice of negotiations including strategies, legal issues, methods, and approaches.

MBA 626 Consumer Behavior
Prerequisite:
The key to effective marketing lies in understanding the needs and motivations of buyers. This course focuses upon what is known about how human behavior influences the purchase decision as well as how to apply this knowledge to specific firms and industries.

MBA 627 Adv. Research Proj. in Marketing Mgmt.
Prerequisite: All MBA core courses
This is a unique course geared towards graduate students who are about to graduate with a degree. The purpose of the course is to enhance knowledge, abilities and skills of the students to conduct research utilizing research design such as Qualitative, Quantitative, and Mixed Methods Approaches. In addition, student would be able to read, understand, interpret and analyze the research findings to draw conclusions, lessons learned and apply the results and redesign particular studies. All students taking this class must select a research project/topic that corresponds and or relates to their area of concentration.

MBA 631 Current Topics in Business
Prerequisite:
This course will cover specific topics as described at the time of offering. Current topics offerings are used to present material not normally covered in an existing course.

MBA 632 Independent Study
Prerequisite:
Independent study courses are developed by mutual agreement between a student and a faculty member to examine a specific topic in depth. Independent study courses must be approved by the instructor and by the Director of Graduate Studies. This course may be repeated, but must be for different topics each time.

MBA 633 Business Planning and Development
Prerequisite:
This course focuses on the development of new ventures and on strategic planning for new and existing organizations.

MBA 634 Operations Management
Prerequisite: MBA 515
This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing models, facility planning models, distribution network models, and transportation models.

MBA 635 Managerial Communications
Prerequisite:
This course focuses on the theory and practice of effective communications by managers. Emphasis is placed on both written and oral communications.

MBA 636 Managerial Accounting
Prerequisite: ACCT 201 Principles of Financial Accounting
This course is an introduction of the concepts and practices of the managerial and cost accounting. Specifically, students will be introduced to the concepts used to develop financial information for the purposes of planning, resource allocation, and financial control.

MIS 554 System Analysis & Design
Prerequisite: MBA Prerequisites
The course provides an overview of the systems development life cycle and introduces tools and methods for the analysis and design of information systems, and the management and organizational skills needed for their implementation. Information analysis in entity-relationship modeling and process modeling in data flow diagrams will be covered as the key skills in structured system analysis and design

MASTER OF MANAGEMENT INFORMATION SYSTEM COURSE DESCRIPTIONS

MIS 551 Research Methods in MIS
Prerequisite:
Provides knowledge of research methodologies used in the MIS discipline, including experimental design, surveys, case studies, and fieldwork.

MIS 552 Management Information Systems
Prerequisite: Knowledge of IT or Computer Systems
This course provides an understanding of the practical, technical and theoretical aspects of computer systems, considered from a management perspective.

MIS 553 Foundations of E-Business Technology
Prerequisite: Knowledge of IT or Computer Systems

The goal of this workshop is to bring web services, e-business, and semantic web technological issues together for discussion and review. This includes new research results and developments in the context of web services and e-business as well as application of existing research results in this new fascinating area.

MIS 554 System Analysis & Design
Prerequisite: MIS Prerequisites
The course provides an overview of the systems development life cycle and introduces tools and methods for the analysis and design of information systems, and the management and organizational skills needed for their implementation. Information analysis in entity-relationship modeling and process modeling in data flow diagrams will be covered as the key skills in structured system analysis and design

MIS 555 Database Management Systems
Prerequisite: MIS Prerequisites
This course will provide the introduction to hierarchical and relational models, normalization, third normal form, relational algebra, SQL and database design stages. Students will learn various DBMS software products and multi-user database environments and how they are controlled. MS-Access is introduced only as tool to practice designing database and understand the theory.

MIS 556 Data Communications
Prerequisite: MIS Prerequisites
The course will begin with the introduction of data communications and then progresses logically from the basic concepts of data communications to transmission and interface standards and explains the relevant terminology, concepts, hardware, software, protocols, and architectures as well as data integrity and security.

MIS 557 Information Technology and the Organization
Prerequisite: All core courses completed and must be taken in the last semester
Information Technology and the Organization course is designed to understand the role of IT in today's organization. The course covers the IT development strategies and policies and its impact in the organization, national sovereignty, development and control of global "information highways'', impact of public and business policies on information systems design and use, international institutions, convergence or divergence of information systems across countries, regions and international economic sectors.

MIS 651 Technology and Development of E-Business
Prerequisite: MIS Prerequisites and Basic knowledge of creating Websites
With the emergence of e-Business, organizations are adapting their transaction processing systems to use the Web technology. Such systems may operate as Intranet applications within the business, as extranet applications between the firm and its business partners, or provide access to customers via the Internet. This course addresses the technological structure, architecture, development tools and methods for constructing such Web-based applications. It includes a project to develop an interactive web-based transaction processing system.

MIS 652 Operating Systems
Prerequisite: MIS Prerequisites
This course will discuss the design and implementation of computer operating systems,. Topics discussed include operating system structures, functions of the kernel, process management, CPU scheduling, deadlocks, memory management, input/output, file system facilities, concurrent processes, security and integrity

MIS 653 Software Design and Construction
Prerequisite: MIS Prerequisites
This course focuses on the design and development of business information systems in a modern software development environment with the emphasis on object-oriented programming. It is assumed that the syntax of the basic programming constructs (decisions, iterations, etc.) are known, or at least learned independently of this course.

MIS 654 Enterprise Resource Planning
Prerequisite: MIS Prerequisites
Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

MIS 655 Management Information Systems in Supply Chain Management
Prerequisite: MIS Prerequisites
Integrating information systems technology in manufacturing environments; role of information systems in supporting manufacturing decision-making processes, manufacturing imposed issues in information processing, emerging information systems technology affecting manufacturing operations.

MIS 656 E-Commerce Security/Internet Security
Prerequisite: MIS Prerequisite
This course will provide the salient computer security concepts needed for e-commerce. That will include client and server security options, accountability, assurance, confidentiality, integrity, and availability of data. Basic knowledge of cryptology, why it's needed, how it's used, and how it makes electronic commerce possible using insecure channels, like the Internet. Cryptographic protocols will also be discussed.

MBA 512 Project & Cost Management
Prerequisite: MIS Prerequisites
This course is designed to develop more effective project managers through its coverage of concepts, techniques, and technologies relevant to the manager of an IT project. At the end of the course, students will be able to apply principles of effective project management, understand rapid application development techniques, manage project lifecycles to ensure effective estimation and scheduling, staffing, budgeting and activity-based costing, and use more effective negotiating skills and effectively manage change.

MBA 515 Applied Statistics for Management Science
Prerequisite: MIS Prerequisites
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.

MBA 611 Legal & Ethical Environment of Business

Prerequisite: MIS Prerequisites

This course introduces the legal and ethical issues encompassing e-commerce and focuses on the needs of business managers working in that environment to make decisions within the constraints of the legal system and government regulations. Students will learn the impact of globalization on the Internet and its jurisdiction. Trademarks, copyright law, infringement and liability, Internet Tax Freedom Act, Internet privacy law, business patents, ethical and legal implications regarding: spam, cookies, marketing, and implications of laws regarding Internet filtering will be covered in this course.

MIS 660 Thesis (6 credits)

A required and major component of the M.Sc. program in MIS is the thesis. The thesis work can comprise basic research or a practical project. The amount of work will be the same in both cases. Although the thesis is counted as 6 credits, the amount of work involved may exceed considerably the work done in two typical courses. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work the student will be asked to work with a faculty advisor to choose a suitable Masters thesis topic and prepare a thesis proposal. It is expected that this proposal will be approved by the advisor and presented at the MIS Workshop within the five months period following two semesters of course work (normally by September of the second year of studies).

Internship

The MMIS department conducts an Internship program where students are eligible to participate. An internship provides an opportunity to gain practical experience and to earn money. An MMIS student who is admitted to an internship will typically spend the summer after the first year doing the internship. In some cases, internships can be done part-time while taking courses. It is expected that the internship project will lead to the student's thesis. There are no guarantees that internships will be available to all interested students, and based solely on student's academic credentials, internship interview, and availability of the internship.

UNDERGRADUATE PROGRAMS   BBA & B.Sc

BACHELOR OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

ACCT 201 Principles of Financial Accounting
Prerequisite: MATH 201
This course is an introduction to accounting concepts and procedures for an organization. The emphasis is upon the accounting cycle as well as the recording, summarizing, and interpretation of accounting information.

ACCT 202 Principles of Managerial Accounting
Prerequisite: ACCT 201
This course continues the elementary accounting principles with a focus on operations, time value of money, and cost accounting. Job-order costing, process costing, cost-volume-profit, budgeting, and variance are introduced.

ACCT 301 Cost Accounting I
Prerequisite:
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.

ACCT 305 Accounting Information Systems
Prerequisite: ACCT 202 and computer course
This course focuses on the design and analysis of automated accounting systems for businesses. It includes the examination of payroll, receivables and payables, charts of accounts, and accounting reports as well as internal control and security issues. Note that this course may be substituted for BA 305 (for non-accounting majors). Accounting majors must take this course rather than BUSS 305.

ACCT 361 Intermediate Accounting I
Prerequisite: ACCT 202
This course provides an in-depth study of accounting sequence and the principles and rules governing financial statements. It includes a discussion of cash, receivables, inventory, fixed assets and intangible assets.

ACCT 362 Intermediate Accounting II
Prerequisite: ACCT 362
This course continues the in-depth study of accounting principles and practices begun in ACCT 361. This course focuses on the principles and rules regarding reporting of liabilities, investments, taxes, revenues, and shareholder equity.

ACCT 363 Taxation
Prerequisite: ACCT 201
This course focuses on federal and state taxes as they relate to individuals with an emphasis on tax return preparation, tax planning, and analysis of selected income tax problems.

ACCT 461 Advanced Cost Accounting
Prerequisite: ACCT 202
This course focuses on research, planning, and applications of cost accounting. Topics covered include job order cost, process cost, standard costs, absorption and variable costing, variance analysis, budgeting and profit planning, flexible budgets, cost behavior determination, cost-volume-profit models, and cost systems design.

ACCT 463 Advanced Taxation
Prerequisite: ACCT 363
This course continues the study of taxation begun in ACCT 361 to include corporate and partnership tax returns, estate, gift, and social security taxes, and not-for-profit organizations. It includes the development of tax research skills.

ACCT 465 Cost Analysis and Controls
Prerequisite: ACCT 461
This course is a continuation of ACCT 461 to consider accounting for spoilage, joint products and by-products, analysis of costs and revenues relevant to short-run decisions, cost allocation, cost control systems, and accounting methods for inventory, investment, and performance reporting.

ACCT 468 Auditing
Prerequisite: ACCT 362
This course focuses on the procedures for verification of financial data as well as professional standards applicable to auditors examination of financial statements and the expression of opinions relative to them.

ACCT 469 Advanced Auditing
Prerequisite: ACCT 468
This course continues ACCT 468 for students considering careers in audit. It includes advanced study of topics such as auditing computerized accounting systems, auditing research, and recent audit developments.

BUSS 210 Introduction to Business
Prerequisite: 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.

BUSS 216 Human Resources Management
Prerequisite: BUSS 312
This course examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

BUSS 301 Principles of Management
Prerequisite: None
This course surveys the theories and practices of management, including quantitative and behavior approaches.

BUSS 302 Principles of Marketing
Prerequisite: None
This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

BUSS 303 Principles of Finance
Prerequisite: ACCT 201
This course focuses on the methods of financial analysis and planning within the firm including time value of money, cash flow analysis, capital budgeting, and valuation of debt and equity instruments.

BUSS 305 Management Information Systems
Prerequisite: The required computer course must be completed prior to taking this course
This course examines the role of information systems in managing organizations. It enables students to understand how the information systems planning cycle supports financial, marketing, operations, human resources, and managerial decision-making. Note: Accounting majors must take ACCT 305. Other majors may take BUSS 305 or ACCT 305.

BUSS 307 Business Law
Prerequisite: None
This course examines operations relative to the legal and regulatory environment of business. Topics include torts, contracts, liability, sales, and forms of doing business.

BUSS 312 Organizational Behavior
Prerequisite: BUSS 301
This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement.

BUSS 314 Corporate Finance
Prerequisite: MATH 201 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 321 Consumer Behavior
Prerequisite: BUSS 302
This course examine how our knowledge of human behavior is used to create and market goods and services. It also examines how marketers study human behavior to determine consumer needs as well as predict future needs.

BUSS 322 Marketing Research
Prerequisite: BUSS 302, BUSS 321, and STAT 2xx.
This course examines the theories and techniques of marketing research. In addition to discussing the design of marketing research studies, the tools used to carry out such studies will be covered as well as the use of marketing research results to make management decisions.

BUSS 340 International Business
Prerequisite: ECON 201
This course focuses on the international environment and the ways in which businesses adapt to differences in culture, economic systems, political systems. It is the first course in the International Business major, but may be used by other business students as an elective.

BUSS 341 International Management
Prerequisite: BUSS 301
This course examines the ways in which firms respond to differences in the political, social, and cultural environments of the countries in which they operate. Particular emphasis is placed on human resources management issues.

BUSS 348 Public Relations
Prerequisite: None
Public relations, defined as the management of relationships between organizations and their public. We aim to provide a serious fun learning environment to develop public relations practitioners who are independent thinkers and versatile doers. That's why we say that the 'serious' and 'fun' are fundamental to public relations. The fun of implementing public relations activities is based on serious interdisciplinary knowledge and skills foundations related to public relations, management, communication, social sciences and research. It involves looking critically at internal and external communication issues, solving communication problems and working closely with other managers and the media. Students will be trained in the basic practical skills, and educated in public relations, international public relations, ethical and legal issues at a level suitable for an undergraduate academic qualification.

BUSS 406 Operations Management
Prerequisite: MATH xxx and STAT 2xx.
This course applies the mathematical modeling techniques of operations research to business operations problems such as forecasting, scheduling, facility design, and facility location.

BUSS 407 Political & Social Environment of Business
Prerequisite: Normally taken in the final year of study.
This course examines how business decisions are shaped by the political, legal, and social environment in which firms operate. It includes an examination of ethical decision-making as well as social responsibility.

BUSS 408 Administrative Policy
Prerequisite: Completion of all other core courses
This course uses case studies to examine how firms integrate functional areas into a comprehensive business strategy. Along with case studies, students will discuss theories of business strategy and complete a simulation in which they compete against other student teams. This course is normally taken during the final semester of the program.

BUSS 411 Organization Theory
Prerequisite: BUSS 312
This course examines the ways in which organizations are structured and the forces which influence the choice of structure.

BUSS 420 Intro. to Investment Banking
Prerequisite: ECON 201, ECON 202, and BUSS 303
This course will analyze the financial services that investment banks provide to corporations and governments. Some of the topics include in the course are: raising capital through the issuance of equity and debt securities; initial public offerings and secondary issues; private placements; venture capital; privatizations; and mergers and acquisitions, including the related activities of divestitures, spin-offs, and workouts.

BUSS 421 Advertising and Promotion
Prerequisite: BUSS 321
This course examines the ways in which organizations promote their goods and services to potential customers. The costs and benefits of various promotional mixes and strategies are examined.

BUSS 422 Sales Management
Prerequisite: BUSS 302
The course deals with the personal selling function and its related managerial activities. It covers the development of the sales function, sales management planning, and sales force organization, recruiting, training, supervision, motivation, compensation and evaluation.

BUSS 423 Services Marketing
Prerequisite: BUSS 302
This course focuses on the specific challenges of marketing the services firm. The basic conceptual differences between selling a good and selling a service are the critical distinction in this course.

BUSS 424 Not-for-Profit Marketing
Prerequisite: BUSS 302
This course focuses on the specific challenges of marketing the not-for-profit organizations. The specific challenges of marketing for donations and marketing to attract members and volunteers as well as the intangible nature of most not-for-profit activities distinguish this type of marketing from other marketing activities.

BUSS 425 Internet Marketing
Prerequisite: BUSS 302
This course focuses on the marketing of goods and services via the internet. It examines emerging theories and practices of online companies as well as successes and failures of internet based marketing.
BUSS 430 Financial Reporting
Prerequisite: BUSS 303
The course examines the nature of assets, their recognition, measurement, and disclosure, along with motivations of management in choosing accounting alternatives.

BUSS 442 International Marketing
Prerequisite: BUSS 302
This course focuses on the marketing of goods and services in international and global markets. It examines the ways in which firms globalize and localize their offerings in order to balance the demands of needs of scale economies with consumer needs.

BUSS 443 International Strategy
Prerequisite: BUSS 301 and BUSS 340
This course focuses on the strategies employed by firms competing in multinational and global markets. It draws heavily upon case studies of firm strategies.

BUSS 444 International Finance
Prerequisite: BUSS 303
This course focuses on the techniques and strategies of firms operating in the international environment. Topics covered include exchange rates, currency trading and risk, hedging techniques, international capital markets, and blocked fund alternatives.

BUSS 446 Psychology & Consumption
Prerequisite:
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 456 Project Management
Prerequisite: None
This course will introduce main project management concepts such as the keys to project success, leadership skills in project management, project management process and lifecycle, project planning, defining project outcomes and objectives, working effectively with key stakeholders, defining project scope, project phasing, time and cost, operational risk, project monitoring and control, progress reviews, quality assurance, change management, project risk assessment, and working with people and teams.

BUSS 470 Business Law II
Prerequisite: BUSS 307
This course continues the discussion of legal topics relevant to business. It is especially useful to accounting students in preparing for the CPA exam, but is useful for any student wishing to gain further understanding of legal issues in business.

BUSS 471 Contracts
Prerequisite: BUSS 307
This course expands the coverage of contracts begun in BUSS 307 and considers such issues as offer and acceptance, consideration, enforcement and performance, and discharge and damages.

COMP 124 Information Technology
Prerequisite: None
This course introduces approaches for using information technology and the role of the computer in modem 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.

CS 326 Object Oriented Programming
Prerequisite: COMP 124
This course concentrates on the concepts of object oriented programming (OOP) paradigm. Concepts presented are exemplified using a selected object oriented programming language. Topics include: fundamental abstraction, modularity and encapsulation mechanisms in OOP, classes, inheritance, polymorphism, exception handling, concurrent programming, data structures.

CS 423 Database Management Systems
Prerequisite: COMP 124
This course introduces the fundamental concepts for design and development of database systems. Topics include: review of relational data model and the relational manipulation languages SQL and QBE; integrity constraints; logical database design, dependency theory and normalization; query processing and optimization; transaction processing, concurrency control, recovery, and security issues in database systems; object-oriented and object-relational databases; distributed databases; emerging database applications.

CS 438 Computer Graphics
Prerequisite: Calculus I and II
This course will introduce the fundamentals of computer graphics. Topics include: graphics displays and systems; two and three-dimensional transformations; curve and surface modeling; rendering pipeline, rasterization algorithms; animations; algorithms for hidden-surface removal; color models; methods for modeling illumination, shading, and reflection.

CS 455 Essentials of Networking
Prerequisite: COMP 124
This course includes the fundamentals of network standards, concepts, topologies and terminologies including LANs, WANs, Internet Protocol (IP) addressing, subnet masking and network design, and various protocols. This course teaches concepts from the Open Systems Interconnection (OSI) Networking Reference Model, developed by the International Standards Organization (ISO) to describe the function and structure of network communications protocols.

CS 450 Web Development Methods
Prerequisite: COMP 124
This course introduces web development technologies. The topics include: web page design techniques, using web design editors, designing graphical user interface with image processing tools, client and server side scripting, and development of database applications.

CS 458 Principles of Network Security
Prerequisite: CS 455
This course will discuss introduction to cryptography and its application to network and operating system security: security threats; applications of cryptography; secret key and public key cryptographic algorithms; hash functions; cryptographic protocols; SSL, IPSEC; basic number theory; authentication; security for electronic mail and intrusion detection.

ECON 201 Principles of Macroeconomics
Prerequisite: None
This course focuses on the analysis and theories of national income, money and banking, and fiscal and monetary policy.

ECON 202 Principles of Microeconomics
Prerequisite: None
This course focuses on theories of prices and markets, income distribution, and labor and market structure.

ENG 145 Academic writing
Prerequisite: None

Academic and Business Writing focuses on reviewing the fundamentals of standard written English. Students will practice writing common forms business and academic documents. This interactive class provides students an opportunity to improve their communication abilities that are necessary for success in college and beyond.

FREN 101 French I
Prerequisite: None
This course will provide students with the basic skills and vocabulary required to communicate in French. The courses at this level will incorporate grammar and communication exercises that students will need to communicate at the beginner level and to succeed at the intermediate level. No prior knowledge of the French is necessary.

FREN 102 FRENCH II
Prerequisite: FREN 101
This course will provide students with the grammar and vocabulary necessary to read understand and communicate in French. In addition, students will begin to use writing as a means of communicating in the language. Moreover, the courses will further expand on the knowledge that students gained during the Level I course.

GEC 101 English Composition I
Prerequisite: None
This course is required by all undergraduate students. Students create and analyze writings that define social, professional, and cultural communities. The course includes six papers and a research project.

GEC 102 English Composition II
Prerequisite: GEC 101
At this stage, the student will use strategies that focus on writing as a communicative process, to include invention, drafting, revision, and editing. They will also learn to recognize and write within different rhetorical situations, to include purpose and audience.

GEC 103 Oral Communication Skills
Prerequisite: None
This course provides the skills needed to prepare and deliver informative and persuasive speeches. Students will focus on adapting communication styles and content to diverse speakers and audiences. The course emphasizes how to compose meaningful and coherent messages; conduct research; and develop effective presentation skills. Students will be required to deliver several oral presentations in front of the class during the course of the semester.

GEC 105 American Literature
Prerequisite: None
The short story holds a privileged place in the field of American literature. Students will read a selection of short stories by women and men from different cultural backgrounds in order to view the diversity of this genre, and to examine issues relevant to life as an ordinary American.

GEC 110 World History
Prerequisite: None
World History Studies is the only course offering students an overview of the entire history of humankind. The major emphasis is on the study of significant people, events, and issues from the earliest times to the present. Traditional historical points of reference in world history are identified as students analyze important events and issues in western civilization as well as in civilizations in other parts of the world.

GEC 112 World Geography
Prerequisite: None
A survey of physical, cultural, and economic aspects of world regions. An introduction to how constituent parts of the world differ from one another in their associated resources, cultures and economics. Attention is given to the interrelationships, interdependencies, and associations that bind together the diverse communities of the world.

GEC 114 Comparative Government
Prerequisite: None
This course will do comparison of political processes and governing structures in European nations, the former Soviet Union, China, and the United States.

GEC 120 General Chemistry
Prerequisite: None
This course introduces the fundamentals of chemistry including atomic and molecular structure, thermo chemical changes and conservation of energy.

GEC 122 College Physics
Prerequisite: None
This course covers the principles of mechanics, heat, electricity, magnetism, optics, and atomic and nuclear physics.

GEC 124 General Biology
Prerequisite: None
This course is an introduction to the fundamentals of Biology. The course includes cell structure, chemistry and function, adaptation, and ecology.

GEC 126 Intro. to Geology
Prerequisite: None
This course provides the introduction to the dynamics of the Earth-volcanoes, earthquakes, plate tectonics, streams, groundwater, glaciers, waves, wind, and landslides, with emphasis on the environmental applications of these processes. Also the course will cover the tools of the geologist--minerals, rocks, maps, and aerial photographs.

GEC 130 Psychology
Prerequisite: None
This course examines human and animal behavior, relating experimental studies to practical problems. The course includes topics such as learning, memory, motivation, stress, emotion, intelligence, development, personality, therapy, psychopathology and social psychology.

GEC 131 Sociology
Prerequisite: None
This course examines patterns in political institutions, public policy, and conflict within and between communities and interest groups.

GEC 132   Philosophy
Prerequisite: None
This course introduces the study of philosophy through the history of philosophical thought and texts. It also introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about knowledge, meaning, reality, and values.

MATH 151 Calculus I
Prerequisite: High school algebra and trigonometry
This course will cover functions, limits, the derivative, maximum and minimum problems, the integral, and transcendental functions.

MATH 201 Applied Business Mathematics
Prerequisite: 100 level Mathematics and Basic Computer Skills
A wide array of skills is required in arriving at informed managerial decisions. Among these are analytical and quantitative skills. This course seeks to develop these two important attributes of a successful decision-maker. This course will cover the fundamentals of statistics and provide strong mathematical foundation in both probability and statistics necessary to more advanced statistical methodologies and quantitative methods.

PORT 101 Portuguese I
Prerequisite: None
This course will provide students with the basic skills and vocabulary required to communicate in Portuguese. The courses at this level will incorporate grammar and communication exercises that students will need to communicate at the beginner level and to succeed at the intermediate level. No prior knowledge of the Portuguese is necessary.

PORT 102 Portuguese II
Prerequisite: Portuguese 101
This course will provide students with the grammar and vocabulary necessary to read understand and communicate in Portuguese. In addition, students will begin to use writing as a means of communicating in the language. Moreover, the courses will further expand on the knowledge that students gained during the Level I course.

RUSS 101 Russian I
Prerequisite: None
This course will provide students with the basic skills and vocabulary required to communicate in Russian. The courses at this level will incorporate grammar and communication exercises that students will need to communicate at the beginner level and to succeed at the intermediate level. No prior knowledge of the Russian is necessary.

RUSS 102 Russian II
Prerequisite: RUSS 101
This course will provide students with the grammar and vocabulary necessary to read understand and communicate in Russian. In addition, students will begin to use writing as a means of communicating in the language. Moreover, the courses will further expand on the knowledge that students gained during the Level I course.

SPAN 101: Spanish I
Prerequisite: None
This course will provide students with the basic skills and vocabulary required to communicate in Spanish. The courses at this level will incorporate grammar and communication exercises that students will need to communicate at the beginner level and to succeed at the intermediate level. No prior knowledge of the Spanish is necessary.

SPAN 102: Spanish II
Prerequisite: SPAN 101
This course will provide students with the grammar and vocabulary necessary to read understand and communicate in Spanish. In addition, students will begin to use writing as a means of communicating in the language. Moreover, the courses will further expand on the knowledge that students gained during the Level I course.

STAT 200 Intro to Statistics
Prerequisite: MATH 151 or equivalent
This course provides an introduction to data analysis, least-squares regression, data collection, sampling distributions and strategies, probability, confidence intervals, and hypothesis testing.

STAT 468 Applied Statistics
Prerequisite: College Algebra
This course focuses upon the use of statistics in business research. In addition to mastery of common statistical tools, it discusses the design and execution of typical business research projects using such methods as surveys, archival data, and direct observation.

TURK 101 Turkish I
Prerequisite: None
This course will provide students with the basic skills and vocabulary required to communicate in Turkish. The courses at this level will incorporate grammar and communication exercises that students will need to communicate at the beginner level and to succeed at the intermediate level. No prior knowledge of the Turkish is necessary.

TURK 102 Turkish II
Prerequisite: TURK 101
This course will provide students with the grammar and vocabulary necessary to read understand and communicate in Turkish. In addition, students will begin to use writing as a means of communicating in the language. Moreover, the courses will further expand on the knowledge that students gained during the Level I course.

BACHELOR OF COMPUTER SCIENCE COURSE DESCRIPTIONS

CS 210 Computer Science I
Prerequisites: 100 level Mathematics

This course introduces the algorithm and problem-solving methods and algorithm development. Emphasizes structured and object-oriented programming concepts, data types, I/O, control structures, functions, data abstraction, objects, elementary data structures, and the study and use of a high-level programming language that supports modular design.

CS 215 Digital Design
Prerequisites:
Boolean algebra, logic theorems, simplification techniques including Karnaugh maps and the Quine-McCluskey method, combination gates, design of combinational circuits, electrical characteristics of digital circuits, timing and timing problems, the use of digital databooks, sequential circuits, simplification methods, design of sequential circuits and the algorithmic state machine. Principles of register transfer notation. Simulation design of digital circuits.

CS 223 Ethics in Computer Science
Prerequisite: None
This course provides the introduction to the impacts of technology on society and to the responsibilities of technical professionals as the principal agents in developing and applying new technology. Various important and controversial issues will be discussed, such as computers and privacy, effects of communications technology on the democratic process, environmental problems, intellectual property, and technology and war. Several different ethics codes will be used as the basis for discussion of professional obligations.

CS 270 Computer Science II
Prerequisites: Computer Science I
This course examines the fundamental data structures and analyzes algorithms like; files, sets, strings, linked lists, stacks, queues, trees and also introducing searching and sorting algorithms and algorithm analysis etc. Covers abstract data types and essential data structures such as arrays, stacks, queues, linked lists, and trees. Major emphasis on program development through various programming projects.

CS 311 Principles of Programming Languages
Prerequisites: Computer Science II, or knowledge of at least one programming language.
This course covers the fundamental concepts of programming language design and implementation. Topics include: language paradigms; syntax and semantics; names, binding, allocation, data structures, data types; scopes; control structures, data flow; concurrency; exception handling; subprograms; comparison of imperative, functional, logical, and object-oriented programming languages.

CS 316 Software Engineering
Prerequisites: CS 367 Data Structures
This course covers the techniques in software design and development. Topics include: modern software engineering practice for long-term, large-scale programming projects; methods for requirements, specification, design, analysis, implementation, verification, and maintenance of large software systems; advanced software development techniques and large project management approaches; project planning, scheduling, resource management, accounting, configuration control, and technical documentation.

CS 324 Computer Architecture
Prerequisites: Digital Design
This course is an introduction to the architecture of computer systems. Topics include: computer hardware organization; floating-point arithmetic; central processing units; instructions set design issues (RISC vs. CISC); micro-programmed control; addressing and memory hierarchies; bus control and timing; hardwired control; parallelism, pipelining; input/output mechanisms, peripheral devices; interrupt systems; software versus hardware trade-offs.

CS 326 Object Oriented Programming
Prerequisites: Computer Science II, or knowledge of at least one programming language
This course concentrates on the concepts of object oriented programming (OOP) paradigm. Concepts presented are exemplified using a selected object oriented programming language. Topics include: fundamental abstraction, modularity and encapsulation mechanisms in OOP, classes, inheritance, polymorphism, exception handling, concurrent programming, data structures.

CS 345 Operating Systems
Prerequisites: CS 367 Data Structures and CS 324 Computer Architecture
The course is an introduction to the fundamentals of operating systems. Topics included: concurrent processes and synchronization mechanisms; processor scheduling; memory management, virtual memory; paging, file management; I/O management; deadlock management; interrupt structures, interrupt processing; device management; performance of operating systems; synchronization in a multi-programmed OS and with virtual memory management. Formal principles are illustrated with examples and case studies of one or more contemporary operating systems.

CS 355 Essentials of Networking
Prerequisites: Computer Science II, or knowledge of at least one programming language
This course includes the fundamentals of network standards, concepts, topologies and terminologies including LANs, WANs, Internet Protocol (IP) addressing, subnet masking and network design, and various protocols. This course teaches concepts from the Open Systems Interconnection (OSI) Networking Reference Model, developed by the International Standards Organization (ISO) to describe the function and structure of network communications protocols.

CS 360 Web Development Methods
Prerequisites: None
This course introduces web development technologies. The topics include: web page design techniques, using web design editors, designing graphical user interface with image processing tools, client and server side scripting, and development of database applications

CS 367 Data Structures
Prerequisites: Computer Science II, or knowledge of at least one programming language
This course examines a wide range of data structures and applications. Topics include: mathematical induction, recursion, analysis of algorithms, space and time complexity; stacks, queues, de-queues, singly- and doubly-linked lists; complex linked structures, binary trees; traversals, basic operations on trees and graphs; sorting and searching.

CS 423 Database Management Systems
Prerequisites: CS 367 Data Structures
This course introduces the fundamental concepts for design and development of database systems. Topics include: review of relational data model and the relational manipulation languages SQL and QBE; integrity constraints; logical database design, dependency theory and normalization; query processing and optimization; transaction processing, concurrency control, recovery, and security issues in database systems; object-oriented and object-relational databases; distributed databases; emerging database applications.

CS 438 Computer Graphics
Prerequisites: CS 367 Data Structures
This course will introduce the fundamentals of computer graphics. Topics include: graphics displays and systems; two and three-dimensional transformations; curve and surface modeling; rendering pipeline, rasterization algorithms; animations; algorithms for hidden-surface removal; color models; methods for modeling illumination, shading, and reflection.

CS 445 Distributed Systems
Prerequisites: CS 375 Operating Systems
This course introduces the fundamentals of distributed systems and algorithms. Topics include: distributed systems architecture; IO subsystems; distributed shared memory; load-balancing; cache coherency; message passing; remote procedure calls; group communication; naming and membership problems; asynchrony, logical time and consistency; fault-tolerance and recovery.

CS 456 Computer Networks
Prerequisites: 324 Computer Architecture and MATH 337 Introduction to Probability and Statistics
This course covers the design of modern communication networks. Topics include: point-to-point and broadcast network solutions; ISO-OSI model description; circuit switching and packet switching; network topology, physical link layer; communication techniques; data link layer, flow control and error recovery; network layer, routing; local area networks, medium access control; examples of commonly used networks and protocols.

CS 458 Principles of Network Security
Prerequisites: CS 367 Data Structures, and one of the following: CS 355 Essentials of Networking, CS 456 Computer Networks
This course will discuss introduction to cryptography and its application to network and operating system security: security threats; applications of cryptography; secret key and public key cryptographic algorithms; hash functions; cryptographic protocols; SSL, IPSEC; basic number theory; authentication; security for electronic mail and intrusion detection.

CS 460 Theory of Computation
Prerequisites: CS 367 Data Structures
This course covers alternative theoretical models of and their relations to formal grammars and languages. Topics include: finite state machines; regular languages and their limitations; tape automata, pushdown automata; context free languages, normal form grammars; Turing machines, halting problem; unsolvable decision problems.

CS 467 Design and Analysis of Algorithms
Prerequisites: CS 367 Data Structures
This course introduces the analysis of algorithms and the effects of data structures on them. Topics include algorithms selected from areas such as sorting, searching, shortest paths, greedy algorithms, backtracking, divide and conquer, and dynamic programming. Data structures include heaps and search, splay, and spanning trees. Analysis techniques include asymptotic worst case, expected time, amortized analysis, solution of recurrence relation and reductions between problems.

CS 475 Special Topics in Computer Science
Prerequisites: Foundation Courses
This course will cover the topics of current interest selected by the faculty. The topics will vary with each offering of the course.

CS 498 Senior Computer Design Project I
Prerequisites: Successful completion of core courses
First phase of a technical project emphasizing engineering design principles on a specific topic in any field of computer science or engineering to be carried out by the senior student under the supervision of a faculty member. In the first phase of the project includes identification of a topic and completion of the preliminary work. A progress report has to be submitted at the end of the semester detailing the problem description, proposed solution approach, and a list of deliverables.

CS 499 Senior Computer Design Project II
Prerequisites: CS 498 Senior Computer Design project I
Second phase of the technical project emphasizing engineering design principles on a specific topic in any field of computer science or engineering to be carried out by the senior student under the supervision of a faculty member. The first phase of the project has to be completed in CS 498. A written report summarizing the accomplishments of the project and an oral presentation are required in this course.

ENG 145 Academic writing
Prerequisite: None
Academic and Business Writing focuses on reviewing the fundamentals of standard written English. Students will practice writing common forms business and academic documents. This interactive class provides students an opportunity to improve their communication abilities that are necessary for success in college and beyond.

GEC 101 English Composition I
Prerequisite: None
This course is required by all undergraduate students. Students create and analyze writings that define social, professional, and cultural communities. The course includes six papers and a research project.

GEC 102 English Composition II
Prerequisite: GEC 101
At this stage, the student will use strategies that focus on writing as a communicative process, to include invention, drafting, revision, and editing. They will also learn to recognize and write within different rhetorical situations, to include purpose and audience.

GEC 103 Oral Communication Skills
Prerequisite: None
This course provides the skills needed to prepare and deliver informative and persuasive speeches. Students will focus on adapting communication styles and content to diverse speakers and audiences. The course emphasizes how to compose meaningful and coherent messages; conduct research; and develop effective presentation skills. Students will be required to deliver several oral presentations in front of the class during the course of the semester.

GEC 105 American Literature
Prerequisite: None

The short story holds a privileged place in the field of American literature. Students will read a selection of short stories by women and men from different cultural backgrounds in order to view the diversity of this genre, and to examine issues relevant to life as an ordinary American.

GEC 110 World History
Prerequisite: None
World History Studies is the only course offering students an overview of the entire history of humankind. The major emphasis is on the study of significant people, events, and issues from the earliest times to the present. Traditional historical points of reference in world history are identified as students analyze important events and issues in western civilization as well as in civilizations in other parts of the world.

GEC 112 World Geography
Prerequisite: None
A survey of physical, cultural, and economic aspects of world regions. An introduction to how constituent parts of the world differ from one another in their associated resources, cultures and economics. Attention is given to the interrelationships, interdependencies, and associations that bind together the diverse communities of the world.

GEC 114 Comparative Government
Prerequisite: None
This course will do comparison of political processes and governing structures in European nations, the former Soviet Union, China, and the United States.

GEC 120   General Chemistry
Prerequisite: None
This course introduces the fundamentals of chemistry including atomic and molecular structure, thermo chemical changes and conservation of energy.

GEC 122 College Physics
Prerequisite: None
This course covers the principles of mechanics, heat, electricity, magnetism, optics, and atomic and nuclear physics.

GEC 124 General Biology
Prerequisite: None
This course is an introduction to the fundamentals of Biology. The course includes cell structure, chemistry and function, adaptation, and ecology.

GEC 126 Intro. to Geology
Prerequisite: None
This course provides the introduction to the dynamics of the Earth-volcanoes, earthquakes, plate tectonics, streams, groundwater, glaciers, waves, wind, and landslides, with emphasis on the environmental applications of these processes. Also the course will cover the tools of the geologist--minerals, rocks, maps, and aerial photographs.

GEC 130   Psychology
Prerequisite: None
This course examines human and animal behavior, relating experimental studies to practical problems. The course includes topics such as learning, memory, motivation, stress, emotion, intelligence, development, personality, therapy, psychopathology and social psychology.

GEC 131   Sociology
Prerequisite: None
This course examines patterns in political institutions, public policy, and conflict within and between communities and interest groups.

GEC 132   Philosophy
Prerequisite: None
This course introduces the study of philosophy through the history of philosophical thought and texts. It also introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about knowledge, meaning, reality, and values.

MATH 151 Calculus I
Prerequisite: High school algebra and trigonometry
This course will cover functions, limits, the derivative, maximum and minimum problems, the integral, and transcendental functions.

MATH 220 Calculus II
Prerequisites: Calculus I
The topics that are covered include conic sections, rotation of axes, polar coordinates, exponential and logarithmic functions, inverse (trigonometric) functions, integration techniques, applications of the integral (including mass, moments, arc length, and hydrostatic pressure), parametric equations, infinite series, power, and Taylor series.

MATH 250 Discrete & Combinatorial Mathematics
Prerequisites:
This course will cover the concepts of logic and proofs, language of Mathematics, notions of discrete functions, sets, counting process, concepts of discrete graph and its structures & properties.

MATH 337 Introduction to Probability and Statistics
Prerequisites: Calculus II
This course is an introduction to probability theory and its applications in engineering and applied science. Topics include: counting techniques; conditional probability, independence; discrete and continuous random variables; probability distribution functions; expected value and variance; joint distributions, covariance; correlation; Central Limit theorem; an introduction to stochastic processes.

MATH 360 Linear Algebra
Prerequisites:
Orthogonality and orthogonal bases; linear transformations and the least squares problem; further study of eigenvalues and eigenvectors and their applications; abstract vector spaces and linear transformations.

MATH 371 Differential Equations

Prerequisites:
Methods of solving ordinary differential equations of first and higher order. Systems of linear differential equations, solutions using the Laplace transform. Fourier series. Other topics include orthogonal functions, Sturm-Liouville problem, boundary-value problems for partial differential equations, the heat equations, wave equation, Laplace equation and power series solutions. Included are Bessel functions, Legendre polynomials, and their applications.

CAREER CERTIFICATE & DIPLOMA PROGRAMS COURSE DESCRIPTIONS

BUSINESS DIPLOMA PROGRAMS

1: ACOUNTING ASSISTANT

ACCT 115 Principles of Accounting I
Prerequisite: 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 II
Prerequisite: 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.

COMP 143 Introduction to MS-Excel
Prerequisite: 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.

BUSS 106 Office Communication Skills
Prerequisite: 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
Prerequisite: 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.

ECON 120 Principles of Economics
Prerequisite: 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 affects business performance.
Manner of teaching: Lectures and class discussion.

COMP 126 QuickBooks Accounting
Prerequisite: 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 149 Introduction to MS-Access
Prerequisite: 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

2: ADMINISTRATIVE ASSISTANT

BUSS 106 Office Communication Skills   ----See above section Accounting Assistant

BUSS 165 Small Business Management
Prerequisite: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business.
Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. The management application of the computer in a small business situation is highlighted. Upon completion, students should be able to develop a small business plan.
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 modem 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.

BUSS 210 Project Management
Prerequisite: None
This course will introduce main project management concepts such as the keys to project success, leadership skills in project management, project management process and lifecycle, project planning, defining project outcomes and objectives, working effectively with key stakeholders, defining project scope, project phasing, time and cost, operational risk, project monitoring and control, progress reviews, quality assurance, change management, project risk assessment, and working with people and teams.
Manner of teaching: Lectures and class discussions, team work in a project

COMP 132 Introduction to MS-Word
Prerequisite: 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.

BUSS 181 Resume Clinic/Effective Writing
Prerequisite: 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.

COMP 143 Introduction to MS-Excel   ---See section above Accounting Assistant

COMP 149 Introduction to Ms-Access   -----See section above Accounting Assistant

COMP 153 Introduction to the Internet/E-mail Applications
Prerequisite: 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 clients, FTP, and other Internet tools.
Manner of teaching: Lectures, not taking, hands-on practice at computer lab.

3: INTERNATIONAL BUSINESS

BUSS 106 Office Communication Skills   ----See section above Accounting Assistant

BUSS 154 Introduction to Import/Export
Prerequisite: None
This course will address some of the issues associated with the governmental regulation of international trade, through a problem oriented approach. At least two regulatory systems will be considered in almost every   problem, one being the regulatory regime embodied in the domestic law of the country of import or export, and the other being the system of international agreements (such as WTO/GATT and NAFTA) that are intended to limit the actions which may be taken by individual governments. The impact of "globalization" within this framework will also be considered.
Three major areas will be explored (1) tariffs and non-tariff barriers to trade, (2) domestic responses to import competition, and (3) trade regulation and international economic relations. These are topics which potentially concern any business dealing internationally, from global multinational corporations to small start-up ventures desiring to expand abroad.
Manner of teaching: Lectures and workshops.

BUSS 165 Small Business Management   ---See section above administrative Assistant

BUSS 238 Introduction to International Business
Prerequisite: 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.

FINN 248 International Finance
Prerequisite: BUSS 148 Intro to Finance
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.

MATH 107 Business Mathematics
Prerequisite: 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
Prerequisite: 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.

4: SMALL BUSINESS MANAGEMENT

ACCT 115 Principles of Accounting   --See section above Accounting Assistant

BUSS 201 Organizational Behavior
Prerequisite: 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
Prerequisite: 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.

FINN 148 Introduction to Finance
Prerequisite: None
An introductory finance course designed for basic understanding of business, finance, and investments. It covers financial institutions, markets, investments, and business financing. This course is designed to acquaint the student with the manner in which the financial system functions and with the techniques used to reach financial decisions. Major topics to be studied include the nature of money and financial institutions, central banking, securities markets, managing and financing of organizational assets. Special emphasis is given to financial decision-making.
Manner of teaching: Lectures and class discussions.

BUSS 344 - Human Resource Management
Prerequisite: None
This course examines the concepts and techniques of manpower planning, job evaluation, incentive and performance standards, and the impact of labor organizations on management. An introduction to the responsibilities of the supervisor in managing the human resources of the organization including the organization of work, staffing, developing human resources, creating a favorable work environment, labor relations, and employee performance appraisal.
Manner of teaching: Lectures and class discussions.

BUSS 165 Small Business Management   ---See section above Administrative Assistant

MRKT 101 Principles of Marketing
Prerequisite: 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.

ECON 120 Principles of Economics
Prerequisite: 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 affects business performance.
Manner of teaching: Lectures and class discussion.

BUSS 225 Public Relations
Prerequisite: None
Public relations, defined as the management of relationships between organizations and their public. We aim to provide a serious fun learning environment to develop public relations practitioners who are independent thinkers and versatile doers. That's why we say that the 'serious' and 'fun' are fundamental to public relations. The fun of implementing public relations activities is based on serious interdisciplinary knowledge and skills foundations related to public relations, management, communication, social sciences and research. It involves looking critically at internal and external communication issues, solving communication problems and working

closely with other managers and the media. Students will be trained in the basic practical skills, and educated in public relations, international public relations, ethical and legal issues at a level suitable for an undergraduate academic qualification.
Manner of teaching: Lectures, note taking, class discussion, and workshops.

BUSS 240 Advertising & Promotion
Prerequisite: None
The course will include a variety of disciplines and specialties. Such things as research, media buying, print and broadcast production, sales promotion, product publicity, budgeting, scheduling, and even business presentations will be covered. This course will emphasize on the main duties of Sales managers who recruit, select, train, compensate, and motivate the salesperson. These main duties are to coordinate sales promotions, advertising, and publicity, and provide their sales force with adequate support and selling tools.
Manner of teaching: Lectures, note taking, class discussion, and visiting the local small sales managers.

COMPUTER CERTIFICATE / DIPLOMA PROGRAMS

1: COMPUTER PROGRAMMING

COMP 331   Programming Concepts & Algorithms
Prerequisite: None
This course includes a series of introductory presentation about different programming languages such as BASIC, VISUAL BASIC, Pascal, C, and UNIX. Participants will gain enough introductory knowledge about the fundamentals of programming and algorithms including concepts from procedural, structured and object-oriented languages. This course cover a sample presentation about standard BASIC, a sample tracing about VISUAL BASIC, a sample demonstration about Pascal, an introductory seminar about C programming language and UNIX as an operating system.
Method of Teaching: Lecturing, Note taking, Hands on real life experience at lab.

COMP 220 Programming with C/C++
Prerequisite: 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 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
Prerequisite: None
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 Website Design
Prerequisite: 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*
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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 216 Visual Basic Programming
Prerequisite: COMP 124
This course is especially designed for the individuals who have no any back ground in programming languages, but like to understand the "mysteries" of programming. This course will teach the individuals how to develop visual basic program under windows-like environment, and to use visual basic's visual and event-oriented approach to simplify windows development. This course deals with Control unit, menus, related icons, objects, codes, forms, super-fast syntax checking and compiling visual basic program by the end of session.
Method of Teaching: Lecturing, Note taking Hands on real life experience at lab.

2: DESKTOP PUBLISHING

COMP 180 QuarkXPress
Prerequisite: None
This course focuses on creating, editing, and formatting a QuarkXPress file. Using the new feature of Quarkxpress 4.0 release, students will learn not only how to work with colors but also learn the fundamentals of electronic publishing and page layout by using its tools and features such as boxes, tables, lines hierarchical relationship, style sheet and spell checker. Thus they will gain skillful experience in desktop publishing. This course covers understanding screen and toolbox, creating text and picture boxes, changing font style and size, getting text and graphs, dealing with graphics (Move, size, scale, and crop, align, group and alter), columns and page layout, link and unlink text, page numbering, tabs and intends (from intro to advanced), creating a newsletter, brochure, and flyer, set up varying master pages, long documents, character and paragraph attributes, check spelling, insert, drop cap, tracking, and scale, set hyphenation and justification, runaround graphs and borders.
Method of Teaching: Lecturing, Note taking Hands on real life experience at lab, Classroom discussion.

COMP 185 Adobe PhotoShop
Prerequisite: COMP 124

In this introductory course individuals will learn the basics of digital imaging by using the friendly interface of PhotoShop release 5.0. This friendly environment will encourage the students to work with the colors and to retouch the picture taken. The topics include basic computer graphics and terms, working with colors and depth, fundamentals of picture scanning and editing a scanned image, the digital camera, the preferences dialog box, optimizing your plates, layers, channels, and paths palette options, layer mask mode, clipping groups, the type tool, converting a PDF file to a TIFF, or to a PSD file, selections, layer and paths and retouching a photograph.
Method of Teaching: Lecturing, Note taking Hands on real life experience at lab, Classroom discussion.

COMP 192 Macromedia Director
Prerequisite: 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
Prerequisite: 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 188 Introductions to CorelDraw
Prerequisite: None
This course introduces individuals to the basic techniques of drawing with Corel's rectangle, eclipse, freehand and bezier tools. Student will work with type to create dramatic effects such as fitting text to a path and converting text to curves. By using the shape, fill and outline tools, you will modify both objects and type. Topics include toolbox, screen and flyout windows, draw, size, move graphs, fill and outline, duplicate, align, group, order, artistic text box, rotate, skew, stretch, mirror, perspective and envelope, blend and extrude, bezier curves, draw and edit freehand curves, reshape and create typefaces, work with nodes, add symbols and change clipart, create an ad and flyer.
Method of Teaching: Lecturing, Note taking Hands on real life experience at lab, Classroom discussion.

COMP 191 Introduction to Freehand
Prerequisite: None
This course is especially designed for the individuals who want to be an experienced art and graphic designer, and publish their works throughout the internet. At the end of this program students will have enough qualification in creating every type of graphics by their hands. And they will be able to create more attractive, fantastic web sites.
This course covers using preferences, using menus, using panels, using tools, dealing with shortcuts, file formats, web links, and publishing, scripting and printing.
Method of Teaching: Lecturing, Note taking Hands on real life experience at lab, Classroom discussion.

COMP 146 Introduction to MS-PowerPoint
Prerequisite: COMP 124
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 193 Desktop vs. Internet Publishing
Prerequisite: 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 Introduction to MS-Word   --See section above Administrative Assistant

3: INFORMATION TECHNOLOGY

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.
Manner of teaching: Lectures and hands-on excercises.

Comp 124 Information Technology   ---See section above Administrative Assistant

COMP 164 Inter-Office Communications (MS-Outlook)
Prerequisite: 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
Prerequisite: 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 146 Business Presentation (Ms. PowerPoint)   ----See section above Desktop Publishing

4: OFFICE MANAGER

COMP 166 Introduction to MS-Windows XP
Prerequisite: 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 132 Introduction to MS- Word   --See section above Administrative Assistant
COMP 143 Introduction to MS-Excel   --See section above Administrative Assistant
COMP 149 Introduction to MS-Access   --See section above Administrative Assistant
COMP 146 Introduction to MS-PowerPoint   --See section above Desktop Publishing

5: WEB DEVELOPER

COMP 330 Website Development (FrontPage/Dreamweaver)
Prerequisite: 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)
Prerequisite: 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*
Prerequisite: 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
Manner of teaching: Lecture and hands-on implementation

COMP 338 PHP Programming
Prerequisite: 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 461 Database Fundamentals
Prerequisite: 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. This course will introduce the relational data modeling with the Entity-Relationship model, and abstract relational query formalisms (relational algebra and relational calculus), Structured Query Language (SQL) and relational database design (normalization). This course will also discuss the use of Microsoft Access database application for class exercises and project. Creating tables, queries, forms, and reports in MS Access database will also be covered in this class.
Manner of teaching: Lectures and hands-on implementation using a software package.

COMP 339 CGI and Perl Programming
Prerequisite: Basic programming concepts and knowledge of HTML
This course provides the fundamental knowledge of the Perl programming language and how to use Perl to create Common Gateway Interface (CGI) scripts for Web servers.
Manner of teaching: Lectures and hands-on implementation.

COMP 334 Introduction to XML Technology
Prerequisite: 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 336 ASP.Net
Prerequisite: Basic programming concepts
This course is an introduction to ASP.NET and the Microsoft.NET framework to start building Web applications using Visual Studio.net. Students will also work on migrating to ASP.net from another technology, such as java, Cold Fusion, and ASP Classic.
Manner of teaching: Lecture and hands-on implementation

COMP 335 JavaScript for Web Developers
Prerequisite: Basic programming concepts and knowledge of HTML
This hands-on web programming class provides a thorough introduction to implementing a full-featured web site on the Internet or corporate Intranet, including implementation of dynamic content using JavaScript and related tools. Starting with thorough coverage of HTML, the course progresses to the implementation of dynamic client-side content using JavaScript. The course includes a survey and demos of server-side technologies such as ASP scripts, Java servlets, JSP.
Manner of teaching: Lectures and hands-on implementation.

COMP 185 Graphical Designs (Adobe PhotoShop)
Prerequisite: Basic knowledge of web design and HTML
This course will introduce the basics of digital imaging by using the friendly interface of PhotoShop. Students will learn how to modify scanned and digital photographs, move, duplicate, resize images, use painting tools to manipulate images, use filters, perform adjustments to contrast and color balance, and save pictures in different file formats.
Manner of teaching: Lecture and hands-on implementation

COMP 337 JSP/Servlet Programming*
Prerequisite: 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 482 Internet Technologies
Prerequisite: Basic knowledge of web design and HTML
Students in this course will research, study, and discuss current and emerging topics, issues, and trends in Internet technologies. The course will deliver baseline knowledge about the technologies involved in Internet development, including hardware and software components and connection devices, core Internet infrastructure, emerging web languages, and internet security.
Manner of teaching: Lecture

6: NT NETWORK SYSTEM ADMINISTRATION

COMP 110 Networking Essentials
Prerequisite: 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, and class discussions

COMP 111 NT Workstation
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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