

# *Academic* **CATALOG**

*2006-2007*



**ESL**

**Career**

**Undergraduate**

**Graduate**

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## GENERAL INFORMATION

### PHILOSOPHY & MISSION STATEMENT

Virginia International University was established in 1998 to provide affordable, quality higher education that would prepare students to meet the ever-evolving needs and opportunities of the 21st Century workforce. Located in Fairfax, Virginia, just minutes from Washington, D.C., 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, including English as a Second Language (ESL), 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. 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. As students near completion 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 number of extracurricular clubs and activities, such as our monthly speakers series luncheons, where experts on a variety of subjects are brought in to discuss topics of interest to students. In addition, VIU organizes a variety of other exciting educational activities involving day or overnight travel to off-campus sites.

VIU boasts a student body from all over the world and an equally diverse faculty and staff. This richness in total human resources reflects VIU's threefold mission.

1. As an institution of higher learning, VIU strives 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 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 leads to excellence in learning.
2. As part of the American system of higher education, 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.
3. Finally, as a community of students, staff, and faculty drawn from diverse national, cultural, and social backgrounds, VIU aims to create an atmosphere where freedom of thought and diverse interpretations of human experience are cherished. At the same time, we 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 others.

The ultimate goal of VIU 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**

Since its founding in 1988, Virginia International University has made significant progress in the complex process of setting up a new university. The following timeline documents our progress.

- We received permission to use the name Virginia International University on August 28, 1998 and the authority to start Master of Business Administration (MBA) program on December 23, 1998.
- We were incorporated as a non-profit corporation on June 6, 1999.
- On August 9, 1999, after conducting a site visit to our facility, the State Council of Higher Education of Virginia (SCHEV) provided us with the authorization to offer a series of Diploma and Certificate program for Computer and Business majors.
- We received tax exemption as a 501(c)(3) from the U.S. Internal Revenue Service on November 19, 1999.
- We received authority to issue I-20s for F-1 and M Visas from the U.S. Immigration and Naturalization Service on April 25, 2000.
- SCHEV gave us degree-granting authority for our MBA program 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 graduate program, the Master of Science in Management of Information Systems (MMIS).
- On May 28, 2003, the U.S. Custom and Immigration Services (USCIS) (formerly the INS) recertified our authority for continual issuance of the I-20, the certificate of eligibility for nonimmigrant (F-1) students.
- At present, we have ongoing classes for MBA, MMIS, Undergraduate Business and Computer Sciences, ESL, TESOL, and certificate and diploma programs in Business and Computer fields.

## **Academic Departments**

To date, VIU has established the following academic departments. All programs listed have been approved by the State Council of Higher Education of Virginia (SCHEV).

### **I. Graduate Programs (MBA & MMIS)**

**A Master of Business Administration (MBA)** for the following concentrations:

- International Business
- Marketing

#### **B. Master of Science in Management of Information Systems (MMIS)**

### **II. Undergraduate Programs**

Bachelor's degree programs are offered in the Department of Computer Science and the Department of Business Administration.

#### **A. Department of Business Administration (Bachelor of Business Administration)**

- Accounting and Finance
- International Business
- Marketing

#### **B. Department of Computer Science (Bachelor of Computer Science)**

### **III. Career Certificate Programs**

VIU offers various diploma and certificate programs in the fields of Information Technology and Business Management

- Business Career Diploma & Certificate Programs
- Computer Career Diploma & Certificate Programs

### **IV. English as a Second Language Program**

The English as a Second Language (ESL) Program is offered for those whose native language is other than English. Our ESL program constitutes three levels (elementary, intermediate, and advanced), as well as TOEFL preparation courses.

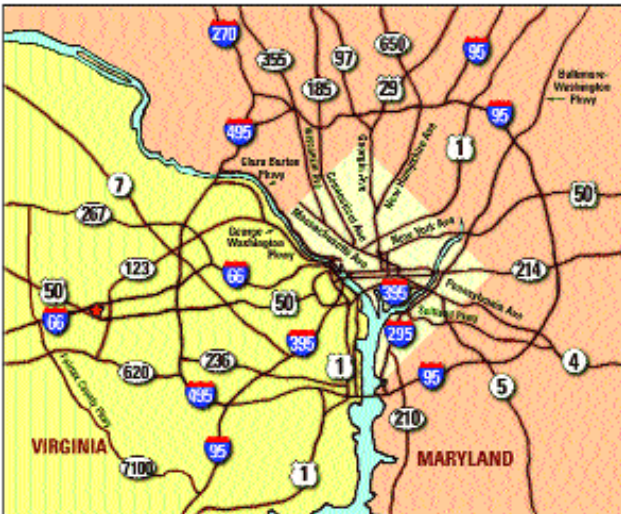
## LOCATION AND TRANSPORTATION

Virginia International University is located at 3957 Pender Drive, Fairfax, Virginia 22030, only 20 miles from the nation's capital. VIU's location close to Washington, D.C., means that you can choose between two international airports for your entry—Dulles International (IAD), in Virginia, and Baltimore Washington International (BWI), in Maryland. Domestic air travel, including connecting flights from other international airports in the U. S., is available through Reagan National Airport (DCA). All three airports have major road and rail links with Fairfax.

The surrounding area of Fairfax County draws visitors from around the world, whether they have an interest in business partnerships, visiting Civil War historical sites and national monuments, or shopping and outdoor recreation. Fairfax is also one of the best and safest places 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 the orange line. This subway is a part of the 103-mile system that serves the entire Washington D.C. 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 Metrorail Station. From there, both Metrobus 2B and CUE Bus Gold 2 will bring you to VIU. Get off at the intersection of MAIN STREET and JERMANTOWN ROAD.

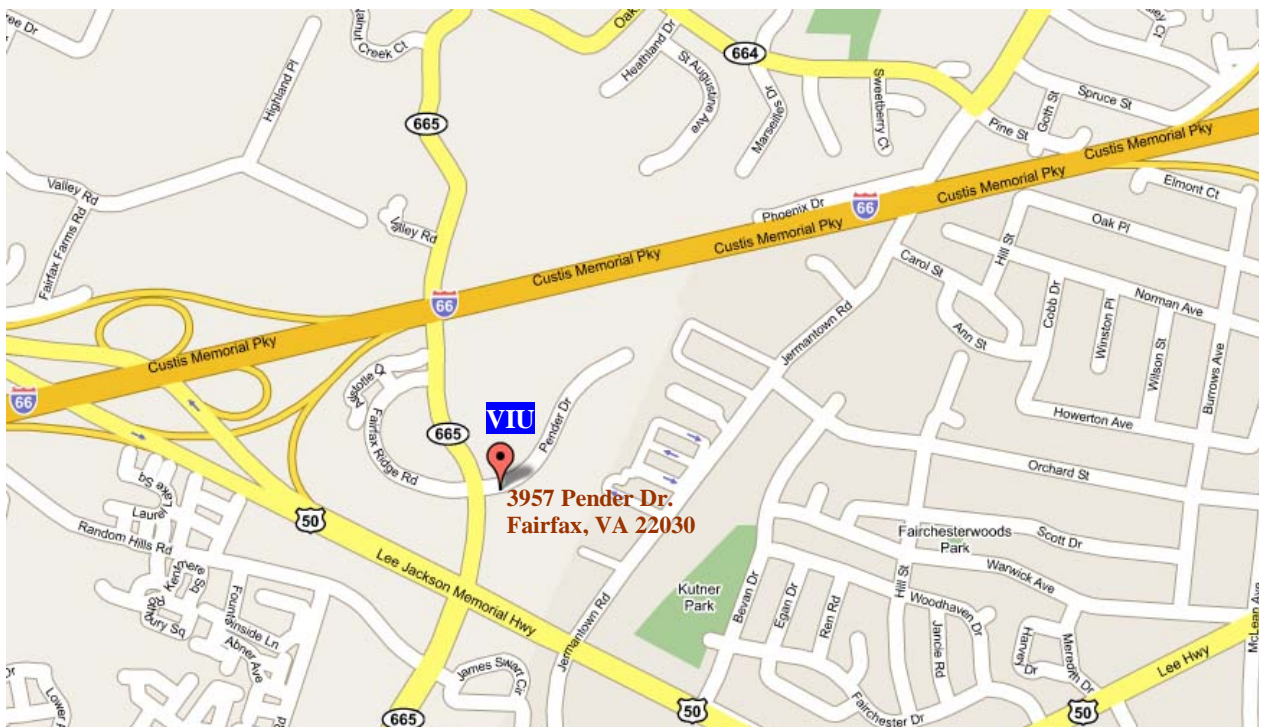


### Directions from Major Airports

**From Dulles International Airport:** Take Route 28 South to I-66 East. Take exit 57A, then merge left. Make a left at the first traffic light onto WAPLES MILL ROAD, then make a right at the first traffic light onto PENDER DRIVE. Our building, number 3957, will be on the right side.

**From Reagan National Airport:** Take I-66 West. Take exit 57A, then merge left. Make a left at the first traffic light onto WAPLES MILL ROAD, then make a right at the first traffic light onto PENDER DRIVE. Our building, number 3957, will be on the right side.

**From Baltimore Washington International (BWI) Airport:** Take I-95 South to I-495 West. Take Exit 49 to I-66 West toward Manassas. Take exit 57A, then merge left. Make a left at the first traffic light onto WAPLES MILL ROAD, then make a right at the first traffic light onto PENDER DRIVE. Our building, number 3957, will be on the right side.



## STUDENT SERVICES

### Airport Pick-up Services

If you want to be picked up at the airport, send us your flight details at least one week before the departure date. A nominal fee of \$60 will be charged for local airport pick-ups.

### Accommodations

VIU Housing Service 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 total \$500 housing deposit along with your tuition. This amount covers all costs (the application fee, security deposit, accommodation fee, airport pick-up fee) 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 accommodation office: [accommodation@viu.edu](mailto:accommodation@viu.edu)

VIU will help the students find the following housing options:

#### Apartments

For students wishing to rent an apartment, either individually or in a group, apartment rental information is available upon request from the accommodation office. It is an independent option, which may require signing a lease and providing a security deposit.

#### Host Families

Staying with a host family is an excellent way for students to improve their English-and at the same time become acquainted with American culture. Accommodation office selects host families through rigorous personal interview and inspection procedures. As for meals, students staying with host families will be provided breakfast and dinner for \$850 a month. Homestay fees are based on a monthly basis and should be paid directly to the host family.

#### Roommate/Shared Housing

It is ideal for students seeking a more independent alternative to a host family. Roommate and shared housing includes town houses and single-family homes. Rates start from \$300.

#### Fees

\$60	Pick-Up Fee from airport. (Only from local airports, DCA & IAD)
\$175	One time, non-refundable placement/application fee
\$300	security deposit (refundable)

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**Total: \$535**

#### Note:

1. The total amount that is required of a student requesting housing through the VIU housing office is \$535. This total includes the security deposit, placement/application fee and airport pick-up fee.
2. Rental fees are starting fees. Rent, specials and availability are subject to change without notice. For roommate/shared housing, students are responsible for all utilities, including gas, electricity, water/sewer, cable and phone. The differences in rental rates differ according to the terms, room sizes, and whether the dwelling is furnished or unfurnished. A minimum rental term of nine months is required for roommate/shared housing.
3. We accept credit card (Master Card, Visa or American Express), bank draft or wire transfer for the payment of your fees.

### Student Life

At VIU, we understand that study is only part of a student's life. It is 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 number of leisure time activities. 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)**

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, D.C. 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 strongly recommended for all VIU students. Students have the option of purchasing 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.

## **Library Services**

The library is open Monday – Thursday between 9:30 AM - 5:00 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.

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 verify that you are a VIU student.

## **Collection**

The Virginia International University Library is located in Suite 110 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 is 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.

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.

## **Student Café**

VIU student café is open between Monday-Thursday between 8:30am and 5-30pm. Students can always have fresh and hot coffee every day before going to their classroom. Several other refreshments are being sold for your convenience.

**Food Service:** Daily sandwiches, Bagel Pastries, Soft-Drinks, Tea and coffee

**Stationary:** General supplies, such as: notebooks, Papers, Pens, Pencils, Erasers

## APPLICATION FOR ADMISSIONS

Applications for admission in the Fall 2006 Semester must be received by July 30, 2006. Applications for admission in the Spring 2007 Semester must be received by November 30 2006.

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 a nonrefundable \$50 application fee. Application forms can be downloaded from our Web site or can be obtained upon request by mail, e-mail, fax, or telephone from the following address and/or numbers:

**VIU Office of Admissions**  
3957 Pender Drive  
Fairfax, VA 22030 USA  
E-mail: [admissions@viu.edu](mailto:admissions@viu.edu)  
Tel: +1 (703) 591-7042  
Fax: +1 (703) 591-7046

Application forms may also be submitted online from VIU's Web page at the following address: <http://www.viu.edu>

Completed applications should be returned by mail (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.

For the 2006-2007 academic year, VIU is admitting students to both undergraduate and graduate degree programs, as well as to career diploma and 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
<a href="#">Application Form</a>	✓	✓	✓	✓
<a href="#">Application Fee</a>	✓	✓	✓	✓
<a href="#">Prev. Degree</a>	Bachelors	High School	High School	Basic English
<a href="#">Official Transcript</a>	GPA: 2.5 min	GPA: 2.0 min	--	--
<a href="#">SAT/ACT</a>	--	SAT:870 or ACT:18	--	--
<a href="#">TOEFL/EPT</a>	TOEFL:550 or EPT: 85	TOEFL:550 or EPT: 85	TOEFL: 530 or EPT: 80	--
<a href="#">GRE/GMAT</a>	Recommended	--	--	--
<a href="#">Statement of Purpose</a>	✓	✓	--	--
<a href="#">Statement of Financial Support</a>	✓	✓	✓	✓
<a href="#">Letters of References</a>	✓	✓	--	--
<a href="#">Health Insurance</a>	Recommended	Recommended	Recommended	Recommended
<a href="#">Personal Interview</a>	✓	✓	✓	✓

### Explanation of Admission Materials

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

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

**2: Application Fee:** Each applicant is required to pay a non-refundable \$50 application fee. Students who want to pay by credit card may do so separately by providing VIU the credit card number and the expiration date (month and year) by phone at (703) 591-7042, by fax at (703) 591-7046, or by e-mail at [admissions@viu.edu](mailto:admissions@viu.edu). We accept VISA, MasterCard, Discover, and American Express. Students may 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 masters programs, a bachelors degree is required.

b. For undergraduate, career certificate, and ESL programs, a minimum of a high school diploma or high school completion certificate is required.

For international students: Bachelors 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 should refer to the U.S. Equivalencies table for their foreign bachelors degree to be able to make an application to VIU's masters programs.

Applicants to any of our undergraduate-level programs should refer to the U.S. Equivalencies table (available at our website) for their foreign high school diploma to be able to make an application for our undergraduate-level programs.

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

For International Students: If you would like to have any college credits you have earned outside the U.S. transferred to VIU, we will consider such requests on a case-by-case basis. For evaluation of your transcript and the U.S. equivalency of your foreign diploma, please contact World Education Service, Inc. (WES), at [info@wes.org](mailto: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 U.S. high schools (inside or outside the U.S.) are required to submit their college entrance examination scores. Applicants are required to submit either SAT or ACT scores. A minimum Composite SAT score of 870, or a minimum ACT score of 18, is required.

**6. Language Proficiency (TOEFL or EPT Scores)** For international students: All applicants whose first language is not English must submit proof of language proficiency to VIU. There are several ways to meet VIU's English Language Proficiency qualifications. The table below lists 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
TOEIC	750

The Test of English as a Foreign Language (TOEFL) is the most widely accepted English Language Proficiency test for admission to U.S. 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 two 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 U.S. school. Applicants who score less than 550 (213 for computerized system) can attend VIU's 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 examination scores used by U.S. 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](http://www.gmat.org), or [www.gre.org](http://www.gre.org), respectively.

All graduate study applicants, coming from either national or international higher education institutions are strongly recommended to submit either their GRE or GMAT graduate examination scores. VIU plans to implement a mandatory GRE or GMAT score requirement in the near future.

**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-point font, double-spaced, and should not exceed 750 words.

**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 Web site at [www.viu.edu](http://www.viu.edu) to download VIU's "**Statement of Financial Support**" form. Applicants will need to submit the following documentation in addition to the Statement of Financial Support:

1. A recent bank statement or letter from their bank or a sponsor's bank providing the following data: a. date account was opened, b. total amount deposited during the last year, and c. current balance.
2. A statement certifying that their family or other sponsors are going to support them financially during the period of stay in the U.S. If their sponsor is in the U.S, then the sponsor must complete and have notarized the official "Statement of Financial Support" form.
3. Employment verification in the form of an official letter from the employer, including the following data: a. date and nature of employment, b. annual salary, and c. whether the position is temporary or permanent. If the sponsor is self-employed, then the sponsor must submit a copy of the last year's income tax returns. If the sponsor lives and works in the U.S, then a 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 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 a program of study. Please visit our Web site at [www.viu.edu](http://www.viu.edu) to download the "**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 by mail (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 2006-2007

Academic Calendar - Spring 2006	
Early registration	November 14 (2005)
First day of classes	January 9
Registration ends	January 13
Martin Luther King Day (holiday)	January 16
Last day to add/drop classes	January 23
Spring Recess	March 6 - 12
Incomplete coursework from Fall 2005 - Due to instructor	March 14
Incomplete grade changes from Fall 2005 - Due to Registrar	March 22
Last day of classes	April 24
Exam period	April 25 - May 1
Grades available	May 2
ESL Session I - Summer 2006	
First day of classes	May 22
Memorial Day (holiday)	May 30
Last day of classes	June 30
Grades available	July 5

ESL Session II - Summer 2006	
First day of classes	July 10
Last day of classes	August 18
Grades available	August 20
Academic Programs - Summer 2006	
Early Registration	April 17
First day of classes	June 6
Last day to add / drop classes	June 13
Independence Day (holiday)	July 4
Last day of classes	August 1
Grades available	August 2
Academic Calendar - Fall 2006	
Early registration	July 3
First day of classes	August 28
Registration ends	September 1
Labor Day (holiday)**	September 4
Last day to add/drop classes	September 11
Incomplete coursework from Spring/Summer 2006 - Due to instructor	October 24
Incomplete grade changes from Spring/Summer 2006 - Due to Registrar	November 1
Thanksgiving Break	November 22 - 24
Last day of classes	December 8
Exam period	December 9- 15
Grades available	
Academic Calendar - Spring 2007	
Early registration	November 13 (2006)
First day of classes	January 22 Monday
Registration ends	January 26 Friday
Last day to add/drop classes	February 2 Friday
Spring Recess	March 19-23
Incomplete coursework from Spring 2006 - Due to instructor	March 26
Incomplete grade changes from Spring 2006 - Due to Registrar	April 9
Last day of classes	May 7 Monday
Exam period	May 14-May 21
Grades available	May 28



## SCHOLARSHIP AND FINANCIAL INFORMATION

### Tuition-Scholarship Program

The Tuition-Scholarship Program at Virginia International University 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 \$500 to \$7,400 per year. The primary criterion for awards from the University Scholarship Program is outstanding performance. Financial need is another important consideration. Our "Tuition Scholarship" requires the scholarship recipients to join our assistantship programs and participate in research projects or help the instructors prepare for classes. Research Assistants will work with professors on graduate level projects, and Teaching Assistants will help undergraduate professors and students. 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 Scholarship Committee based on a variety of factors, depending on the scholarship, and quota.

#### Scholarship Application Requirements

Application to, acceptance by, or enrollment as a 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 at a time. The GPA at VIU is calculated on the student's unweighted, cumulative GPA as determined by Registrar's office, including the fall semester preceeding 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 completed application package must be postmarked on or before May 31 of the application year to be considered with the following Fall semester. Students who granted an award must also re-apply every year before May 31 for the approval of continuation his/her scholarship award. Awards for the succeeding school year will be announced by June 15. 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 Web site. Other individuals may request an application packet to be mailed to them by contacting the office by phone, mail, e-mail, or fax.

#### VIU Scholarship Office

3957 Pender Drive

Fairfax, VA 22030

E-mail: [scholarship@viu.edu](mailto:scholarship@viu.edu), Telephone: (703) 591-7042, Fax: (703) 591-7046

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

### TYPES OF SCHOLARSHIP:

#### 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 enhances understanding among peoples. An important aspect of this scholarship is the exchange of information among students: to have international students enlightening their fellow international and American students about their cultures and values, and to 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 pass on the acquired knowledge. International students are eligible. Selection is based on academic merit, strength of character, and dedication to his/her community.

Requirements:

- *Completed application form*

- *Application essay*  
*The application essay should describe how the applicant feels his or her education and experiences will contribute to the local community upon his/her return.*
- *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

### **Latin American Leadership Scholarship**

This scholarship was set up to provide financial assistance to students from Latin American origin who want to study at VIU. Its purpose is to give Latin American students with high potential the opportunity to attend and complete a college education, when they otherwise would not be able to do so because of their financial situation. These students, especially those drawn from groups that traditionally and historically have had difficulty obtaining access to higher education, must receive the support needed to give them the opportunity of attending and completing a college education and subsequently entering into a successful career.

Eligible applicants must be of 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 how the applicant showed leadership in the 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 Latin American 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/guardians.*

### **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, including 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/guardians.*

### **Basic eligibility Criteria Required by All Scholarships Program:**

The amount of scholarship a student is awarded depends upon many factors. In addition to the above stated “**eligibility requirements**” for each scholarship program, the candidate must fulfill at least the **TWO** of the “**basic eligibility criteria**” listed below.

Scholarship Requirements ( <b>Two of the criteria should be fulfilled</b> , mark the criteria met by the student)	
UNDERGRADUATE SCHOLARSHIP	GRADUATE SCHOLARSHIP
<b>A: \$500 Scholarship</b>	<b>A: \$500 Scholarship</b>
TOEFL score of 563 (220) or above IELTS Score of 6.5 Band GPA average: 3.3 or above (out of 4) SAT/ACT score of 900 or above Dean's Referral	TOEFL score of 563 (220) or above IELTS Score of 6.5 Band GPA average: 3.1 or above (out of 4) GMAT score of 520 or above Dean's Referral
<b>B: \$1000 Scholarship</b>	<b>B: \$1000 Scholarship</b>
TOEFL score of 577 (230) or above IELTS Score of 7.0 Band GPA average: 3.5 or above (out of 4) SAT/ACT score of 1060 or above Outstanding Success	TOEFL score of 577 (230) or above IELTS Score of 7.0 Band GPA average: 3.3 or above (out of 4) GMAT score of 540 or above Outstanding Success
<b>C: Quarter Scholarship</b>	<b>C: Quarter Scholarship</b>
TOEFL score of 592 (240) or above IELTS Score of 7.5 Band GPA average: 3.7 or above (out of 4) SAT/ACT score of 1220 or above Outstanding Success	TOEFL score of 592 (240) or above IELTS Score of 7.5 Band GPA average: 3.5 or above (out of 4) GMAT score of 570 or above Outstanding Success
<b>D: Half Scholarship</b>	<b>D: Half Scholarship</b>
TOEFL score of 620 (260) or above IELTS Score of 8.0 Band GPA average: 3.9 or above (out of 4) SAT/ACT score of 1300 or above Outstanding Success	TOEFL score of 620 (260) or above IELTS Score of 8.0 Band GPA average: 3.7 or above (out of 4) GMAT score of 620 or above Outstanding Success
<b>E: Full Scholarship</b>	<b>E: Full Scholarship</b>
TOEFL score of 648 (280) or above IELTS Score of 8.5 Band SAT/ACT score of 1380 or above Outstanding Success	TOEFL score of 648 (280) or above IELTS Score of 8.5 Band GMAT score of 640 or above Outstanding Success

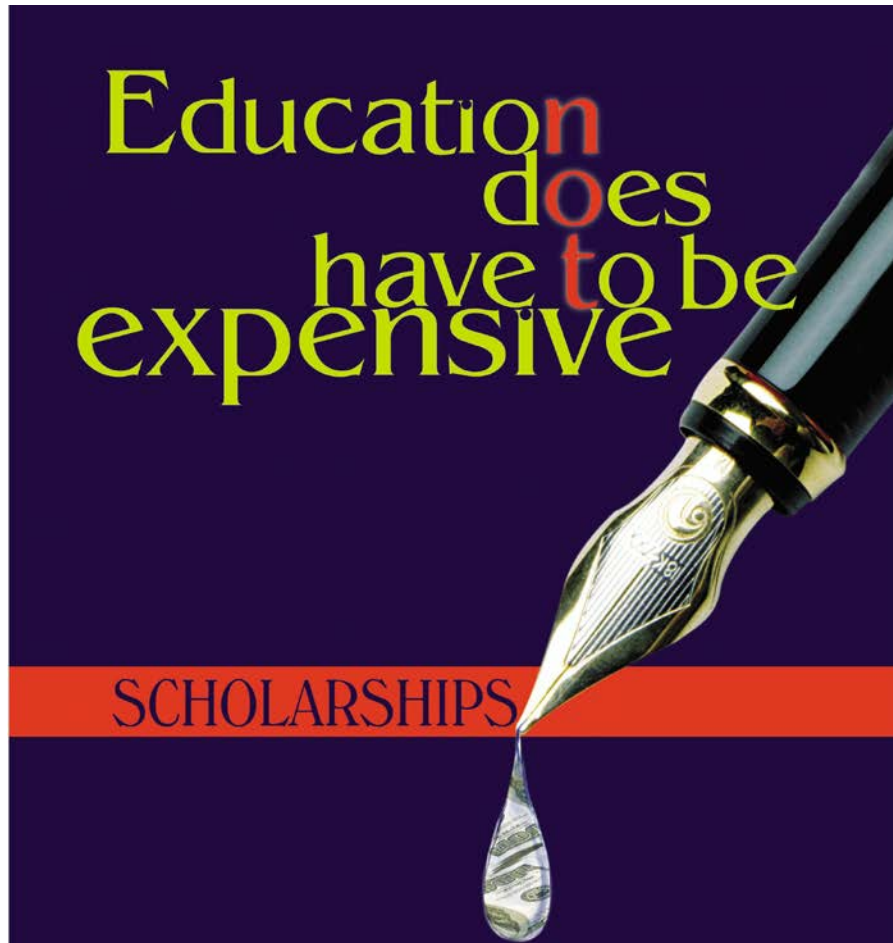
\* By outstanding success, we mean that the student has received awards or honors, achieved a high performance level in sports or academic Olympics, etc. Proof of the student's success must be provided.

### Maintaining the Scholarship Award

- Scholarship students-regardless of their level and program of study should maintain at least a B-grade for each course for every semester, and overall meet the required GPA for the scholarship they have been awarded.
- Scholarship students must report to us if your financial situation improves.
- Reported misbehavior, any bad feedback reported by your instructors, and any type of violation of code of conduct (either academic or non-academic) will jeopardize your scholarship. University may conduct a random feedback check with scholarship holder's classmates and teachers about his/her overall performances.
- Violation of certain code of conducts such as Academic dishonesty will not only result in immediate termination of the scholarship award, will also destroy students' academic history as it will be permanently recorded on academic transcript.
- Scholarship students are expected to participate in on-campus activities as requested by the university such as working as Research Assistant, RA (to help graduate level projects and help required by professors), and possibly as Teaching Assistant, TA (to help undergraduate students) . We strongly encourage our students to do so as we believe on campus jobs and activities will not only help you grow professionally, but also will help you gain public recognition among peers.

Therefore, all incoming new scholarship students are required to submit their professional résumé to the Dean of Students, and further schedule an interview with the Dean of Students during the first two weeks of the start of the semester. Failure to do so may have a negative impact on the renewal process of your scholarship.

We would like to encourage our scholarship holders to feel free to contact our office should they have require more information on the terms and conditions of maintaining the award.



## **Financial Aid Information**

Once the accreditation process has been completed, VIU will participate in federal, state, and private programs providing financial aid through grants and loans. At this time VIU does not provide any financial aid to its students other than previously mentioned "Tuition-Scholarship Programs". For students with questions about financial aid, free counseling services will be available weekdays from 9 a.m. to 5 p.m. through the Student Service Office. The information contained here is provided to serve as guidance for those who need basic information about available tuition assistance program in the state of Virginia such as 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 in General**

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 a Free Application for Federal Student Aid (FAFSA). 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. University has recently established working relationships with the "Apple Federal Credit Union" Fairfax branch to provide an affordable financial assistance to our qualifying students. For further information about financial aid, please contact the us at (703) 591-7042.



## TUITION AND FEES

TUITION <sup>1</sup>	Graduate	Undergraduate	Career Program	Regular ESL <sup>c</sup>	ESL Summer <sup>d</sup> 2006
Full-time tuition (per semesters)	\$3,708	\$3,525	\$2,820 <sup>b</sup>	\$2,450	\$980 (Each session)
Full-time tuition (per credit hour)	\$412	\$235	\$235		
Part-time tuition (per credit hour)	\$420	\$250	\$250	\$10 <sup>a</sup>	
FEES <sup>2</sup>					
Application fee (one time, non-refundable):	\$50	\$50	\$50	\$50	\$50
Postal fee (for international mail):	\$50	\$50	\$50	\$50	\$50

<sup>a</sup> Per Hour

<sup>b</sup> Specially arranged rate for 12 credits. If students want to take more credits then that student will pay for more credits.

<sup>c</sup> ESL Semester tuition is based on 20 hrs/week instruction, and full-time ESL students have to **attend 20 hours classes per week**.

<sup>d</sup> ESL Summer program has two consecutive sessions each is 6-week long.

<sup>1</sup> Students enrolled in any program must pay \$400 in advance as the tuition deposit for the **program of interest**.

<sup>2</sup> Fees are subject to change without notice. Money for personal expenses (e.g., food, health, insurance, books, supplies, etc.) is not included. Students should calculate extra for it on an individual basis.

**Housing:** Average cost per year for an individual student in the Washington, D.C., metropolitan area is \$9,000.

For your convenience, VIU has 4 tuition payments plans for Spring 2006 semester as outlined below:

### Payment Plans

**1. Advanced Payment Plan:** Payment in full prior to the commencement of class. (5% discount if semester tuition is paid in advance by 01/09/2006 or 10% discount if full year tuition is paid by 01/09/2006)

**2. Installment Plan A:** Two monthly installments starting with the first installment due on 1/9/2006 - \$10 installment fee applies for each payment.

**3. Installment Plan B:** Three monthly installments starting with the first installment due on 1/9/2006 - \$15 installment fee applies for each payment.

**4. Installment Plan C:** Four monthly installments starting with the first installment due on 1/9/2006, and the fourth installment is due on 3/27/2006 - \$25 installment fee applies for each payment.

### Financial Penalties

**1. Late fee:** Failure to make any payment on or before the due date will result in a late fee of 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.

Tuition payments are first applied against oldest outstanding amounts. Late fees of \$50 will be applied on any past due amount. Those who show a pattern of failure in meeting the financial obligations as agreed individually, will be dropped from the class roster, and will not be allowed to sit in the classes until the situation is corrected. For international students, failure to attend 75% of all class times will result in termination of F-1 visa status.

### Refund Policy & Program Cancellation;

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

**Refund Policy: For All registered students, the annual tuition of the program is due at the first day of class.**

For students who elect to 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:

1. Three (3) business days after registering for classes, and prior to the first day of class, the school may retain up to \$100.00
2. For students who withdraw between the first day of class and the end of the second week of the program, the school may retain 25% of the total cost.

3. For students who withdraw between the third week and fourth week of the program, the school may retain 50% of the total cost.
4. For students who withdraw between the fifth week and sixth week of the program, the school may retain 75% of the total cost.
5. For students who withdraw after the sixth week of the program, the school may retain 100% of the total cost. Enrollment fee, books, instructional supplies, and service charges are non-refundable.

**Special Cases:**

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

**For International (F-1 Visa) Applicants**

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

- a. Return the unused original SEVIS I-20 forms back to our admission office.
- b. Send us a copy of the denial letter you received from the U.S. embassy that proves your application was declined.
- c. Send us a copy of the page of your passport that bears the stamp of admittance.

**Important Notice:** Any monies due the student shall be refunded within 60 days from the date withdrawal or from the date the cancellation notice is received by Virginia International University. If a student's financial obligation is not fulfilled, the University 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 issuance of the student's transcripts, c) if the student's account remains delinquent, the University reserves the right to terminate the student's enrollment and cancel his/her F-1 visa. Late tuition payments are subject to an interest charge of twelve percent per annum.



Reception Lobby

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 enables students to pursue concentrations in core business areas, management, finance, marketing, and decision making. During the program, students 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 teaches 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 learn to use technology to their 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 bachelors degree or equivalent from an accredited college or university, and who meet the following requirements:

1. A completed application form.
2. A non-refundable fifty dollar (\$50) 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 lieu temporarily of official transcripts, a notarized copy of their college or university diploma, with a 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 bachelors degree. Bachelors 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 their scores for the Graduate Management Admission Test (GMAT). For GMAT information, please visit [www.gmat.org](http://www.gmat.org)
6. TOEFL Scores: All applicants whose first language is other than English must submit their official score 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: (essay format): 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 students' ability to finance their educational and living expenses in the U.S. 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 a 3.0 grade point average (B), out of 4.0, must have been earned on all transferable credits.
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 may have no more than 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 pursuing a degree at VIU.

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

The Non-Degree program is designed for students who are not currently 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 already been 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 and 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 3.0 (B), out of 4.0, and a minimum grade not less than 2.0 (C), out of 4.0, in all courses to qualify for both the MBA 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. And a master's student may transfer up to 12 semester hours of graduate credit earned at other accredited institutions
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 the 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 the 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 2.0 (C), out of 4.0, received in a graduate-level course. However, any grades lower than 2.0 (C), out of 4.0, will be calculated in the grade point average.
6. Credit earned 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, credits earned already counted toward graduation to receive a masters degree in any institution will NOT be counted twice towards another masters degree.

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 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 concentration: **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 **prerequisite courses**.

The program consists of 18 credit hours of **required Core Courses**, 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 bachelors 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 prerequisite courses consist of the following:

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

Those who successfully complete these courses will receive the proper undergraduate course credits, but these credits do NOT count towards the MBA degree. All of these courses may be taken in just one semester if the student desires, during which time the student would 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 hours)

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

### a. International Business Management

Students choose 3 more courses from the list in addition to Advanced Research Project Course (12 credit hours).

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
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#### **b. Marketing Management**

Students choose 3 more courses from the list in addition to Advanced Research Project Course (12 credit hours).

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 students 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 depends 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

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 these aspects, 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 and systems consultant for projects that include a substantial dependence 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. Prerequisite Courses
2. Core Courses (7 courses - 21 credits)
3. Electives (5 courses - 15 credits)
4. Thesis (6 credits - Optional)

#### 1 - Prerequisite Courses

All new MMIS students need 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 students with the skills and knowledge needed by all information systems professionals. Along with the knowledge of the specific technical areas of information systems, these courses are designed to improve communication skills. Six of the seven courses, which form the core, should be taken during the student's 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.

#### 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 that examine 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 one of the most valuable features of 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 in which 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 program 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 all interested students will be able to participate in internships, since they are based solely on student's academic credentials, internship interview, and availability of the internship.



Library Area

**Graduation Requirements from Undergraduate Programs**

Undergraduate degrees can be earned by completing the program course requirements of 120 credit hours, normally 3 credit hours per course, including the General Education Courses (GEC). To qualify for the Bachelors , students must meet all credit requirements, as described below.

1. Students enrolled in any undergraduate program must maintain a cumulative grade point average of at least 2.0 (B), out of 4.0, and a minimum grade not less than 0.7 (D-), out of 4.0, in all courses to qualify for Bachelors degree to remain in good standing and to graduate.
2. The maximum time permitted for the completion of any graduate program is 6 years.
3. Undergraduate student may transfer up to 60 semester hours of College credits earned at other accredited institutions
4. Including GEC, Foundation, Core, Concentration and Electives , the student must have completed a minimum of 120 semester credits, of which:
  - a. A minimum of 30 semester credits required of General Education Courses
  - b. A minimum of 18 semester credits of required Foundation courses,
  - c. A minimum of 36 semester credits of required Core courses,
  - d. A minimum of 18 semester credits of required Concentration courses,
  - e. A minimum of 18 semester credits of required Elective courses.
5. No degree credit is earned by a graduate student for any grade below 0.7 (D-), out of 4.0, received in a undergraduate-level course. However, any grades lower than 0.7 (D-), out of 4.0, will be calculated in the grade point average.
6. Credits earned already counted toward graduation to receive a bachelors degree in any institution will NOT be counted twice towards another bachelors degree.

**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 basis 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 the 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 closest to your major.)

GEC 130	Psychology
GEC 131	Sociology
GEC 132	Philosophy

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

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

**World Literature:** (Choose one which is 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 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 bachelors 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)**

Beginning in the second year of study, all business administration students take the same Foundation and Core Courses. In the third year, students 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 Macroeconomics
ECON 202	Principles of Microeconomics
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 ( <i>Business or Accounting</i> )

**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 ( <i>Business or Accounting</i> )

**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
LANG 244	Foreing Language I (Spanish I)
LANG 245	Foreing Language II (Spanish II)
STAT 468	Applied Statistics



To prepare students for careers in this 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 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 are 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/prerequisites. 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 basis 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 take 5 electives from other majors. VIU strongly recommends and believes that courses from the undergraduate business program will provide students 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 cannot 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. This is a requirement for students who need an F-1 student visa).
4. Previous Education: Applicants must provide documentation or a brief one-page description of their 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 a SEVIS I-20.

This source can either be you 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 Microsoft Word. This program offers skills and knowledge for 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

	<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
<b>First Semester</b>			
	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
<b>Second Semester</b>			
	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
		<b>Total Credits</b>	<b>24</b>

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

## 2. Administrative Assistant

This program enables students to acquire multiple skills to take charge of administrative tasks of an 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

	<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
<b>First Semester</b>			
	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
<b>Second Semester</b>			
	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
		<b>Total Credits</b>	<b>24</b>

\*Electives

**Note:** Those who only attend the first semester and choose BUSS 210 as an elective will receive the **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, social, and language differences when doing business with either international companies or companies abroad. In addition, students will learn important business-related international concepts and will be able to choose a foreign language if they desire.

**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

	<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
<b>First Semester</b>			
	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
<b>Second Semester</b>			
	FINN 248	International Finance	3
	LANG 105	Business Writing Skills	3
	MATH 107	Business Mathematics	3
	MRKT 275	International Marketing	3
		<b>Total Credits</b>	<b>24</b>

## 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

	<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
<b>First Semester</b>			
	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
<b>Second Semester</b>			
	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
		<b>Total Credits</b>	<b>24</b>

\*Elective courses.

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

**Note 2:** Those who complete the second term and take BUSS 225 and BUSS 240 as elective courses will receive the **SALES ASSISTANT** certificate.



## COMPUTER CERTIFICATE & DIPLOMA PROGRAMS

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### 1. Computer Programmer

This program is specifically designed for those who want to be familiar with computer programming and want to learn the basics of advanced programming. It is also helpful for those who want to be a computer programmers. This program prepares individuals for small business opportunities and fulfills 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

	<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
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
		<b>Total Credits</b>	<b>24</b>

\*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 subject 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 not only in creating and enhancing pictures and graphics but also animating the objects and images. Throughout this program students will gain enough experience in creating their own art and animated objects and thus be more likely to find a job in this field. Additionally, individuals who run their own business will develop their capabilities to control their work and become more efficient. Those who are interested in creating web pages will also find this program useful.

**Occupational Titles Available After Graduation:** Illustrator, Graphic Designer, Desktop Publisher, Computer Operator, and Designer.

**Length of Program:** 2 Semesters

**Graduation Award:** Diploma

	<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
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
		<b>Total Credits</b>	<b>24</b>

\* Elective courses: Students are required to choose one of two elective courses. The availability of the elective courses is subject 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 aspect of the Internet, from basic programming of static web sites to advanced programming of dynamic professional business sites.

**Occupational Titles Available after Graduation:** Webmaster, Web Programmer, Web Developer

**Length of Program:** 2 Semesters

**Graduation Award:** Certificate

**FIRST SEMESTER** (Those who finish only the first term will get a “Webmaster” certificate.)

<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
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 subject to the number of students enrolled and may not be available in every semester.

**SECOND SEMESTER** (Those who finish the second term will get a “Web Programmer” Certificate.)

<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
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
<b>Total Credits</b>		<b>24</b>

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

### 4. Information Technology

This program is designed for those who want to learn more about information technology, including its basics and beyond. Students gain enough knowledge about computers and Computer Science and develop skills to overcome basic troubleshooting related to hardware configurations of PCs. This program is also useful for those who want to become an office assistant.

**Occupational Titles Available After Graduation:** IT Specialist, Typist, Word Processor and Micro Computer Hardware Support Specialist.

**Length of Program:** 1 Semester

**Graduation Award:** Certificate

<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
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
<b>Total Credits</b>		<b>12</b>

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

## 5. Office Manager

This program is designed especially for those who want to have complete control over their office operations and/or who want to choose office manager as their future profession. Throughout the series of the course, participants will develop skills to manage and control their operations and to know how and when to use proper software for the intended operation.

**Occupational Titles Available After Graduation:** Office Manager, Word Processor, Database Design Analyst, Data Recovery Planner and Internet Expert.

**Length of Program:** 1 Semester

**Graduation Award:** Certificate

<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
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
<b>Total Credits</b>		<b>24</b>

\* Elective courses: Students are required to choose one course among these two electives. The availability of the elective courses is subject 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 companies reap the ongoing benefits that Windows NT delivers. In today's highly competitive marketplace Microsoft<sup>®</sup> 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

<u>Code</u>	<u>Name of the course</u>	<u>Credits</u>
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
<b>Total Credits</b>		<b>18</b>

**ESL PROGRAMS**

Proficiency in English is vital for getting ahead in today's global market. English has become the standard language for commerce, information technology, the Internet, aviation, entertainment, and other important fields. The ESL program is designed to prepare students for success in their communities and the workplace. The ESL program emphasizes development of the writing, reading, speaking, and listening skills necessary to excel in college level courses. In addition to foundational courses in grammar, pronunciation, and conversation, there are electives in business English, computer English, creative writing, academic writing, current events, oral communication, and American literature.

An English Placement Test (EPT) will be administered to determine the proficiency level of students entering the program. There is no cost for the test, which is given by appointment before the start of each session. 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 or above will be eligible to take academic credit courses.

The ESL program consists of four levels: elementary, intermediate, advanced, and TOEFL preparation. It 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. VIU also offers an abbreviated summer session. This ESL program is the foundation for further academic study at the community college or university level.

**TESOL PROGRAM**

VIU offers 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 bachelors degree, who want to teach English as Second Language overseas and or in local language schools.

Participants attend a five-week intensive program of 15 credit hours, including 12 credit hours of coursework and 3 credit hours of ESL pedagogy. The first four weeks consist of coursework, and the fifth week consists of an internship, where theory is put into practice. Participants must complete each course with a B (3.0) average or above in order to pass the program.



## 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 “Dean” refers to the Dean of Students.) 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 situations when students who are employed or have off-campus duties need additional 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 must 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 illness 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 Students. 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](http://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 eighth 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 the **"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 Withdrawal 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 the "**Course/Institutional Withdrawal**" form (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 in which the course is offered and the Dean of Students. 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 ensure 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, 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:

Percentage	Letter Grade	Numeric Grade	Academic Standing	Semester GPA
95-100-----	A	{3.8-4.0}	Honor	4.0 grade points per credit
90-94 -----	A <sup>-</sup>	{3.4-3.7}		
85-89 -----	B <sup>+</sup>	{3.1-3.3}		
80-84 -----	B	{2.8-3.0}	Excellent	3.0 grade points per credit
75-79 -----	B <sup>-</sup>	{2.4-2.7}		
70-74 -----	C <sup>+</sup>	{2.1-2.3}		
65-69 -----	C	{1.8-2.0}	Satisfactory	2.0 grade point per credit
60-64 -----	C <sup>-</sup>	{1.4-1.7}		
55-59 -----	D <sup>+</sup>	{1.1-1.3}		
50-54 -----	D	{0.8-1.0}	Probation	1.0 grade point per credit
45-49 -----	D <sup>-</sup>	{0.4-0.7}	Lowest Passing Grade	
44 and below -	F	{0.3-0.0}	Failure	0.0 grade point per credit

**GPA:** Grade Point Average: Total grade earned divided by the total credit attempted at the end of each semester.

**CumGPA:** Cumulative GPA: The overall GPA attained so far in an ongoing education period.

**IP, In Progress:** Student is currently attending the course.

(\*) Course not applicable to the current degree.

### Graduation requirements:

1. For graduate programs, a minimum of 2.00 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 and Certificate programs, a minimum of 0.7 is required in each course that is counted toward a bachelors degree. A minimum of 2.00 is required for successful graduation.

**I, Incomplete:** The incomplete (I) grade is issued for verifiable unavoidable reasons. Since the I grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the 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 for 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:** Course must be 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 for 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 GPA calculation and the latest attempt will be flagged for inclusion in the G.P.A. calculation.

**S, Satisfactory:** No grade point credit given. The 'S' grade is used only for satisfactory completion of a developmental studies course and all ESL courses. Grades of 'S' are not included in grade point average calculations.

**U, Unsatisfactory:** No grade point credit given. 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 given. 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 eighth week of the semester. After that time, the student will receive a grade of F, except under mitigating circumstances, which must be documented on the appropriate form. This documentation will be retained electronically.

**X, Audit:** No grade point credit given. 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 or retrieve them online.

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

## Academic Renewal

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

Students who return to the university after a separation of five years or more may petition for academic renewal. The request must be in writing and submitted to the Office of Admissions and Enrollment.

If a student is found to be eligible for academic renewal, 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, provided that such courses meet curriculum requirements in the University Catalog used to certify graduation.
4. Total hours for graduation will be based on all coursework taken at the University, after re-admission, as well as prior coursework 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 2.0 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, which means student is not eligible to register for at least one semester. This will normally be for one semester 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 Rights, Responsibilities, and the Code of Conduct**

### **Academic Dishonesty**

The integrity of the work done by students is assumed; 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 admonition 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 oneself.
4. Plagiarizing: This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one’s own work. 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.

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

### **Registration and Add/Drop**

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

### **Prohibition of Sexual Harassment of Students**

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

- 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.

### **Student Rights, Responsibilities**

Students may expect to enjoy certain rights; at the same time, they 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 ruling or other sanction by appealing to due process, except as hereinafter provided
3. To inquire, express your views, 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 and protection of property and the continuity of the educational process
6. To help the University maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, not littering or causing any disturbance, and respecting private property 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 punishment 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 explosives 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 reported to the Office of Student Services 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 may 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.

### **Disruptive Students**

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

- 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 or 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 Complaint and Grievance Policy**

Virginia International University has established a specific policy to resolve student and employee complaints and grievances. In this context, a "complaint" is defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

#### **To file a complaint:**

It is the desire of the University to offer an avenue of appeal in those situations where a violation of a specific provision of this employee handbook may have occurred. The procedure outlined below provides the details of this process.

All employees are encouraged to discuss job related problems with his/her supervisors. Most differences can be resolved at this point. If this effort fails, the employee may contact the Human Resource Department to discuss the situation. If the employee remains dissatisfied and the complaint represents the alleged violation mentioned above, a written grievance may be filed.

**Step I -** Submit the written grievance to your immediate supervisor. The provision of the employee handbook allegedly violated should be specified. Describe the situation in detail including the date, time, location, witnesses (if any), and other facts surrounding the alleged violation. The supervisor will issue a written determination to the employee no later than ten (10) working days from receipt of the grievance. (See General Grievance Form at the end of this booklet)

**Step II -** If the problem is unresolved, forward your written grievance to the next higher-level supervisor. This appeal must be made within ten (10) working days from receipt of the decision in Step I.

The supervisor will issue a written determination to the employee no later than ten (10) working days from receipt of the grievance.

Step III - If still not resolved, your written grievance may be submitted to your department head and the Director of Human Resources. This grievance must be filed within ten (10) working days from receipt of the decision in Step II of the Procedure. The Director of Human Resources will meet with the employee, the supervisor, and, at a later time, the department manager/director. After this discussion, but in any case no later than ten (10) working days from the date Step III was received, the Director of Human Resources will issue a written determination to the employee, the supervisor, and the department manager/director.

Step IV If the employee remains dissatisfied, he/she may request a hearing with the Human Resource Policy Committee which will include representatives of the faculty, support staff, professional staff, and senior staff. The Director of Human Resources will chair the committee. This final appeal must be filed within ten (10) working days from receipt of the decision rendered in Step III. The recommendation of the Human Resource Policy Committee will be forwarded to the President of the University no later than ten (10) working days from the date of the committee hearing for final review and determination. Upon receipt of the Human Resource Committee's recommendation, the President of the University shall review and make a final determination within ten (10) working days of receipt of the committee's recommendation. This serves as the final grievance step. Other grievance procedures may also be available for allegations of sexual harassment or sexual discrimination.

If there is a finding of inappropriate behavior, prompt disciplinary action, including possible termination or expulsion, will be taken.

- Withdrawal of a complaint will not necessarily result in the termination of the University's investigation into the allegations.
- False and malicious charges may result in sanctions being imposed against the complainant by the University, and may lead to charges being filed against the complainant by the accused.

Should disciplinary action be taken, the following guidelines should be followed:

- Student disciplinary action will be taken by the Vice President & Dean of Student;
- Professional and Support Staff disciplinary action will be taken by the immediate supervisor and the Director of Human Resources.
- Faculty disciplinary action will be taken by the Vice President for Academic Affairs.

After a judgment has been rendered, either party may choose to avail himself/herself of the established grievance procedures: When any investigation of a complaint of sexual harassment is completed, the file containing all documentation relating to the complaint will be maintained in the Human Resources Department in a separate confidential file.

Documentation on any disciplinary action will be maintained in accordance with the following guidelines:

- (a) Documentation will be maintained in the Student's file, which resides with the Admission Department or Dean of Student.
- (b) Documentation will be maintained in the Professional and Support Staff's personnel file, which is maintained in the Human Resources Department.
- (c) Documentation will be maintained in the Faculty's personnel file in the Human Resources Department.

### **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 President of the University within ten calendar days following the conviction.
- d. VIU shall notify the appropriate federal agency, if applicable, within ten 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 and the implementation and strict enforcement of this policy.

### **No-Smoking Policy**

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

### **Family Education Rights**

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

1. That any persons concerned be informed of their rights under the Act.
2. That any persons concerned have the opportunity to inspect and review their educational records.
3. That any persons concerned may request a change in an educational record that they deem to be inaccurate, misleading, or in violation of the student's privacy or other rights.
4. That any persons concerned may exercise, as appropriate to their connection with the student, limited control over disclosure of information contained in that student's educational records.
5. That any persons concerned may have the opportunity to file a complaint in the event of non-compliance by VIU with any of the above rights.

### **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, 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.

There are several rules and regulations developed and implemented by The US Immigration and Custom Services (USCIS) governing the F-1 visa status of international students, in particular related to their stay and study in the USA.

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, then you will be considered "Out of Status" and until you get your F-1 status reinstated, you may NOT be allowed to;

- |  |                                  |
|--|----------------------------------|
| a. continue to stay and study in the USA | b. extend your period of study,  |
| c. transfer to another school            | d. travel e. practical training. |

1. Keep an **un-expired passport** valid for at least 6 months.
2. Attend the **school that you're authorized** to attend.
3. Make normal **progress towards completing** your program of study.
4. **Special Registration and Change of Address:** Report change of address to VIU within 10 days of the change. If applicable, comply with Special Registration Procedures for Certain Foreign Nationals.
5. **Maintain full-time enrollment:** 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.
6. Obtain **new I-20 for a change in academic or program level** of study
7. Abide by VIU's **attendance policy** which requires that full-time F-1 students are expected to attend at least 80% of all classes.
8. **Vacation:** All F-1 students, including ESL and all degree seeking students, with no exceptions, are allowed to take vacation only during the official school breaks, semester breaks, and summer terms.
9. 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).
10. If you need, **make a timely school transfer:** Inform us about your intention to transfer at least 15 days before the new semester starting date. Please note that VIU does not grant any transfer certificates when school is officially in session.
11. **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 VIU I-20 (see item 5 and complete studies not later than {date}.), you must request a program extension through the ISSO.
12. **F-1 Grace Periods:** After you have completed or terminated your studies and any practical training that is authorized (if any), you must leave the U.S. within a 60 day period, or change to another immigration status within the appropriate time allowed, that is usually within the first 45 days. A student who obtains permission from a DSO prior to withdrawing from VIU, will have 15 days to depart the U.S. However, a student who withdraws without a prior approval or terminates the course of study has zero (0) days to leave the U.S. The student must depart the U.S. immediately.
13. **Financial Support:** If there are any changes in your financial status and sponsorship information, such as: changing your sponsor, or receiving financial aid, or a scholarship, then you have to report to the International Student Advisor immediately within 10 days of this change.
14. Complete a **timely reinstatement application** if you notice you have fallen out-of status.

*For more information about International Students F-1 visa rules and regulations, please consult with the International Student Advisor.*

Note: For further information, please refer to VIU's F-1 Student Handbook available at [www.viu.edu](http://www.viu.edu).

For most updated information please visit the official website for US Custom and Immigration Services at [USCIS.GOV](http://USCIS.GOV), or go to <http://uscis.gov/graphics/lawsregs/8cfr.htm>, to see [Title 8, Code of Federal Regulations \(8 CFR\) Sec. 214.2\(f\)](#) regarding non-immigrant students in colleges, universities.

# **COURSE DESCRIPTIONS**

## **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: None

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: None

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: None

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: None

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: None

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: None

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:** None

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:** None

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:** None

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

**MBA 626 Consumer Behavior**

**Prerequisite:** None

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:** None

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

**MBA 632 Independent Study**

**Prerequisite:** None

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:** None

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:** None

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

**MBA 636 Managerial Accounting**

**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:** None

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: None

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 modern organizations, discussing hardware and software, computer application development, data processing and database systems, and the impact of computer information systems on society. Emphasis is placed on integrating information technologies into the organization to meet organizational needs. Upon completion, students should be able to understand the different approaches to information technology and be able to determine the correct approach to use in the organization.

#### 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.

#### 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.

LANG 244: 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.

LANG 245: Spanish II

Prerequisite: LANG 244

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

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.

## **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: None

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: None

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: None

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: None

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: ACCOUNTING 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 modern organizations, discussing hardware and software, computer application development, data processing and database systems, and the impact of computer information systems on society. Emphasis is placed on integrating information technologies into the organization to meet organizational needs. Upon completion, students should be able to understand the different approaches to information technology and be able to determine the correct approach to use in the organization.

Manner of teaching: Lectures and class discussions.

### 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-oriented 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, ellipse, 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 exercises.

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 and 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

## 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 lifecycle 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



# *Academic Catalog*

## **2006-2007**

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