Academic CATALOG 2007-2008

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BUILDING_DRAFT VERSION
For FALL 2007

Includes all addenda, SSAP, proposed new and revised programs

President's Welcome Message

On behalf of Virginia International University (VIU), I would like to extend you our warmest welcome! I believe that in choosing to study at VIU you have made one of the smartest decisions of your career. In our constantly changing and highly competitive world, quality education has become more than ever the key to personal and professional success.

At VIU, we believe a bright, motivated student body and a competent, dedicated faculty and staff are the two main conditions for a successful educational experience.

As a student at VIU, you become part of a fully supportive but challenging learning environment designed to guarantee academic success and to foster the personal confidence necessary to secure a good job or pursue graduate study. Working in partnership with the community, local businesses, and other educational organizations, VIU is committed to providing excellent, affordable education to all students who are equally committed to fulfilling their personal and professional aspirations.

Our educational philosophy is built around the concept of the student as a total human being. You can rest assured that when you enroll at VIU your complete well-being is our top priority. Thus, in addition to our first-rate academic instruction, top-notch technical training, and up-to-date learning facilities, you will find that we go the extra mile in helping you to adjust and enjoy all the facets of your life as a university student - from locating appropriate housing to partaking in recreational activities.

Our fundamental hope and ultimate goal is for you to receive the intellectual stimulation, theoretical and practical preparation, and professional direction that will equip you to qualify for the most rewarding career opportunities.

Once again, I bid you a warm welcome to Virginia International University -the high road to your future!

Sincerely,

Dr I. Sarac
President

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Administrative Notice

The purpose of this Academic Catalog is to present academic programs and services and those policies, procedures, and regulations of the Virginia International University (VIU) that are likely to apply to our student body. Academic catalog is usually reviewed semi-annually and published annually. University may publish other manuals such as student handbook, faculty handbook, Employee handbook and library handbook, therefore, in case of any discrepancies between these handbooks relating to the student and academic services, the policies and procedures stipulated here in the academic catalog shall supersede the statements mentioned in others. The content of this publishing has been approved by the Board of Trustee. For any comments and questions, inquires must be directed to the office of the Provost at 3957 Pender Dr., Fairfax, VA 22030.

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GENERAL INFORMATION

Philosophy and 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 offering degree programs at both undergraduate and graduate levels in computer science and business management fields, as well as full- and part-time certificates in a variety of professional and technical fields, including English as a Second Language (ESL) program for those whose native language is not English.

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 twofold mission.

1. Virginia International University's mission is to educate students from all over the world through a highly qualified, equally diverse faculty and staff. As an institution of higher learning, VIU will strive to provide academic programs that will engender the intellectual curiosity, critical thinking, and creativity that are urgently needed in the global community as we enter anew millennium. We systematically encourage the development of a strong knowledge base, study skills, technical know-how, and the personal motivation necessary for competent scholarly inquiry and the lifelong pursuit of learning.

2. As a community of students, staff, and faculty drawn from diverse national, cultural, and social backgrounds, VIU aims to improve the environment in which freedom of thought and diverse interpretations of human experiences are cherished. It is our hope and expectation that each member of the university will develop a greater awareness of and responsiveness to fellow members as well as to those beyond our campus who are less privileged. In the fulfillment of this mission, the university shall seek an efficient use of all available resources to ensure the highest quality of service to its students, faculty and staff. The ultimate goal of VIU is no less than to graduate 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.

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

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clubs and activities, such as our monthly speaker's 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.

Institutional History

Since its founding in 1988, Virginia International University has made significant progress in the complex process of setting up a new university.
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. We have initiated our national accreditation efforts in year 2004 with Accrediting Council for Independent Colleges and Schools (ACICS). We completed initial resource visit, and self-study stages successfully, and ACICS has scheduled a final evaluation visit on May 7, 2007, and we hope to get accredited by the beginning of the Fall 2007 semester.

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).**

1. Business Programs Department
A Master of Business Administration (MBA) degree for the following concentrations:

a. International Business
        b. Marketing

   B. Bachelor of Science in Business Administration degree is offered for the following concentrations:
        a. Accounting and Finance
        b. International Business
        c. Marketing

   C. Diploma and certificate programs offered in:
        a. International Business Management

2. Computer Programs Department

   A. Master of Science in Management of Information Systems (MMIS) is offered.

   B. Bachelor's of Science in Computer Science

   C. Diploma and certificate programs in:
        a. Computer Programming

3. General Studies Department

There are currently two programs have been offered in this department

   A. English As A Second Language (ESL) Programs 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.

Governance and Control

Virginia international university is a private nut non-profit university owned and governed by its **Board of Trustee.** The main functions of the board of trustees as mandated in the Bylaws are to develop policies for the VIU and support the president of VIU to implement those policies. In addition, board provides broad guidance, monitoring and assistance to the president in fundraising, public affairs and building key alliances to assist the growth of the university.

VIU's current board of trustees includes:
1. State Senator Jeanmarie Devolites Davis, Chairman of the Board
2. Dr. BB Sahay, ,Vice Chair
3. Dr. Richard Ernest, Board Member
4. Dr. Isa Sarac, President of VIU and Board Member
5. MS. Sarah Sarac, Board Member
6. Suzan Mertyurek, Board Secretary and member of the Board
7. Feridun Kaharman, Board Member

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

Administrative Staff

The day to day operation of the institution is being carried out by the current administrators. Dr. Sarac, President of VIU actively participates in the decision making during the day to day operation. However, he depends upon the recommendations of his senior management team that includes Provost, CFO, Dean of Students Services and administrative heads and Chairs of the Academic Departments.

Name	Title	Degrees	Institutions
Dr. Isa Sarac	President	PhD	Ege Univ.
Dr. Habib K. Khan	Provost	PhD	Indiana Univ.
Hasan Karaburk	Dean	MBA	VIU
Dr. Necmi Mutlu	Chair, Computer Dept.	PhD	GMU
Roger Powell	Chair, Business Dept.	MS	Alfred. P. Sloan
Laura Hills	Director, Univ. Advancement	MA	GMU
Karin Sandler	Chair, ESL	MA	G-town Un.
Sebastien Mortreux	PR Manager	BFA	Savannah Coll.
Tina Seguismundo	Marketing Manager	BSc	De La Salle
Serdar Angun	Ast. Chair, Comp Dept.	MBA	VIU
Emin Pala	Database Admin	BSc	VIU
Maria Robledo	Accounting Manager	MBA	VIU
Yoko Uchida	Admission Officer	BBA	VIU
John L. Bennettt	Librarian	MLS	McGill Univ
Robin Leon	DSO	MA	U. Penn
Amy Jordan			
Lizbeth Feliz			
Debrah Jenkins			

Academic Calendar Fall 2007-Summer 2008

VIU is a traditional university deploying two mandatory academic semesters in a year: Fall and Spring. Each semester has 15 weeks of net instructional time, and with an additional final exam week, it makes a total of 16-week long semester. There is no official fall recess during the fall semester due to other observed holidays; however, spring semester has one-week spring recess. The summer semester has been always optional, however, since the amount of classroom instruction is equal to one full semester, the regular semester tuition fee will be charged for those who are to enroll.

FALL 2007	
Early registration period	July 6-August 3
First day of classes	September 4
Registration ends	September 7
Last day to add/drop classes	September 17
Incomplete coursework from Spring '07 - Due to instructor	October 5
Incomplete grade from Spring 2007 - Due to Registrar	October 12
Thanksgiving Break (**holiday**)	November 22 – 23
Last day of classes	December 14
Exam period	December 17-21
Grades available	December 24
Christmas Break	December 25-Jan 1 '08

SPRING 2008	
Early registration	November 19
First day of classes	January 21
Registration ends	January 25
Last day to add/drop classes	February 1
Incomplete coursework from Fall '07 - Due to instructor	February 22
Incomplete grade changes from Fall '07 - Due to Registrar	February 29
Spring Recess	March 17-21
Last day of classes	May 9
Exam period	May 14-18
Grades available	May 19
Graduation Ceremony	May 22

SUMMER 2008		
	ESL*	**Academics****
First day of classes - Both **ESL** and **Academics**	June 2	June 2
Last day to add / drop classes	- - -	June 9
Summer Recess –Only for Academics	- - -	June 30-july 4
Incomplete grade changes from Spring 2008 - Due to Registrar	- - -	July 11
Last day of classes-**Summer Academic**	- - -	August 1
Grades available - Academics	- - -	August 4
Last day of classes-**Summer ESL**	August 22	August 22

* Summer ESL is a 12-week full semester with 25 hours /week instructions from Monday-Friday, and regular tuition-fee will be charged.

**Summer ACADEMIC is an 8-week concentrated full semester, which doubles the classroom instruction per credit / week.

Note: No classes on **July 4.**

Academic Calendar set for the future is subjected to change without any prior notice.

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.

Metro bus Access From Vienna Metro station

VIU is only five miles from the Vienna/GMU Metro rail 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 Metro rail Station. From there, both Metrobus 2B and or CUE Bus Gold 2 will bring you to VIU. Get off at the intersection of MAIN STREET and JERMANTOWN ROAD. Walk right on Main Street. Walk right on Waples Mill Road. Walk right onto Pender Drive to building 3957 which will be on the right side

From IAD (Dulles) Airport: Take Route 28 south to I-66 east, take exit 57A to Route 50 Fairfax, then make a left at first light on Waples Mill Road and a right on Pender Drive.

From DCA(National Ronald Reagan) Airport: Take I-66 west, take exit 57A to Route 50 Fairfax, then make a left at first light on Waples Mill Road and a right on Pender Drive.

BWI (Baltimore-Washington International) Airport: Take I-95 south to I-495 west, merge onto I-66 west, take exit 57A to Route 50 Fairfax, then make a left at first light on Waples Mill Road and a right on Pender Drive By CUE Bus From Vienna Metro Station
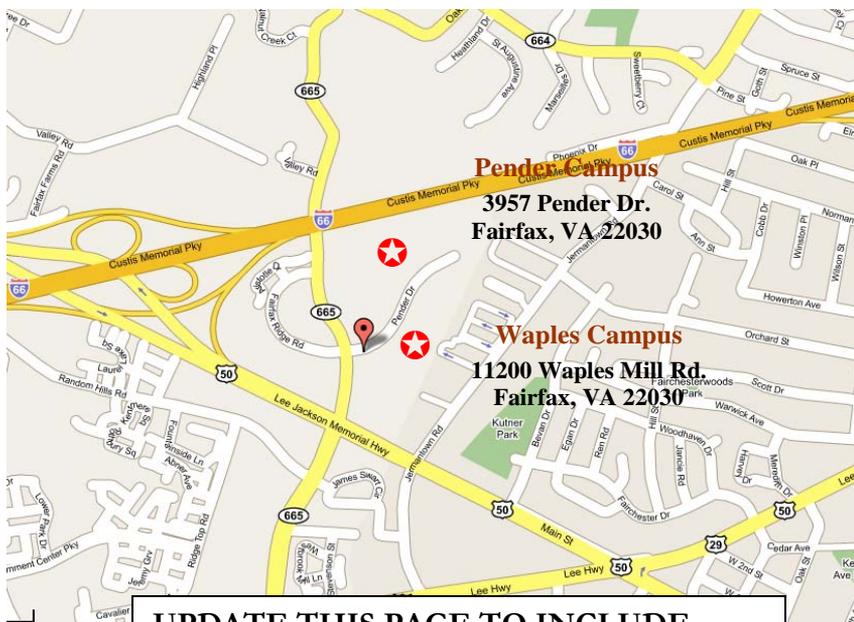
UPDATE THIS PAGE TO INCLUDE 11200 WAPLES MILL CAMPUS as well.

STUDENT SERVICES

Student Orientations

The Admissions Department and the Career Counselor organize a half-day orientation program at the beginning of each semester for both continuing and new students. Participants are introduced to student services, academic and non-academic policies and procedures, curricular advising, course loads, and standards of satisfactory academic progress. More than ninety percent of our student body is comprised of international students. Therefore, it is important that our diverse student body be introduced to and appreciate American culture, local transportation options, and area banking and shopping opportunities, which are very important in helping the students make a positive transition to VIU. Orientation also provides an opportunity for students to have their student ID cards issued and photographs taken, to open their VIU email accounts, to learn more about daily life at VIU, and to become acquainted with other VIU students, staff, faculty, and administrators. An agenda is set for the orientation and an orientation feedback survey is administered to participants at the conclusion of the program. Both the agenda and survey results are kept on file.

Career Development and Placement Services

VIU's Career Center has opened for operation in the Spring 2007 semester. Under the guidance of our new Career Counselor, the center will be a place where students can go to learn about the world of work. The Career Counselor is available to answer questions students have concerning various topics related to their job search endeavors and career path. Workshops in the areas of job search issues and well-being concerns will also be available. Some of the areas on which the career center will focus include:

a. Job search
b. Student resume/cover letter building
c. Career counseling
d. Job related workshops CPT/OPT counseling
e. Creating relationships with companies willing to work with our students

Students may also apply for Curricular Practical Training (CPT), which is the equivalent to an internship. The CPT occurs in conjunction with the specific class designed for the internship experience. Students may not begin the CPT until they have entered into their second year of study at VIU, registered for the appropriate class, completed the proper paperwork/application, and their I-20 have been changed to allow for CPT. Only when students have completed these requirements may they work

under CPT guidelines. Even then, students may intern only part-time during Fall and Spring semesters, and full-time during the summer.

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

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 Services

VIU will provide student housing services to the students. However, there is no guarantee that housing will be provided for all the students who require it. VIU will help the students find the following housing options:

Apartments: To rent either individually or as a group
Host Families: Excellent way for students to improve English.
Roommate/Shared Housing: Shared housing is ideal and more affordable choice for students seeking a more independent alternative to a host family.

For further information about security deposit, fees and accommodation application form , please contact VIU's accommodation office: accommodation@viu.edu.

Extracurricular Activities (Off-Campus)

Field Trips: 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.

Potential Magazine:
< ASK LAURA TO ELABORATE--a paragraph goes here>
Student Luncheons:
< a paragraph goes here>

Health Insurance

Due to high cost of health services in the U.S.A, the 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 as low as $2 per day. An affordable health insurance can be obtained from various service providers shown below; International Student Insurance (http://www.internationalstudent.com/insurance/), HTH Worldwide (http://www.travelhealthinsurance.com/, http://www.hthstudents.com/), Global Health Insurance (http://www.global-health-insurance.com/), and Compass (http://www.compassbenefit.com/). For further information about health insurance, please contact the Office of Student Services at (703) 591-7042 ext 310, or visit our at http://www.viu.edu/health-insurance.html.

Library Services

During your time at Virginia International University you will need access to an array of study and research materials. The VIU Library will assist you in finding these materials. It is the place to begin whether you are completing a classroom assignment or undertaking an independent research project.

Director and Staff: John L. Bennett, the VIU Library Director, has a Master's of Library Science degree from the American Library Association accredited Library Science program at McGill University. He has a Librarian's Professional Certification from the State of Virginia. He is assisted by four trained Library Assistants.

Hours of Operation: The library is open and staffed by a Librarian and/or a trained Library Assistant from 8:30 AM to 6:00 PM Monday through Friday and 9:00 AM to 1:00 PM on Saturdays. Limited library services are available from 6:00 PM to 9:00 PM Monday, Wednesday, and Friday evening.

Online Resources: The library maintains a website at http://library.viu.edu that includes a catalog of library holdings as well as links to online resources that can be used by students for study and research. The catalog can be searched by author, title, keyword, and ISBN. There are links to approximately 100 websites in the areas of business, computer and information science, ESL and general reference.

Collection: The library currently has approximately 3,600 hundred volumes, the majority of which are relevant to the University's three areas

of concentration: business, computer and information science, and English as a second language (ESL). There is a Reference Section with a variety of standard and specialized reference works. The library subscribes to approximately 25 periodicals, primarily in the areas of business and computer and information science. The library collection is currently undergoing a significant expansion (for more information see the discussion of the Library Development Action Plan below). Students at VIU can also use the resources of number of nearby academic and public libraries.

Circulation: Reference materials, periodicals, and items on reserve are not available for circulation and must be used in the library. Otherwise items in the library can be borrowed by students and faculty. An item may be checked-out for three (3) weeks and can be renewed for an additional three weeks if it has not be requested by another person.

Library Development Action Plan: At the beginning of the spring 2007 semester, VIU began implementation of a Library Development Action Plan. The plan includes a significant acquisition program designed to increase and modernize the libraries holdings in three core areas – business, computer and information science, and ESL – as well as in general reference. The library also plans to develop a collection of materials in non-print media including e-books, CD-ROMs, fiche, audio CDs and DVDs. Under the plan, the University will incrementally increase the information technology available to students in the library including the installation of internet-ready computer stations and subscriptions to a variety of databases, online bibliographies, full-text services, and online periodicals. Additionally, under the plan, square footage of the library will be increased by more than 50 percent.

Students 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.

APPLICATION FOR ADMISSIONS

For the 2007-2008 academic year, VIU is admitting students to both undergraduate and graduate degree programs, as well as to career diploma and English as a Second Language. All applicants must provide the necessary documentation, as shown below:

Admissions Requirements

For admission to study at VIU all applicants are required to submit a completed application package as outlined below with a nonrefundable $50 application fee.

Admission Materials	Graduate Programs	Undergraduate Programs	Career Certificate Programs	English Language Program
Application Form	✓	✓	✓	✓
Application Fee	✓	✓	✓	✓
Prev. Degree	Bachelor's	High School	High School	High School
Official Transcript	GPA: 2.5 (recommended)	High School	--	--
SAT/ACT[1]	--	870/ 18 (recommended)	--	--
TOEFL[2] (PB, CB, IB)	550, 213, 80	550, 213, 80	550, 213, 80	--
GRE/GMAT	Recommended	--	--	--
Statement of Purpose	✓	--	--	--
Statement of Financial Support	✓	✓	✓	✓
Letters of References (2)	✓	--	--	--
Health Insurance	Recommended	Recommended	Recommended	Recommended

[1]*Applicants coming from U.S. high schools only.*
[2]*Applicants can take VIU's AccuPlacer test as TOEFL waiver.*

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

Applications for admission to any of our programs for the Fall 2007 Semester must be received by August 04, 2007. Applications for admission for the Spring 2008 Semester must be received by December 20 2007.

Application forms can be downloaded from our website at the following address: http://www.viu.edu or can be obtained upon request by mail, e-mail, fax, or telephone from the following address and/or numbers:

VIU Office of Admissions
11200 Waples Mill Rd., Suite 360
Fairfax, VA 22030   USA
Tel: +1 (703) 591-7042, Ext: 306, Fax: +1 (703) 591-7048

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 with the credit card authorization form signed by either the perspective student or their sponsor and fax it to the Admissions Office (703) 591-7048. We accept VISA, MasterCard, Discover, and American Express. Students may also pay in person at the Accounting Office.

3. Previous Degree: Applicants already holding a degree from a foreign college or university may submit a notarized copy of their college or university diploma, accompanied by a certified translation if the originals are not in English.

a. For master's programs, a bachelor 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: Bachelor's degrees from foreign universities should be equivalent to the completion of a four-year program of study at a U.S. college or university with minimum of 120 semester credits. Those who obtained a bachelor's degree from abroad with less than 120 semester credits, will be conditionally accepted to graduate programs and required to make up the credit difference. Graduate applicants should refer to the U.S. Equivalencies table for their foreign bachelor 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, <u>from all colleges or universities previously attended (whether or not a degree was earned from an institution)</u>. A minimum of a 2.5 GPA (on a 4.0 scale) is recommended for graduate admission, and a minimum of a 2.0 GPA (on a 4.0 scale) is 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, and we prepare credential evaluation for internal-use only. For more general evaluations of your transcript and the U.S. equivalency of your foreign diploma, which could be acceptable by other US institutions, please contact World Education Service, Inc. (WES), at info@wes.org, or call (212) 966-6311 or by fax 1-800-937-3895.

5. SAT/ACT Scores: All undergraduate applicants coming from U.S. high schools (inside or outside the U.S.) are encouraged to submit their college entrance examination scores. Applicants can submit either SAT or ACT scores. A minimum Composite SAT score of 870, or a minimum ACT score of 18, is highly recommended.

6. Language Proficiency-TOEFL Scores: 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 Accuplacer alternatives and tests that are accepted by VIU.

Name of Standardized Test	Minimum Scores Required
SAT II	English 870
IELTS	Overall band 6
TOEFL (PBT, CBT, IBT)	550 , 213, 80
TOEIC	75
AccuPlacer	308 /360

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 or a score of 79 on the internet 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 has 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 program.

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, or 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 in standard 12-point font, double-spaced, and should not exceed 750 words.

9. Statement of Financial Support: All international applicants must submit a Statement of Financial Support detailing the source(s) of funding for their program of study. Please visit our Web site (www.viu.edu) to download VIU's "**Statement of Financial Support**" form.

International applicants will need to submit the following documentation in addition to the Statement of Financial Support:

1. A recent letter from their bank or their sponsor's bank providing the following data: **a**. date account was opened **b.** total amount deposited during the last year **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 a student's sponsor is in the U.S. and is an American citizen or a green card holder, the sponsor must provide VIU with a notarized I-134 form, which can be downloaded from our website under the forms section. Please bring this form or send it directly to the admissions office as it needs to be in the original form. If the sponsor lives and works in the U.S. a W-2 form must

also be submitted to the Admissions Office.

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 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

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. All applicants are strongly encouraged to check their admissions status by visiting http://admission.viu.edu/ApplicationStatus.aspx

Non-Discrimination Policy

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

A PIX from Admissions office
GOES HERE

TUITION AND FEES

This new Tuition and Fee structure is effective with the Fall 2007 Semester.

TUITION[1]	Graduate	Undergraduate	Career Program	Regular ESL [c]
Full-time tuition (per semesters)	$4,149	$3,900	$2,120 [b]	$2,650
Full-time tuition (per credit hour)	$461	$260	$260	$8.83/hour
Part-time tuition (per credit hour)	$470	$270	$270	$11[a]
FEES[2]				
Application fee (non-refundable)	$50	$50	$50	$50
Postal fee (domestic-international)	$25- $50	$25- $50	$25- $50	$25- $50
Program Deposit (Int'l Applicants) Refundable if not granted visa	$400	$400	$400	$400
Student Services Fee (Enrollment, Registration, & Lab)	$50	$50	$50	$50
English Placement Test (Those who need only)	$30	$30	$30	$30

[a] Per Hour
[b] Specially arranged rate for 12 credits. If students want to take more credits then that student will pay for more credits.
[c] ESL Semester tuition is based on 20 hrs/week instruction, and full-time ESL students have to **attend 20 hours classes per week.**
[2] 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 $10,000.

Cancellation and Refund Policies

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

Time of Withdrawal Notice	Amount Refunded *
Up to three business days prior to first day of class	100% of the semester tuition
During the first 25% of the semester	50% of the semester tuition
After 25%, but less than 50% of the semester	25% of the semester tuition
After completion of 50% of the semester	0% (no refund will be issued)

* Excludes non-refundable fees, and fees for the services provided thus far except tuition.

VIU is a traditional university where an academic year is divided into two mandatory semesters, Fall and Spring, each of which are 16 weeks long (15 weeks of instruction and an additional final exam week). There are no classes during the regular winter and summer breaks. VIU has been offering remedial volunteer summer sessions condensed to only eight weeks of teaching for those who failed or for individuals who are trying to finish a program sooner.

Other Fees: There are other services at VIU provided to students upon their request or when it is necessary as they progress through the program.

Services Provided	Explanation	Amount
Health Insurance	Strongly Suggested	$2 per day (if student elects to sign up with VIU's coverage
Book Fee	Book fee is **not** included in the tuition. All students must obtain their books before the end of the add-drop period	ESL student's assume spending $200 Academic students assume $100 per class
Graduation Application /Diploma Processing Fee	All student graduating must pay this fee when submitting the Graduation application Form	$100 Degree Students $50 for Diploma Students
Late Registration Fee	If student registers before the end of add –drop, but missed the last day of registration	$50
Return Checks Fee	If the check issued by the student is not honored by the bank	$30
Lost I-20/ Travel I-20 Processing fee	For those who lost their I-20's or the ones who are about to travel abroad	$30
Activity Fee	Includes sports fest, luncheons, movies and other student activities	$25
ID Card Renewal	If ID car is lost, or otherwise replacement needed. ID cards must be renewed every year.	$10
Transcript Processing Fee	Upon request by students, it will take three days to process this request	$10

Financial Obligations: A written notice must be submitted to officially withdraw from the University, and the effective date for the termination for the purpose of refund calculation will be the date of withdrawal notice submitted to VIU. No refund will be honored without written notice. Students may download the VIU
Course/Institutional Withdrawal Form from our web site or obtain a hard

copy form the Registrar's office. The Course/Institutional Withdrawal form can also be obtained from the International Students Advisors Office in Room 360 of the Waples Mill Road Campus.

The school will facilitate refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If a student has enrolled in a payment plan and the installment payment is insufficient to cover the student obligation according to the above schedule,
then the university bills the student
the difference.

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

>**a.** withhold the release of the student's academic records or any information based upon the records.
>**b.** withhold the issue of the student's transcripts.
>**c.** If the student's account remains delinquent, the Institute reserves the right to terminate student's enrollment, and cancel F-1 visa of international student. Late tuition payments are subject to an interest charge of twelve percent per annum.

Financial Penalties:

>**1.** Late fee: Failure to make any payment on or before the due date results in a late fee of $50 per installments.
>**2.** Return Check fee: A $35.00 fee will be charged for each unpaid check returned by the bank plus any additional late fee penalties.

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

SCHOALRSHIP

VIU affords individuals with unlimited potential the unique opportunity to acquire an excellent, multi-disciplinary education combined with the experience of living in a different culture. An important aspect of the VIU experience is the formal and informal exchange of information among scholars. VIU provides an environment for international students to enlighten fellow international and American students about their traditions and ethics, and to gain valuable insight into the multicultural aspects of America society in return. Ideally, this will enhance the outstanding education we offer our extremely diverse undergraduate and graduate population.

By offering this scholarship, our aim is to attract the rare individual who will take these unparalleled experiences back to his or her home country, share the knowledge acquired with future generations, and launch successful careers as world leaders.

Scholarship Selection Procedures
Virginia International University occupies a special niche among institutions of higher education. The majority of our undergraduate and graduate population is comprised of international students from over 50 countries. As such, our scholars have extraordinary challenges to confront with respect to funding their education. Unable to obtain grants and loans in the traditional market of private and public financial support, they must rely on sponsors and personal resources. The economic stability of the sponsor is especially significant in the assessment of financial need since international students are prohibited from being employed in the United States.

The VIU Scholarship Program was designed to attract exceptional students worldwide and provide them with a unique opportunity to study in the United States. The awards are based on exemplary academic accomplishment, dedication to furthering international accord, and proven leadership skills. VIU Scholarship recipients are also selected upon an objective, in-depth analysis of the applicant's financial challenges, our commitment to economic and cultural diversity, and the applicant's stated professional/career aspirations.

As would be expected, it is not unusual for students at VIU to require financial assistance at some point in the course of completing their education once their personal financial resources are depleted. It has always been our pleasure to award as many scholarships as feasible to those

deemed eligible to promote their pursuit of higher education. The administrators and professionals at VIU believe that "Education should not be compromised due to financial inability." In response to this critical need, we have developed a tuition scholarship program that is catered to the unique circumstances of the international student.

Each applicant's file is reviewed and evaluated by the he Scholarship Committee. The Committee members are Dr. Sarac, President of the university; Dr. Khan, Provost; and Mr. Burk, Dean of Students. Once an applicant is granted a scholarship he or she is issued a scholarship letter, with details that include the terms of the award, the conditions required to maintain the scholarship, and the annual renewal process. The committee also meets annually to review our practices and procedures to provide a better scholarship program.

Scholarship Funding Sources
The VIU Tuition Scholarship program funding is derived from a number of sources. The Scholarship Program is supported by generous contributions from individuals, organizations, corporations and foundations. Fundraising events are scheduled throughout the year.

The Board of Directors approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the academic year. These funds are awarded in the order in which the completed application and supporting documents are received during the periodic meetings of the Tuition Scholarship Committee.

The funds provided are allocated based on a formula that incorporates an analysis of which departments have the greatest number of students with potential financial hardship, as well as a specific financial assessment of the circumstances of the individual student applicant. Scholarships range from $500 to $8,298 (full-scholarship). Due to the limited amount of funding available, full scholarships are a rarity.

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

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

Scholarship Committee based on a variety of other factors in addition to academic merit and outstanding success, such as financial need and an objective analysis of all aspects of the application.

When to Apply
The completed application package must be postmarked on or before July 31 of the application year to be considered for the following fall semester. Students granted an award must also re-apply every year before July 31 for approval of the continuation of his/her scholarship award. Awards for the succeeding school year will be announced by August 15. If you will be entering the university in the spring, the scholarship application packaged must be postmarked on or before November 30.

A scholarship application packet may be obtained from the Dean of Students Office at VIU if you are a current student or live nearby. 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:

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

Scholarships Criteria

The amount of scholarship a student is awarded depends upon many factors. However, to be considered for a certain amount of scholarship, the candidate must meet at least two of the criteria listed below;

UNDERGRADUATE SCHOLARSHIP

A. $500 Scholarship

TOEFL (PB, CB, IB) score of (563 or 220, or 83) or above
IELTS Score of 6.5 Band
GPA [a] average: 3.3 or above (out of 4)
SAT/ACT composite score of 900 or above

B. $1000 Scholarship

TOEFL (PB, CB, IB) score of (577, or 230, or 89) or above
IELTS Score of 7.0 Band
GPA [a] average: 3.5 or above (out of 4)
SAT/ACT composite score of 1060 or above
Outstanding Success [c]

C. Quarter Scholarship

TOEFL (PB, CB, IB) score of (592, or 240, or 95)or above
IELTS Score of 7.5 Band
GPA [a] average: 3.7 or above (out of 4)
SAT/ACT composite score of 1220 or above
Outstanding Success [c]

D. Half Scholarship

TOEFL (PB, CB, IB) score of (620, or 260, or 105) or above
IELTS Score of 8.0 Band
GPA [a] average: 3.9 or above (out of 4)
SAT/ACT composite score of 1300 or above
Outstanding Success [c]

E. Full Scholarship

TOEFL (PB, CB, IB) score of (648, or 280, or 115) or above
IELTS Score of 8.5 Band
SAT/ACT composite score of 1380 or above
Outstanding Success [c]

GRADUATE SCHOLARSHIP

A. $500 Scholarship

TOEFL (PB, CB, IB) score of (563 or 220, or 83) or above
IELTS Score of 6.5 Band
GPA [a] average: 3.1 or above (out of 4)
GRE / GMAT [b] score of 520 or above (/800)

B. $1000 Scholarship

TOEFL (PB, CB, IB) score of (577, or 230, or 89) or above
IELTS Score of 7.0 Band
GPA [a] average: 3.3 or above (out of 4)
GRE / GMAT [b] score of 540 or above (/800)
Outstanding Success [c]

C. Quarter Scholarship

TOEFL (PB, CB, IB) score of (592, or 240, or 95)or above
IELTS Score of 7.5 Band
GPA [a] average: 3.5 or above (out of 4)
GRE / GMAT [b] score of 570 or above (/800)
Outstanding Success [c]

D. Half Scholarship

TOEFL (PB, CB, IB) score of (620, or 260, or 105) or above
IELTS Score of 8.0 Band
GPA [a] average: 3.7 or above (out of 4)
GRE / GMAT [b] score of 620 or above (/800)
Outstanding Success [c]

E. Full Scholarship

TOEFL (PB, CB, IB) score of (648, or 280, or 115) or above
IELTS Score of 8.5 Band
GRE / GMAT [b] score of 640 or above (/800)
Outstanding Success [c]

[a] High school GPA is NOT acceptable. Incoming freshmen who do not have a college GPA, will need to study one full academic year, and then apply for scholarship. For master degree students, a bachelor degree GPA is needed.

[b] Based on single score from either the verbal or quantitative reasoning test. The range of scores for both GRE and GMAT is the same, which is 200-800.

[c] Outstanding success is defined as when the student has achieved recognition in sports, music, art or academic Olympiads. Proof will need to be provided.

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

Students should keep in mind that this is a tuition scholarship. The applicant, once found eligible, will not actually get cash in hand. However, the amount will be deducted from the fee they would normally have to pay in tuition.

How to maintain Scholarship Award
We would like to remind our scholarship students of their responsibilities as a scholarship holder and inform them about the terms for maintaining their award.

1. 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.

2. The financial situation of the student should remain the same. Scholarship students must report to us if their financial situation improves.

3. Reported misbehavior, any negative feedback from your instructors, and any type of violation of the code of conduct (either academic or non-academic) will jeopardize your scholarship. We will randomly do a feedback check with your classmates and teachers about your overall performance.

4. Academic dishonesty will not only result in immediate termination of the scholarship award, it will also jeopardize the students' academic history as it will be permanently recorded on your transcript.

Renewal of Annual Scholarship
VIU's tuition scholarship is an annual tuition scholarship, and the award will expire at its anniversary. Therefore, a student's eligibility to be continuously qualified for a scholarship award is not only based on the above cited conditions, it also depends on annual review and renewal. A student must apply for renewal of his/her award, and must submit new scores for standard exams that are due to expire before the next semester starts. The renewal process is not any different than that of the initial grant of the award regardless of the applicant's history at VIU.

Anticipated Changes in Policy
For the ten percent of students attending the university who are American, the industry standards for evaluating economic hardship are utilized. VIU

expects the number of American students who attend the institution to increase dramatically. VIU is one of the best education options available at its price point in the region. As the number of American students who matriculate at VIU increases, the institution will utilize the necessary policies and accounting systems required to track, distribute, and monitor financial awards from state and federal sources. FAFSA, Income Tax Returns, and all other traditional tools used to evaluate financial status will be analyzed when determining who will receive a tuition scholarship from VIU.

A PIX of Scholarship Student
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ACADEMIC REGULATIONS

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. 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: Ordinarily, a student who is willing to register for an overload beyond the full-time loads, must have satisfactory GPA as required by the degree preceding the overload; for undergraduate study a minimum GPA of 2.0, and for graduate study a minimum GPA of 3.0 is required to become eligible. Students may not enroll in overload courses beyond 20 credit hours except in extremely rare and compelling circumstances. Students requesting an overload should be aware that additional tuition charges will be incurred.

Continuous Enrollment

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

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.

Semester and Credit System

Semester: VIU is a traditional university where an academic year is divided into two mandatory semesters, Fall and Spring, each of which are 16 weeks long (15 weeks of instruction and a final exam week). There are no classes during the regular winter and summer breaks. VIU has been offering remedial volunteer summer sessions condensed to only eight weeks of teaching for those who failed or for individuals who are trying to finish a program sooner.

Credit Hours: For VIU students to complete any program, they must complete a specified number of credit hours as required by their respective program of study. **One credit hour** can be earned by successful completion of **15 contact hours** of learning. **One contact hour** of learning is defined as a minimum of **50 minutes of supervised** or directed instruction and appropriate breaks during the entire period of a 15 week-long instruction. For example, for three graduate credit hours, a student must receive 45 contact hours of classroom instruction or a combination of lab and class work. Two hours of **lab** is equal to one hour of classroom teaching. Additionally thee hours of **internship or externship** is equal to one hour of classroom teaching.

Full-time Student: Institutional policy defines an undergraduate full-time student as one who registers for 12-15 credit hours per semester. A graduate full-time student is one who registers at least 9 credit hours per semester. For full-time students, it normally takes eight semesters (four academic years) to complete a bachelor's degree. It takes four semesters (two academic years) to complete a master's degree (beyond the prerequisites). And, it takes two semesters (one academic year) to complete a diploma program.

Grading System and Grade Point Average (GPA)

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 (CGPA) 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 lower than C are not normally accepted for transfer. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

Percentage	Letter Grade	Numeric Grade	Academic Standing	Semester GPA
95-100---------- A	{4.0}	Honor	4.0 grade points per credit
90-94 ---------- A-	{3.7}		
85-89 ---------- B+	{3.3}		
80-84 ---------- B	{3.0}	Excellent	3.0 grade points per credit
75-79 ---------- B-	{2.7}		
70-74 ---------- C+	{2.3}		
65-69 ---------- C*	{2.0}*	Satisfactory	2.0 grade point per credit
60-64 ---------- C-	{1.7}		
55-59 ---------- D+	{1.3}	Probation	1.25 grade point per credit
50-54 ---------- D	{1.0}	Dismissal	1.0 grade point per credit
45-49 ---------- D-	{0.7}	Lowest Passing Grade	
44 and below - F	{0.0}	Failure	0.0 grade point per credit

* Minimum passing grade for graduate programs.

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

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

Graduation Requirements
Student should have the following minimum requirements to be qualified for a degree.

	Undergraduate	Graduate
Minimum Grade Per Course	D-	C
Cumulative GPA	2.00	3.00
Total Credits for graduation	120	36

Graduate student with more than two Cs, will have to repeat one of the Cs or might need to take another class to make up total credit requirements.

Incompletes - "I"
Students receiving a grade of "I" will be evaluated according to the minimum standards for academic progress and will be re-evaluated at the end of the first four weeks of the following semester. This grade is not included in the calculation of CGPA but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. Courses that are found to remain an "I" at the end of the four -

week period will automatically become an "F" and will be calculated in the CGPA.

Incompletes also are counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course. Incompletes and withdrawals may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course.

The 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. The instructor may complete a Grade Change Form to change a grade.

Repeat or Retake Courses – "R"

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

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of satisfactory academic progress. As a general rule, all of the credit hours for which the university has collected any tuition, whether for a first-take or repeated course, will be included in the computation of the successful course completion percentage.
2. The GPA will be based only upon the higher grade for the repeated course attempted.
3. The original grade for the course repeated under this rule will remain on the student's academic record. Previous grades 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 GPA calculation.
4. Course repetition does not extend the maximum time frame. The student must complete the program within the original maximum time frame.

Transfer Credits-"TC" Policy

When a student brings credits from other institutions, these credits will be noted with a grade of TC meaning Transfer Credits. Since these courses will not carry grades, they will have no effect in GPA calculations. These

courses meet graduation requirements only. The student's new normal program length will be shortened to reflect the transfer courses and the maximum time frame will be recalculated. Normally, a transfer student would start with a 0.0 CGPA and 0% courses attempted and successfully completed for the purpose of satisfactory academic progress.

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

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

Add/Drop a Course

After registration, a student may add a course at any time before the 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), obtain the advisor's signature, and submit the completed form to the Registrar's Office.

Withdrawals -- "W"

a. Withdrawals from a Course after the Add / Drop Period

A student who wishes to change his/her schedule by dropping a course may do so only within the first two weeks of each semester without incurring any financial penalty. 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/Institutional Withdrawal Form, available from the Registrar's office. A "W" indicating official withdrawal will be recorded on transcripts. After a "W" is issued, the course may be repeated once. The grade of W will not be assigned to any student who has taken the final examination in the course. "W" grades are not calculated in the CGPA. However, they will be considered credits attempted if the student has incurred a financial obligation for the semester. "W" grades affect the successful course completion percentage.

A student who does not withdraw from a course before the last day to do so will receive a letter grade based upon the student's performance in the course. To withdraw from a course, the student must complete the relevant section of the Course/Institutional Withdrawal Form, obtain his or her advisor's signature, and submit the completed form to the Registrar's office for processing.

b. Withdrawals from the University

A student may withdraw from the university only when circumstances beyond the student's control make it impossible for him or her to complete coursework for the semester. A student wishing to withdraw from the university must complete the relevant section of the Course/Institutional Withdrawal" Form (available from the Registrar's office), obtain the advisor's signature, and submit the completed form to the Dean of Student Services for final approval. It is likely that the student will receive a failing grade or withdrawal grade (if this happens between the third and eighth week of the semester) in all registered courses. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student. Students who fail to register until the end of add/drop period is automatically considered to be officially withdrawn from the university.

Auditing Courses- "X"

Students taking one or more courses for credit may also register to audit one additional course with the written approval of the instructor and the Dean of Student Services. Students may not change status in a class from audit after the eighth week of the semester. An auditing student is not

required to take an active part in classroom activities or to complete or pass exams, quizzes, or projects. Classes taken for audit may be repeated for credit. Audit courses are subjected to all regular tuition and fees. Audit courses do not count as credits attempted for the purpose of determining satisfactory academic progress. Therefore, they have no effect on the student's GPA computation.

Course Exemption Policy

VIU's course exemption policy is applicable only towards either program or course prerequisites. Under no circumstances, core courses could be waived or substituted by external works or by other professional skills. Students who demonstrate certain skills or posses certificate or diploma related to the field of study, could be exempted from certain prerequisites, electives or concentrations. An extensive documentation including employment letters, copy of awards, recognition or transcript will be required to be qualified for a course exemption. In order to serve the specific educational needs of these students, each program chair or the dean of students shall have the authority to design an individual program of study for these students.

For example, VIU's Master of Business Administration (MBA) program requires an "Information Technology Literacy" as one of the five program prerequisites. The program chair may examine student's transcripts, or even conduct a screening test, and as a result may authorize an exemption for IT literacy course for MBA, in which case the IT course will be shown as waived in student's transcript. Although, each student's credentials will be evaluated case by case, the following procures has been established as general guidelines:

1. The program chair or a qualified faculty member shall perform a preliminary evaluate of the student's prior knowledge or skill set through means such as credit by exam, practical examination, certification or other avenues.
2. The program chair in coordination with senior or qualified faculty member will determine which course(s) may be exempted.
3. Exempted classes will either be waived or will be replaced with appropriate prerequisites, elective, or concentration course.
4. This change will then be entered into student's academic record through central student information database.

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 program Chair a note from the doctor explaining the reason for the absence; the Chair then informs the instructor of whether or not the absence shall be excused. In the latter case, the student must submit to the Chair 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 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.

Under faculty discretion, absence for unexcused reasons may 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.

Grade Appeal Due to Mitigating Circumstances
VIU's faculty members strive to conduct best possible fair and just performance evaluation of students' academic works and scholarly

success. Students, due to mitigating circumstances,, who believe that their efforts and achievement have not been reflected by the final grade obtained may file a grade appeal in writing to the faculty member within two weeks of receiving the grade. If the issue remains unresolved, then student can appeal in writing to the program chair within 7 days. The program chair will call a meeting with Academic Committee and both student and faculty member will be invited to present their side of the issue. The academic committee will then vote for a resolution, and both student and faculty member will be notified about the decision within 7 days of hearing. The decision made by the academic committee is final and can not be further appealed. When VIU grants a student's appeal for mitigating circumstances, the student will be placed on a specified period of probation and will be considered making satisfactory academic progress during that period. If a student is not making satisfactory academic progress, the institution may place the student in an extended enrollment status. A student placed in an extended enrollment status is not eligible for federal financial aid. However, all credits attempted count toward the 150% of the normal program length even if the student is on extended enrollment. Grades may be replaced according to VIU's **Repeat Course Policy**. In no case can a student exceed one and one-half times the standard time frame as defined by the institution either as a regular student or in an extended enrollment status and receive the original academic credential for which he or she enrolled.

SATISFACTORY ACADEMIC PROGRESS

The standards of satisfactory academic progress requirements must apply to all categories of students (full-time, part-time, graduate, and undergraduate) without regard to their method of payment

1. Maximum Time Frame (MTF) Allowed

The Maximum Time Frame (MTF) is the time allowed for a student to complete a course of study during which the student may be eligible for financial aid. According to Section 3-1-423(a) of the ACICS's Accreditation Criteria, the maximum time frame is defined as "a period equal to 1.5 times the normal program length. In practice, this means all students at VIU must complete their programs of study within 1.5 times the program length as measured in semester credit hours attempted. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed from the university.

VIU students who complete any program must complete a specified number of semester credits hours as required by their respective program of study. One credit hour can be earned by successful completion of 15 contact hours of learning. One contact hour of learning is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks during the entire period of a 15 week-long instruction. For example, for three graduate credit hours, a student must receive 45 hours of classroom instruction or a combination of lab and class work.

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

For example, the published length of a bachelor's degree program is 120 credit hours earned over eight semesters for a total program length of 36 months. Financial aid eligibility will be suspended once a student has attempted 180 credits hours or more.

The Maximum Time Frame (MTF) is 1.5 times the Normal Program Length (NPL) which can be formulized as MTF = 1.5 x NPL

For example: **MTF = 120 credits X 1.5 = 180 credits** (maximum time allowed for a bachelor's degree program)
Or, in terms of the academic year,

MTF: 4 (NPL) X 1.5 = 6 academic years (two mandatory semesters, Fall, and Spring)

	Program of Study	Normal Program Length (NPL)	Maximum Time Frame (MTF) Allowed *
1	Diploma Programs	24 Semester Credits	36 Credits or 1.5 Academic Year
2	Bachelor's Degree Programs	120 Semester Credits	180 Credits or 6 Academic Years
3	Master's Degree Programs	36 Semester Credits**	54 Credits** or 3 Academic Years

MTF includes credits attempted at VIU and transferred to VIU from other institutions.
**Beyond the program prerequisites.*

If a student is unable to complete the program within one of the aforementioned time periods, the individual will not be eligible to receive

the original credential (i.e., bachelor's degree) and can receive only a certificate of completion.

2. Required Minimum Completion Percentage

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

Evaluation Points (% of MTF attempted)	Required Minimum Completion Percentage (all credits attempted)		# of Credit Hours Attempted Which Must be Earned (HA)	
	Undergraduate Level Programs	Graduate Level Programs	Undergraduate	Graduate
At **25%** of MTF	*55%	*55%	55% x____ = ____ HA	55% x____ = ____ HA
At **50%** of MTF	**60%	**60%	60% x____ = ____ HA	60% x____ = ____ HA
At **75%** of MTF	**65%	**65%	65% x____ = ____ HA	65% x____ = ____ HA
At **100%** of MTF	**70%	**70%	70% x____ = ____ HA	70% x____ = ____ HA

A student not meeting standards does not have to be dismissed; probation is required.
**A student not meeting standards is not eligible for financial aid; probation is not allowed at this point and academic dismissal is required.*

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

MTF: Maximum time frame.

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete 55% of all credits attempted with a grade of D- or above. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at either 50%, 75, or 100% is not eligible for probation and the student must be dismissed. All courses, including withdrawals and retakes, will be included in credit hours attempted. Therefore, they will impact the minimum completion

percentage. The completion percentage is calculated at the end of each semester.

3. Required Minimum Cumulative GPA (CGPA)

The third requirement of acceptable satisfactory academic progress is to meet the minimum Cumulative Grade Point Average (CGPA) requirement at each evaluation point of the MTF.

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

Evaluation Points (% of MTF attempted*)	Required Minimum CGPA for Undergraduate Level Programs		Required Minimum CGPA For Graduate Level Programs	
	Probation Point	Dismissal Point	Probation Point	Dismissal Point
At **25%** of MTF	1.25 >CGPA	1.00 > CGPA	2.25 > CGPA	2.00 > CGPA
At **50%** of MTF	1.50 > CGPA	1.25 > CGPA	2.50 > CGPA	2.25 > CGPA
At **75%** of MTF	1.75 > CGPA	1.50 > CGPA	2.75 > CGPA	2.50 > CGPA
At **100%** of MTF	2.00 > CGPA	1.75 > CGPA	3.00 > CGPA	2.75 > CGPA

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

In practice this means that, for an undergraduate student, when attempted credits are 25% of the maximum time frame, a GPA below 1.25 will result in probation. A CGPA below 1.00 will result in dismissal. For a graduate student, when attempted credits are 25% of the MTF, a CGPA below 2.25 will result in probation and below 2.00 in dismissal.

At 100% of the MTF (or graduation, whichever occurs sooner), the student must have completed all of the program requirements with a CGPA of 2.0 or higher in a bachelor's degree program, and a CGPA of 3.0 or higher in a master's degree program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory progress unless there are mitigating circumstances. If a student fails to maintain the cumulative grade point average minimums or fails to complete all program requirements, he or she cannot receive the original credential and is no longer eligible for federal financial aid.

In addition to the above evaluation points (25%, 50%, 75% and 100% of MTF), VIU students are also evaluated at the end of each academic year to determine their eligibility for continued Federal Financial Assistance. One academic year at VIU includes Fall and Spring semesters (Summer is optional) and an equivalent of 30 hours of undergraduate earned credits or 18 hours of graduate earned credits.

4. Academic Year Evaluation

In addition to the above standards of evaluations (25%, 50%, 75$ and 100% of MTF), students are also evaluated at the end of each academic year(s) to determine the eligibility for continuous Federal Financial Aid. Therefore, at the end of 2nd academic year, and at the end of each subsequent academic year, all undergraduate students student must have a minimum cumulative grade point average (CGPA) of 2.0, and all a graduate student must have a minimum of 3.0 on a scale of 4.0,   A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.).(See **Grade Appeal policy** above)

Academic Warning

Any student who:
1. Fails to maintain a minimum GPA of 2.0 in a bachelor's degree program or a 3.0 in a master's degree program for any semester, or
2. Who receives an "F" grade, or
3. Who engages in academic dishonesty as defined in the Academic Catalog below.

will receive an academic warning at the end of that semester. The student will continue to receive warnings until the situation improves. The Dean of Student Services has the authority to place on probation any student receives warning letters for three consecutive semesters.

Academic Probation

Students who fail to maintain the required CGPA and successful course completion percentage minimums at 25%, 50%, 75% and 100% of the maximum time frame at the end of each academic year (for those programs

equal to one year in length or longer) will be placed on academic probation as shown in the table below:

Evaluation Points (% of MTF attempted*)	Probation Period for Undergraduate-Level Programs	CGPA falling in Probation Period for Graduate-Level Programs
At **25%** of MTF	1.25 > CGPA > 1.00	2.25 > CGPA > 2.00
At **50%** of MTF	1.50 > CGPA > 1.25	2.50 > CGPA > 2.25
At **75%** of MTF	1.75 > CGPA > 1.50	2.75 > CGPA > 1.50
At **100%** of MTF	2.00 > CGPA > 1.75	3.00 > CGPA > 2.75

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

If a student fails to attain a minimum GPA of 2.0 at the end of the probation period, the student will be dismissed and the statement "Academic Dismissal" will be entered into the student's permanent record.

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

Evaluation Points (% of MTF attempted*)	Dismissal Points for Undergraduate Level Programs	Dismissal Points for Graduate Level Programs
At **25%** of MTF	CGPA < 1.00	CGPA < 2.00
At **50%** of MTF	CGPA < 1.25	CGPA < 2.25
At **75%** of MTF	CGPA < 1.50	CGPA < 2.50
At **100%** of MTF	CGPA < 1.75	CGPA < 2.75

The statement "Academic Dismissal" will be entered into the student's permanent record. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by an ad hoc Admissions Committee.

Change of Program or Major

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

To change a program or major, a student must:
1. Submit a "Declaration/Change of Major Form" available both at the Registrar's office and online.
2. Meet with the new program Department Chair for advising.
3. Meet with the Dean of Student Services for transfer credits issues. (The transfer credit policy above applies.)
4. Meet with the Admissions Department to determine if extra documentation is required.

The institution also may place students on academic probation for failing to maintain the minimum standards at other evaluation points, unless the evaluation points require dismissal. The ACICS probation status is for those students who may still be eligible for financial aid, if the policy so states, but are subject to increased scrutiny of their academic achievement due to previous academic difficulty. The probation policy must define the conditions of probation (limited course load, counseling, tutoring, etc.), including how long a student may remain on probation and the requirements for being removed from probation.

Reinstatement as a Regular Student

As stated earlier, students who do not have a CGPA of 1.25 or successfully complete 60% of their attempted credit hours at the 50% point of the maximum time frame must be dismissed. These students are not eligible to receive federal financial aid or loans and must attempt to improve the deficient areas that led to the dismissal by retaking courses they have failed or practicing previously learned skills in order to re-establish satisfactory

academic progress. The student will be responsible for all costs incurred during this term.

At the completion of this semester, a student who has established satisfactory progress according to the above tables may apply to return to regular student status and reinstate his/her eligibility for financial aid. The Dean of Student Services will meet with the student applying for reestablishment to determine if the student has the academic ability and desire to continue successfully in the program. If reinstated, the student will be placed on probation for a period of one semester and will regain eligibility for federal financial aid.

A student who has been dismissed from the university may petition to be readmitted. In order to be considered, the student must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the Dean of Student Services at least two weeks before the beginning of the semester in which the student requests readmission. The Dean of Student Services, through whatever means, will determine if the student has demonstrated a likelihood for future success in the program of study. If the Dean of Student Services determines that there is a likelihood of future success, the student will be placed on probation for a period of one semester. The student may then be permitted to retake previously failed, incomplete, or withdrawn courses in order to improve his or her GPA and course completion percentage. During this period, the student is not matriculating at the university as a regular students and must pay the full tuition and fees. If the student successfully completes all of the courses attempted during this period with a minimum GPA of 1.5 in a bachelor's degree program and or 2.5 in a master's degree program, the student may be formally reinstated to the university. If so, he or she will be placed on probation for the next semester of study and will regain eligibility for federal financial aid.

Leave of Absence

Students may interrupt their studies only for a significant reason such as prolonged illness or military service. If a leave of absence is unavoidable, it is best to finish the current semester before taking a leave. Students who begin a leave of absence during a semester will be assigned a grade of W for any coursework that cannot be assigned a final grade. 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). A leave of absence has no effect on satisfactory academic progress if during the leave period, no credits are attempted.

STUDENT RIGHTS & RESPONSIBILITIES

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

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

Grounds for Warning, Probation, Suspension or Dismissal

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

>1. Academic dishonesty of any kind
>2. Failure to maintain Satisfactory Academic Progress
>3. Violation of institutional rules and regulations
>4. Failure to maintain financial obligations

a. Academic Dishonesty/Misconduct

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

1. Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
3. Substituting for another person during an examination or allowing such substitution for one's self.
4. Plagiarizing: This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work.
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. Computer Use: Software is protected by copyright. Students may not copy the institution's software without permission of the copyright holder. Additionally, students may not place personal software on the institution's computers or damage or destroy either software or computers.
7. Other Forms: Other forms of academic dishonesty include selling or purchasing examinations, papers or other assignments and submitting or resubmitting the same paper for two different classes without explicit authorization.

b. Non-Academic Dishonesty/Misconduct

By enrolling in the university, the student recognizes that the following types of behavior are prohibited, and that being found guilty of engaging in

them can serve as grounds for certain sanctions, including expulsion or involvement of the local police department.

1. Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
2. Use, possession, or sale of any controlled, non-prescription substances or illegal drug paraphernalia on university premises or at university-sponsored events is considered an illegal activity.
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, fire arms or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.
5. Any proven instance of cheating, plagiarism, or dishonesty in the classroom will be reported to the Dean of Student Services for appropriate sanction, up to and including expulsion. This also includes intentionally furnishing university personnel with false information.
6. Any form of physical and/or psychological abuse, threat, or harassment 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), initiation of, or causing to be initiated, any false report, warning or threat of fire, explosion, or other emergency under its jurisdiction, is prohibited.
8. Gambling or holding raffle or lottery at the university without proper approval is forbidden.
9. Use of profanity and disorderly obscene conduct is strictly prohibited.
10. Students are expected to familiarize themselves with the university's policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; unauthorized or disorderly assemblies that hamper the effective functioning of the university, its students, staff, and visitors, and its daily routine operations.
11. 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.

12. 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:

1. disruption of the classroom atmosphere, for example by sleeping or by reading non-class materials;
2. engaging in non-class activities, for instance, talking on a cell phone, working on another class assignment, and so on;
3. use of profanity in classroom discussion;
4. use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

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

Civil Rights and Sexual Harassment

Virginia International University does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the University's efforts to maintain learning and working environment free from sexual harassment, exploitation, or intimidation. Violation of this policy will subject individuals to disciplinary actions, up to and including dismissal for employees and students.

Sexual harassment is a form of sex discrimination that is illegal under title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the U.S. Equal Employment Opportunity Commission (EEOC) on sexual harassment in employment,

Virginia International University defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior., regardless of where such conduct may occur. When:

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

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, including, but not limited to, promotion, transfer, selection for training or performance evaluation, or used as the basis for academic evaluation. Such conduct has the purpose or effect of interfering with an employee's work performance or a student's academic performance or participation in educational pursuits.

Nothing herein is intended to prohibit expression protected by the First Amendment of the United States Constitution.

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

Safe and Drug Free School Policy

In compliance with the U.S. Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 U.S.C's 1145g, Higher Education Act of 1965, Section 1213, VIU has adapted the following safe and drug-free school policy for the protection and welfare of all students and staff:

1. VIU will not tolerate the unlawful possession and use of alcohol or controlled substances (drugs) on its premises.
2. The unlawful manufacture, distribution, dispensation, possession or use of alcohol and controlled substances is prohibited in and on property owned by or under the control of VIU.
3. Students and employees who violate this policy may be subject to arrest and prosecution and will be subject to the disciplinary procedures provided by the various negotiated agreements or such other corrective action as the president or the president's designee may deem appropriate. Other corrective action may include satisfactory participation in an approved alcohol or drug rehabilitation program.
4. Students and employees should be aware that the legal sanctions that may be imposed under current laws regarding the unlawful manufacture, distribution, dispensation, possession, use, or sale of

alcohol or controlled substances include fines and prison terms ranging from one year to life in prison upon conviction.

5. Students and employees should also be aware that the health risks associated with the abuse of alcohol and the unlawful use of controlled substances include, but are not limited to, memory loss, depression, seizures, falls, accidents, heart and lung diseases, frequent infection, and sudden death.

6. VIU will make a good-faith effort to maintain an alcohol-free and drug-free workplace.

Student's Records and Release of Information

Virginia International University, in compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, has adopted policies and procedures which permit the student the opportunity to view his or her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student.

The institution will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:

1. When records are required by VIU officials in the proper performance of their duties
2. Organizations are conducting studies for educational and governmental agencies
3. U.S. government agencies as listed in Public Law 93-380
4. Accrediting agencies
5. Parents of dependent children as defined in the Internal Revenue Code of 1954
6. Appropriate persons in connection with an emergency
7. Other educational institutions upon request of transcripts for students seeking enrollment in that institution, with required permission granted
8. For the purposes of awarding financial aid
9. In response to legal court orders. Name, address, telephone number, date and place of birth, program undertaken, dates of attendance and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.

All records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974.

Program and Policy Changes

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

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.

Regulations for International Students

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 at VIU. 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 ISA.

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-1visa rules and regulations, please consult with International student advisor at Waples Mill building.

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.

Formal Complaint Procedure

Virginia International University faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. Our efforts, however, may not always succeed. For this reason, we have established a procedure which, we hope, will address any school-related problem, concern, or complaint. Most concerns, we have found, can be handled by the instructors. Students should first discuss the problem with the instructor and the Department Chair, if necessary. If the problem is not resolved at that level, the student should contact the Dean of Student Services.

The Dean of Student Services and all other administrative team members maintain an open-door policy. Students may express concerns to any administrator. However, complaints are best handled by following the above-stated procedure. At the written request of the student, the an ad hoc

Grievance Committee, comprised of the Dean of Student Services, one senior faculty member, the Department Chair, and one senior staff member will be convened to address concerns which remain unresolved. The ad hoc Grievance Committee will convene within 10 days of a written request. Each student is assured fair treatment regarding any complaint issued. The student will be notified of the committee's decision within three days of the meeting. If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education for Virginia (SCHEV)
James Monroe Building., 9th Floor
101 N. 14th St.
Richmond, VA 23219
Attn: Institutional Approval Coordinator
(804) 225-2600

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

ACADEMIC PROGRAMS

1. Graduate Programs

VIU offers two graduate programs: Master of Business Administration (MBA) and Master of Science in Management Information Systems (MMIS) degrees. 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. For the admission requirements and list of materials require for admission to the graduate programs, please refer to the **Application for Admissions** Section of the catalog above.

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 pursing a degree at VIU.

Graduation Requirements for MBA and MMIS Programs: 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 frame permitted for the completion of any graduate program is 54 semester credits.

3. Only graduate-level courses may be applied toward the degree. And a master's student may transfer up to 18 semester hours of graduate credit earned at other accredited institutions

4. Beyond the prerequisites, the student must have completed 36 semester hours, of which:
        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.

a. Master of Business Administration

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

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

Structure of the MBA Program
There are four different areas of concentration: International Business Management, Marketing Management, International Finance, and Health Care 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.

Prerequisite Courses: Applicants seeking admission into the MBA Program, who have no previous business background and whose bachelor's degrees are not related to business, are required to take VIU's MBA Foundation Courses.

Course Code	Course Name	Credits
ACCT 201	Principles of Financial Accounting	3
BUSS 303	Principles of Finance	3
COMP 124	Information Technology	3
ECON 101	Principles of Economics I	3
MATH 201	Applied Business Mathematics	3
	Total	15

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

Course Code	Course Name	Credits
MBA 511	Managerial Finance	3

MBA 512	Project & Cost Management	3
MBA 513	Organizational Behavior. & HR Management	3
MBA 515	Applied Statistics for Management Science	3
MBA 516	Strategic Management	3
MBA 611	Legal & Ethical Environment Of Business	3
	Total	18

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

a. International Business Management

Course Code	Course Name	Credits
MBA 612	International Management	3
MBA 613	Enterprise Resource Planning	3
MBA 614	International Finance	3
MBA 615	International Strategy	3
MBA 616	International Marketing	3
MBA 617	Import / Export Management	3
MBA 627	Adv. Research Project	3

b. Marketing Management

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

* Advanced Research Project course (3 credits) is designed to help 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 depend on opportunities available in business and industry.

c. International Finance

Course Code	Course Name	Credits
MBA 614	International Finance	3
MBA 618	International Economics & Trade	3
MBA 620	Long-Term Financial Decisions	3
MBA 621	Trading & Risk Management	3
MBA 634	Operations Management	3
MBA 617	Import/Export Management	3
MBA 627	Adv. Research Project	3

d. Health Care Management

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

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

Course Code	Course Name	Credits
MBA 631	Current Topics in Business	3
MBA 633	Business Planning and Development	3
MBA 635	Managerial Communication	3
MBA 632	Independent Study	3
MBA 634	Operations Management	3
MBA 636	Managerial Accounting	3

b. Master of Science in Management Information Systems

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

The program has been designed for students with undergraduate degrees in a variety of areas, technical and non-technical. Courses are offered in flexible formats using a combination of online and traditional classroom delivery methods.

Objective of the Program:

Management Information Systems 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.

The program will teach students to assess and market technological enterprises as well as develop the ability to consider risks and make decisions under volatile business conditions. Students will be able to use technology as a competitive advantage and understand how technology interacts with other key business areas.

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

MIS program offers two distinctive concentration areas:
- E-Business Development and Management
- Information Technology Security

The program is generally completed within two years.

Credit Requirements

COURSES	CREDIT HOURS
Core Course	21
Concentration	12
Elective	3
Total	**36**

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.

CODE	COURSE NAME	CREDITS
Principle of Accounting *		
ACCT 201	Principle of Financial Accounting	3
ACCT 202	Principle of Managerial Accounting	3
Programming Language *		
CS 311	Principles of Programming Languages	3
CS 326	Object Oriented Programming	3
CS 328	Programming with C/C++	3
Statistics *		
STAT 200	Introduction to Statistics	3
STAT 468	Applied Statistics	3
MATH 337	Intro. to Probability and Statistics	3
Database		
CS 423	Database Concepts	3

* Should satisfy at least one course listed.

MMIS Core Courses : 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.

Each candidate must satisfactorily complete the following basic core of 7 courses (21 credits)

CODE	COURSE NAME	CREDITS
MIS 551	Research Methods in MIS	3
MIS 552	Management Information System	3
MIS 553	Foundations of E-Business Technology	3
MIS 554	Systems Analysis and Design	3
MIS 555	Database Management Systems	3
MIS 556	Data Communications	3
MIS 558	Information Systems Security	3

Concentration Courses
In addition to core courses, students are required to choose 4 concentration courses that specialize in one of the following:

a- Information Technology Security
The objective of the Information Technology Security concentration is to provide students with the general and technical knowledge and skills to understand the relationship between information security and advancing information systems technology, and with a theoretical understanding of the science and methodologies for ensuring the secrecy and integrity of data, as well as the availability and legitimate use of data and information systems.
This program emphasizes understanding and demonstrated skills of the following concepts related to IT security: security policies, intrusion detection systems, TCP/IP (Transmission Control Protocol/Internet Protocol), and network security basics; basics of cryptography, biometrics,

and file encryption; hardware and software designed to secure information network systems; and legal aspects of IT security. The courses include tasks that will enhance the students' ability to interpret data and information from various sources and create reports based upon this information. Students will focus on the technical and management aspects of information security, examining ways to provide secure information processing systems by investigating distributed secure system architectures, network and distributed systems security, cryptography and security protocols.

Job Related Opportunities:
- Systems Security Professional
- IT Security Analyst
- Information Security Specialist
- IT Security Architect
- IT Security Manager
- IT Security Risk Manager
- IT Consultant

Four courses are offered and required for completion of this program:

CODE	COURSE NAME	CREDITS
MIS 617	Security Management	3
MIS 619	Network Sec./Sec. in Distributes Systems	3
MIS 622	Case Studies in Information Security	3
MIS 656	E-Commerce Security / Internet Security	3

b- E-Business Development and Management

CODE	COURSE NAME	CREDITS
MIS 651	Technology and development of E-Bus.	3
MBA 613	Enterprise Resource Planning	3
MIS 655	MIS in Supply Chain Management	3
MIS 656	E-Commerce Security/Internet Security	3

Elective Courses
Each candidate must choose 1 elective course from the list below:

CODE	ELECTIVE COURSE NAME	CREDITS
MIS 652	Operating Systems	3

MIS 653	Software Design and Construction	3
MIS 660	Master Thesis	6
MBA 512	Project & Cost Management	3
MBA 515	Applied Statistics for Management Sciences	3
MBA 611	Legal & Ethical Environment of Business	3

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.

CPT Qualified Courses: MIS 622, MIS 654, MIS 655 and MIS 656. CPT component of course is equal to 1 credit hour. This credit hour is addition to the offered standard course credit hour. CPT is an optional component of the course. Students who wish to pursue CPT option should consult with department chair for required paper work and permission.

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.

2. Undergraduate Programs

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 frame permitted for the completion of any graduate program is 180 semester credits.

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:

Areas	# of courses	Total Credits
Gen Ed	12	36 Credits
Foundation	6	18
Core	12	36
Concentration	6	18
Electives	4	12

5. No degree credit is earned by a 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) (12 Courses - 36 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 12 courses from the list below in consultation with the academic advisor, and all of those 12 courses should be taking during the first year of academic study.

General Education Courses (12 Courses – 36 Credits)

GEC 101	English Composition I	3
GEC 102	English Composition II	3
GEC 103	Oral Communications Skills	3
GEC 105	American Literature	3
ENG 145	Academic Writing	3
MATH 101	Pre-Calculus	3
MATH 151	Calculus	3

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

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

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

GEC 120	General Chemistry	3
GE 122	Physics	3
GEC 124	General Biology	3
GEC 126	Geology	3

World Literature: (Choose two which are closest to your major.)

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

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

a. Bachelor of Science (BS) In Business Administration

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 the key to successful business and management. The Department offers a Bachelor of Business Administration degree in the following three major concentrations: Finance, International Business, and Marketing.

Structure of BBA Program

Each of VIU's Bachelor degree programs is composed of 40 courses: 12 General Education Courses (GEC) (as shown above), 6 Foundation Courses, 12 Core Courses, 6 Concentration Courses, and 4 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.

In addition to the general education courses, a business administration student must complete following components to be able graduate with a Bachelor of Science in Business Administration degree.

Foundation and Core Courses (18 Courses - 54 Credits): Starting from second year of study, all business administration students will take the same Foundation and Core Courses. In the third year, students will transition into their major concentration, each of which has its own Concentration Courses.

Foundation Courses (6 Courses - 18 Credits)

STAT 200	Intro. to Statistics	3
ECON 101	Principles of Economics I	3
ECON 102	Principles of Economics II	3
BUSS 216	Human Resource Mgmt.	3
MATH 201	Applied Business Math	3
COMP 124	Information Technology	3

Core Courses (12 Courses - 36 Credits)

ACCT 201	Principles of Financial Accounting	3
ACCT 202	Principles of Managerial Accounting	3
BUSS 210	Intro. to Business	3
BUSS 301	Principles of Management	3
BUSS 302	Principles of Marketing	3
BUSS 303	Principles of Finance	3
BUSS 307	Business Law	3
BUSS 312	Organizational Theory & Development	3
BUSS 406	Operations Management	3
BUSS 407	Political & Social Environ. of Business	3
BUSS 480	Senior Business Research Project	3

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

a. Finance (6 Courses - 18 Credits)

The Finance major prepares students to examine the decision-making process and the role of markets in the allocation of both real and financial resources. Integrating the fields of finance and business economics, the students will explore both theoretical and applied concepts in the related fields of corporate finance, investments, speculative and financial markets, real estate, banking, industrial organization and public policy towards business. Balanced emphasis is placed on both primary theory and its application to business problems.

ECON 207	Business Economics I	3
ECON 208	Business Economics II	3
BUSS 314	Corporate Finance	3
BUSS 420	Intro to Investment Banking	3
BUSS 444	International Finance	3
BUSS 430	Financial Analysis & Valuations	3

b. 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	3
BUSS 154	Introduction to Import/Export	3
BUSS 442	International Marketing	3
BUSS 443	International Strategy	3
BUSS 444	International Finance	3
BUSS 420	Intro to Investment Banking	3

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.

c. 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	3
BUSS 322	Marketing Research	3
BUSS 421	Advertising and Promotion	3
BUSS 422	Sales Management	3
BUSS 423	Services Marketing	3
BUSS 424	Non-Profit Marketing	3
BUSS 425	Internet Marketing	3
BUSS 442	International Marketing	3

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 (4 Courses -12 Credits): Students are required to consult with their Department Advisor to decide about the diversity of the electives among the majors.

MATH 151	Calculus	3
MATH 220	Calculus II	3
MATH 250	Discrete & Combinatorial Mathematics	3
MATH 337	Introduction to Probability & Statistics	3
MATH 360	Linear Algebra	3
MATH 371	Differential Equations	3
STAT 468	Applied Statistics	3
BUSS 314	Corporate Finance	3
BUSS 348	Public Relations	3
BUSS 411	Organization Theory	3
BUSS 430	Financial Analysis and Valuations	3
BUSS 420	Intro. to Investment Banking	3
BUSS 456	Project Mgmt.	3
BUSS 470	Business Law II	3
LANG 244	Foreign Language I	3
LANG 245	Foreign Language II	3
BUSS 165	Small Business Management	3

b. Bachelor of Science (BS) in Computer Science

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

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

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

Objective of the Program

Bachelor of Science degree in Computer Science (CS) is established 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.

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

Graduation Requirements

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. At fourth year, students complete the balance of their core courses and take CS and elective courses.

Students complete 84 credits hours of major courses and 36 credit hours of General Education Courses, for a total of 120 credit hours.

1. Students enrolled in the 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 undergraduate 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, Core, Capstone and Electives, the student must have completed a minimum of 120 semester credits. Required credit distribution;

Courses	Credit Hours
General Education	36
Core	42
CS Elective	18
Math	12
Non CS Elective	12
Total	**120**

5. No degree credit is earned by a student for any grade below 0.7 (D-), out of 4.0, received in an undergraduate-level course. However, any grades lower than 0.7 (D-), out of 4.0, will be calculated in the grade point average.

6. Credits earned already counted toward graduation to receive a bachelors degree in any institution will NOT be counted twice towards another bachelors degree.

7. Capstone Courses: CS 498 and CS 499

8. CPT Qualified Courses: CS 360, CS 423, CS 458. CPT component of the course is equal to 1 credit hour. This credit hour is addition to the offered standard course credit hour. CPT is an optional component of the course. Students who wish to pursue CPT option should consult with department chair for required paper work and permission.

General Education Courses (GEC)
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 12 General Education Courses in the first year of their study.

Core Courses

Students need to take 14 CS core courses including Senior Computer Design Project I and II in their third and fourth year of study at VIU.

Code	Course Name	Credits
CS 110	Computer Science I	3
CS 213	Computer Science II	3
CS 215	Digital Design	3
CS 223	Ethics in Computer Science	3
CS 311	Principles of Programming Languages	3
CS 316	Software Engineering	3
CS 324	Computer Architecture	3
CS 326	Object Oriented Programming	3
CS 345	Operating Systems	3
CS 423	Database Concepts	3
CS 456	Computer Networks	3
CS 467	Design and Analysis of Algorithms	3
CS 498	Senior Computer Design Project I	3
CS 499	Senior Computer Design Project II	3

Math Courses

Code	Course Name	Credits
MATH 220	Calculus II (Analytical Geometry)	3
MATH 250	Discrete & Combinatorial Mathematics	3
MATH 337	Introduction to Probability and Statistics	3
MATH 360	Linear Algebra	3

Electives

Students are also required to take 6 CS elective courses from the following list during their third and fourth year.

Code	Course Name	Credits
CS 328	Programming with C/C++	3

CS 355	Essentials of Networking	3
CS 360	Web Development Methods	3
CS 438	Computer Graphics	3
CS 445	Distributed Systems	3
CS 458	Principles of Network Security	3
CS 460	Theory of Computation	3
CS 475	Special Topics in Computer Science	3
MATH 371	Differential Equations	3

Other Electives
In their third and fourth year at VIU, students take 4 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.

3. Career Diploma Programs

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

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

International Business
This program is designed to provide information about international business that can be adapted to an administrative staff. Students will acquire the awareness of cultural, religious, and language differences when doing business with either international companies or companies abroad.
Length of the program: 2 Semesters,   **Graduation Award:** Diploma

Code	Name of the course	Credits
BUSS 106	Office Communication Skills	3
BUSS 154	Intro. to Import/Export Management	3
BUSS 216	Human Resource Management	3
BUSS 340	International Business	3
BUSS 444	International Finance	3
LANG 105	Business Writing Skills	3
MATH 201	Applied Business Mathematics	3
BUSS 442	International Marketing	3
	Total Credits	24

Small Business Management
This diploma program is designed to acquaint present and potential small business owners and employees with the business fundamentals essential to starting a small business, and how to avoid common pitfalls that cause small businesses to fail.
This course will teach students vital skills and proven management techniques that today's success entrepreneurs already know and use.
Length of the program: 2 Semesters.   **Graduation Award:** Diploma

Code	Name of the course	Credits
ACCT 201	Principles of Financial Accounting	3
BUSS 312	Organizational Theory & Development	3
BUSS 307	Business Law I	3
BUSS 303	Principles of Finance	3
BUSS 216	Human Resource Management	3
BUSS 302	Principles of Marketing	3
ECON 101	Principles of Economics I	3
BUSS 165	Small Business Management	3
BUSS 240	Advertising & Promotion*	3
	Total Credits	24

*Elective courses.

b. Computer Diploma Programs

Computer Programmer

This program is heavily designed for those who want to be familiar with computer programming and want to learn the basics of advance programming. And it is also helpful for those who wish to be a computer programmer. With this program individuals will be ready for operating a small business and will fulfill some of the software specialist demands.

Occupational Titles Available After Graduation: Software Engineer, Computer Programmer, Programmer-Analyst, System Programmer, System Analyst and Technical Support Specialist.

Length of Program: 2 Semesters.   **Graduation Award:** Diploma
Diploma Requirement: For all 2-semester long programs a total of 24 credits are required to graduate successfully.

Diploma Requirement: For all 2-semester long programs a total of 24 credits are required to graduate successfully with a minimum CGPA of 2.0. Sample Schedule

First Semester

Code	Course Name	CREDITS
CS 311	Principles of Programming Languages	3
CS 326	Object-Oriented Programming	3
CS 360	Web Development Methods	3
CS 423	Database Concepts	3
	Total	12

Second Semester

Code	Course Name	CREDITS
CS 316	Software Engineering	3
CS 328	Programming with C/ C++	3
CS 324	Computer Architecture	3
CS 355	Essentials of Networking	3
	Total	12

Total: 24 Credits

Please refer Bachelor of Science in Computer Science for the course descriptions.

4. Language Program

a. English As A Second Language (ESL) Program

VIU's ESL program offers four levels of ESL instruction corresponding to student skill and needs assessments:

Elementary: Little or no ability to communicate. Relies on memorized or rehearsed words, expressions, and social courtesies. May also be able to meet simple needs and participate in straightforward social situations. Talks in the here and now. Survival language level.

Intermediate: Can use basic forms for most social situations and limited work environments. Can speak within different time phrases and greater accuracy. Can express opinions.

Advanced: Advanced use of language for social, work, and school needs. Can use language for supporting personal opinions and thoughts in well-connected discourse. Ability to comprehend and articulate abstract concepts.

College Preparatory: Post-advanced. Academic bridge-level speaker and writer of English. Can use language to write short research papers and to demonstrate higher-order thinking skills. Can communicate in extended oral and written discourse.

Full-time students study 20 daytime hours each week, Monday through Thursday. They take four ESL core courses plus two electives. The core courses meet twice a week for two hours a day. Together, they make up 16 of the 20 hours that full-time ESL students must take to maintain their student status.

The ESL core courses at the Elementary, Intermediate, and Advanced level of ESL study are Grammar, Reading and Writing, Speaking and Listening, and Pronunciation. The core courses at the College Preparatory level are Reading and Writing, Listening and Speaking, College Preparatory Skills, and TOEFL Preparation. Full-time ESL students take two two-hour ESL elective courses each week. These courses appeal to a broad range of interests. They vary from semester to semester but may include studies in current events, journalism, business English, American culture, vocabulary development, and dramatics.

Students in VIU's ESL program learn how to interact with different teachers, read different texts, and manage multiple assignments just as they would in other American institutions of higher learning. As well, students in VIU's ESL program enjoy guest speakers, field trips, and projects and homework assignments outside of class that are designed to increase their language and study skills and their knowledge of U.S. culture.

English Placement Criteria: Students participate in a three-part evaluation process to determine the most appropriate level of ESL instruction:

1. Accuplacer Test:: Prospective and new students take a computer-based Accuplacer test to assess their skills in reading, sentence meaning, and language usage. The Accuplacer test is administered at VIU and students may take it at their convenience. In total, students are given up to two hours to complete the Accuplacer Test.

2. Essay Writing Sample: Prospective and new students prepare a handwritten essay to demonstrate their mastery of English. The essay test is administered at VIU and students may take it at their convenience. In total, students are given up to 45 minutes to complete their essays. They may not use a dictionary or any other print or electronic resources when taking the test.

3. Interview: Prospective and new students participate in a 10-minute interview with a qualified VIU assessor to determine their ability to comprehend and produce the English language in conversation.

Prospective and new students may also submit scores on the Test of English as a Foreign Language (TOEFL) to help determine the most appropriate placement in VIU's ESL program.

ESL Core and Elective Courses

Elementary Level:
ESL 162: Elementary Speaking and Listening
ESL 182: Elementary Reading and Writing
ESL 102: Elementary Grammar
ESL 122: Elementary Pronunciation

Intermediate Level:
ESL 262: Intermediate Speaking and Listening
ESL 282: Intermediate Reading and Writing

ESL 202: Intermediate Grammar
ESL 222: Intermediate Pronunciation

Advanced Level:
ESL 362: Advanced Speaking and Listening
ESL 382: Advanced Reading and Writing
ESL 302: Advanced Grammar
ESL 322: Advanced Pronunciation

College Prep Level:
ESL 462: College Prep Speaking and Listening
ESL 482: College Prep Reading and Writing
ESL 401: College Prep Skills
ESL 402: TOEFL Prep

ESL Elective Course Descriptions:
ESL 195: Vocabulary Development I
ESL 197: Life Skills
ESL 215: Business English I
ESL 216: Conversation Strategies
ESL 295: Drama in English
ESL 310: The American Short Story
ESL 311: Creative Writing
ESL 314: Business English II
ESL 315: Current Events
ESL 316: Introduction to American Culture
ESL 395: Vocabulary Development II
ESL 396: Introduction to Journalism

COURSE DESCRIPTIONS

MBA Courses_____

MBA 511 Managerial Finance
Prerequisite: ACCT 201 and BUSS 303 or equivalent
This course focuses on companies' sources and uses of financial resources. Of particular interest are the capital/debt structure decision and capital budgeting techniques, emphasizing the impact of long-end short-term uses and sources of funds on the firm's value.

MBA 512 Project & Cost Management
Prerequisite: ACCT 201 and Math 201or equivalent
This course focuses on the management of projects, track cost and time expenditure. In addition to traditional topics such as the use of PERT/CPM for project management, evaluating quality and risk and human resource required.

MBA 513 Organizational Behavior & HR Management
Prerequisite: None
This course focuses on how people behave in organizations and groups. Topics include leadership, motivation, organizational culture, and roles within groups.

MBA 515 Applied Statistics for Management Science
Prerequisite: STAT 200 or Math 201or equivalent
This course focuses on 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: STAT 200 and MBA 511
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 the Uniform Commercial Code.

MBA 612 International Management
Prerequisite: MBA 511
This course focuses on the challenges inherent in managing a workforce comprised of employees from 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 512
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 511

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

MBA 615 International Strategy
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: MBA 513

The 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: MBA 513 and MBA 611

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

MBA 618 International Economics and Trade
Prerequisite: MBA 511 and MBA 617

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

MBA 620 Long-Term Financial Decisions
Prerequisite: MBA 614

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

MBA 621 Trading and Risk Management
Prerequisite: MB4 614

This course uses case studies and historical market simulations to teach key principles of finance theory. Fundamentals of trading and the nature and uses of financial instruments introduced through the Financial Analysis and Securities Trading (FAST) system, a

computer-based simulation trading program. Students assume roles of speculators, hedgers, market makers, financial intermediaries, and financial analysts.

MBA 622 Marketing Research
Prerequisite: MBA 515
The 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: MBA 513
The 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: MBA 513
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: MBA 513
This course examines the theory and practice of negotiations, including strategies, legal issues, methods, and approaches.

MBA 626 Consumer Behavior
Prerequisite: MBA 513
Effective marketing lies in understanding the needs and motivations of buyers. This course focuses on what is known about how human behavior influences the purchase decision as well as how to apply this knowledge to specific firms and industries.

MBA 627 Advanced Research Project in Marketing Management
Prerequisite: All course courses and first semester concentration courses
This capstone course gives the MBA students the opportunity to pull together and build upon what has been learned in separate business fields and utilizes this knowledge in the analysis of complex business problems. This "capstone course" is designed to aid the student in synthesizing and applying knowledge gained in earlier courses and will apply these skills through actual business cases, preferably with local Northern Virginia-based companies.

MBA 631 Current Topics in Business
Prerequisite: MBA 511 and MBA 612
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 633 Business Planning and Development
Prerequisite: MBA 516
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: MBA 513
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 to the concepts and practices of the managerial and cost accounting. Specifically, students will be introduced to the concepts used to develop financial information for the purposes of planning, resource allocation, and financial control.
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MBA 640 The Health Services System
Prerequisite: MBA 611
This course provides an overview of the evolution, structure and current issues in the health care system. It examines the unique features of health care as a product, and the changing relationships between patients, physicians, hospitals, insurers, employers, communities, and government. The course examines three broad segments of the health care industry: payers, providers, and suppliers. Within the payer segment, the course examines the sources and destinations of spending, managed care (HMOs & PPOs), employer based health insurance, technology assessment, payer strategy, and efforts to pay for the elderly, the poor, and the medically indigent. Within the provider segment, the course examines the impact of cost containment and competition on hospitals and integrated delivery systems, long tem care and disease management, and the role of epidemiology in assessing population health needs and risks. Within the supplier segment, the course will examine developments in the biotechnology, pharmaceutical, medical devices, genomics and IT industries.

MBA 641 Economics of Health Care and Policy
Prerequisite: ECON 201, ECON 202 or equivalent and MBA 511
This course applies basic economic concepts to analyze the health care market and evaluate health policies. The course begins with an analysis of the demand for health, the derived demand for medical care and the demand for health insurance. The second part of the course examines the supply of medical care by physicians and hospitals, medical technology, and the role of managed care organizations. The implication of adverse selection, moral hazard, externalities, and asymmetric information will be explored. The third part of the course examines the rationale for government intervention in medical markets as well as the effectiveness and efficiency of various health policies, including: Medicare, Medicaid, price regulation of hospitals, physician payment reform, medical

MBA 642 Financial Management of Health Institutions
Prerequisite: MBA 511
This course focuses on the application of financial analysis to financial and operating decisions in the health care industry. Valuation methods covered include: net present value of free cash flows, decision tree analysis, real options, and multiples. The cases allow students to apply these skills to examine the following types of decisions/ situations: estimate the value of a drug that is being developed using both traditional NPV and option

pricing; evaluate an R&D limited partnership as an alternative to traditional methods of financing biotech R&D; estimate the value of a pharmaceutical company using publicly available data; identify the best way for a new medical device company to price its products and raise funds; determine why a Medicare HMO is losing money, recommend whether the plan should remain in the market, and recommend changes in benefit design and reimbursement methods if the plan decides to remain in the market; analyze a health system's profitability by product line and discuss the implications for pure pay or carve-out companies.

MBA 643 Legal Aspects of Health Care
Prerequisite: MBA 611
This course offers a current and historical overview of the regulation of health care delivery in the U.S. It examines principles and practical applications of laws that affect the operational decisions of health care providers, health plans and third party payers and managers that impact development of markets for health care products and services. Also considered are the social, moral, and ethical issues encountered in trying to balance the interests, needs and rights of citizens against those of society. For part of the term, the class will divide into two groups so students can focus on their choice of (a) health care management topics or (b) selected issues of patients' rights.

MMIS Courses_____
H: Lecture Hour **L:** Lab Hour **C:** Credit
2 Lab Hour = 1 Lecture Hour

1 credit=15 contact hours=30 lab hours=45 Practicum /Internship

MIS 551 Research Methods in MIS (3H:0L:3C)
Prerequisite: STAT 200 or STAT 468 or MATH 337
Provides knowledge of research methodologies used in the MIS discipline, including experimental design, surveys, case studies, and fieldwork. This course introduces students to applied research methodologies. The use of analytical tools, literature searches and the application of VIU documentation style will result in a formal written proposal, which may serve as the basis for each student's Special Project.

MIS 552 Management Information Systems (3H:0L:3C)
Prerequisite: ACCT 201 or ACCT 202
This course will explore the management of information systems and related information technologies (IS/IT) as a part of a broader socio-technical system, and their impacts on people and processes that extend well beyond organizational boundaries. Also, subjective and debatable issues associated with IS/IT will be discussed. Accordingly, critical thinking is an important part of this course and is essential for an analysis and understanding of important issues associated with the management aspects of information systems.

MIS 553 Foundations of E-Business Technology (3H:0L:3C)
Prerequisite: ACCT 201 or ACCT 202 and CS 423
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 (3H:0L:3C)

Prerequisite: STAT 200 or STAT 468 or MATH 337 and CS 432

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 (3H:0L:3C)

Prerequisite: CS 423

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 (3H:0L:3C)

Prerequisite: STAT 200 or STAT 468 or MATH 337

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 558 Information Systems Security (3H:0L:3C)

Prerequisite: STAT 200 or STAT 468 or MATH 337 and CS 423 This course will provide a broad review of the field of security of information systems. Topics include operating system models and mechanisms for mandatory and discretionary controls, data models, concepts and mechanisms for database security, basic cryptography and applications, security in computer networks and distributed systems, and control and prevention of viruses and rogue programs.

MIS 617 Security Management (3H:0L:3C)

Prerequisite: MIS 558

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

MIS 619 Network Security/Security in Distributed Systems (3H:0L:3C)

Prerequisite: MIS 551 and MIS 558

Introduction to network security; security threats, services, protocols, verification and design, architectures, technologies, testing advances; elements of cryptography; securing network systems and applications. Projects involve designing a programming, basic security tools, secure programs and distributed systems.

MIS 622 Case Studies in of Information Security (3H:0L:3C)

Prerequisite: MIS 551 and Permission of Department

CPT Qualified

This graduate level course encompasses the InfoSec regulation and guidelines that are mandated by the USG on the agencies. The course is more on the standards that are applied in accordance with the guidelines

MIS 651 Technology and Development of E-Business (3H:0L:3C)
Prerequisite: MIS 553
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 (3H:0L:3C)
Prerequisite: CS 311 or CS 326 or CS 328
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 (3H:0L:3C)
Prerequisite: CS 311 or CS 326 or CS 328
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 (3H:0L:3C)
Prerequisite: MIS 551 and MIS 554
CPT Qualified
Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

MIS 655 Management Information Systems in Supply Chain Management (3H:0L:3C)
Prerequisite: MIS 552
CPT Qualified
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 (3H:0L:3C)
Prerequisite: MIS 558
CPT Qualified
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.

MIS 660 Thesis (6 credits)
Prerequisite: Successfully Completion of 18 credit hours MIS level course and permission of the Department Chair and MIS 551
Students may choose this thesis option, or take two elective courses. 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.

VIU Thesis Guide
The VIU Thesis Guide is designed to assist VIU masters students at all stages of thesis, or project process. Students are advised to consult the guide as early into their work as possible as it will help facilitate the process of submitting a thesis, or project which conforms to VIU regulations. The thesis is going to be bounded, cataloged, archived, and made available to the University academic community. The VIU Thesis Guide provides an overview of the thesis or project process; a checklist of procedures to guide students during the writing of their thesis, or project.

BS in Business Administration Courses _____

ACCT 201 Principles of Financial Accounting (3)
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 (3)
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 305 Accounting Information Systems (3)
Prerequisite: None
This course focuses on the design and analysis of automated accounting systems for businesses. It includes the examination of payroll, receivables and payables, charts of accounts, and accounting reports as well as internal control and security issues.

BUSS 106 Office Communication Skills (3)
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.

BUSS 154 Introduction to Import/Export Management (3)
Prerequisite: None

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

BUSS 165 Small Business Management (3)
Prerequisite: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. The management application of the computer in a small business situation is highlighted. Upon completion, students should be able to develop a small business plan.

BUSS 210 Introduction to Business (3)
Prerequisite: None
This course presents an introduction to the functioning of business enterprises within the US economic framework. Topics include developing a business vocabulary and learning the basic principles and practices of contemporary businesses. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation.

BUSS 216 Human Resources Management (3)
Prerequisite: None
This course examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

BUSS 225 Public Relations (3)
Prerequisite: None
Public relations, defined as the management relationships between organizations and their public. It involves looking critically at internal and external communication issues, solving communication problems and working closely with managers and the media. Students will be trained in the basic practical skills, and educated in practical skills, and educated in public relations, ethical and legal issues and a level suitable for an undergraduate academic workshop.

BUSS 240 Advertising & Promotions (3)
Prerequisite: None
The course will include a variety of disciplines and specialties. Such things are research, media buying, print and broadcast production, sales promotion, product publicity, budgeting, scheduling and even business presentations will be covered. This course will emphasize 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.

BUSS 301 Principles of Management (3)
Prerequisite: None
This course surveys the theories and practices of management, including quantitative and behavioral approaches.

BUSS 302 Principles of Marketing (3)
Prerequisite: None
This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

BUSS 303 Principles of Finance (3)
Prerequisite: ACCT 201, ECON 101, 102
This course focuses on the methods of financial analysis and planning within the firm, including time value of money, cash flow analysis, capital budgeting, and valuation of debt and equity instruments. .

BUSS 307 Business Law I (3)
Prerequisite: BUSS 216
This course examines operations relative to the legal and regulatory environment of business. Topics include torts, contracts, liability, sales, and forms of doing business.

BUSS 312 Organizational Theory & Development (3)
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 (3)
Prerequisite: MATH 201, BUSS 303, ECON 101,102
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 (3)
Prerequisite: BUSS 302
This course examines how our knowledge of human behavior is used to create and market goods and services. It also examines how marketers study human behavior to determine consumer needs as well as predict future needs.

BUSS 322 Marketing Research (3)
Prerequisite: BUSS 302, BUSS 321, and Math 201
This course examines the theories and techniques of marketing research. In addition to discussing the design of marketing research studies, the tools used to carry out such studies will be covered as well as the use of marketing research results to make management decisions.

BUSS 340 International Business (3)
Prerequisite: ECON 101, ACCT 201, BUSS 303
This course focuses on the international environment and the ways in which businesses adapt to differences in culture, economic systems, and political systems. It is the first course in the International Business major, but may be used by other business students as an elective.

BUSS 348 Public Relations (3)
Prerequisite: BUSS 210 and BUSS 216
This course explores the interdisciplinary knowledge and skills foundations related to public relations, management, communication, social sciences and research. Students will be trained in the basic practical skills, and educated in public relations, international public relations, ethical and legal issues at a level suitable for an undergraduate academic qualification.

BUSS 406 Operations Management (3)
Prerequisite: MATH 201 and STAT 200.
This course applies the mathematical modeling techniques of operations research to business operations problems such as forecasting, scheduling, facility design, and facility location.

BUSS 407 Political & Social Environment of Business (3)
Prerequisite: BUSS 301
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 (3)
Prerequisite: BUSS 301
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 420 Introduction to Investment Banking (3)
Prerequisite: ECON 207, ECON 208, and BUSS 303
This course analyzes the financial services that investment banks provide to corporations and governments. Some of the topics included are raising capital through the issuance of equity and debt securities; initial public offerings and secondary issues; private placements; venture capital; privatizations; and mergers and acquisitions, including the related activities of divestitures, spin-offs, and workouts.

BUSS 421 Advertising and Promotion (3)
Prerequisite: BUSS 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 (3)
Prerequisite: BUSS 302
This course deals with the personal selling function and its related managerial activities. It covers the development of the sales function, sales management planning, and sales force organization, recruiting, training, supervision, motivation, compensation and evaluation.

BUSS 423 Services Marketing (3)
Prerequisite: BUSS 302
This course focuses on the specific challenges of marketing the services firm. The basic conceptual differences between selling a product and selling a service are the critical distinction in this course.

BUSS 424 Not-for-Profit Marketing (3)
Prerequisite: BUSS 302
This course focuses on the specific challenges of marketing the not-for-profit organizations. Topics include marketing for donations, marketing to attract members and volunteers, and how the intangible nature of most not-for-profit activities distinguishes this type of marketing from other marketing activities.

BUSS 425 Internet Marketing (3)
Prerequisite: BUSS 302
This course focuses on the marketing of goods and services over the Internet. It examines emerging theories and practices of online companies as well as successes and failures of Internet-based marketing.

BUSS 430 Financial Analysis and Valuations (3)
Prerequisite: ACCT 201, ACCT 202, BUSS 303, ECON 207 and ECON 208
The focus of this course is on the valuation of companies. Topics discussed include discounted cash flow techniques and valuations using alternative valuation techniques such as price multiples. Emphasis is on developing the required information for valuation from financial statements and other sources.

BUSS 442 International Marketing (3)
Prerequisite: BUSS 302
This course focuses on the marketing of goods and services in international and global markets. It examines the ways in which firms globalize and localize their offerings to balance the demands of needs of scale economies with consumer needs.

BUSS 443 International Strategy (3)
Prerequisite: BUSS 303 and BUSS 340, ECON 101
This course focuses on the strategies employed by firms competing in multinational and global markets. It draws heavily upon case studies of firm strategies.

BUSS 444 International Finance (3)
Prerequisite: BUSS 303, ECON 207, ECON 208
This course focuses on the techniques and strategies of firms operating in the international environment. Topics covered include exchange rates, currency trading and risk, hedging techniques, international capital markets, and blocked fund alternatives.

BUSS 456 Project Management (3)
Prerequisite: COMP 124, MATH 201, STAT 200, BUSS 406
This course introduces main project management concepts such as the keys to project success, leadership skills in project management, project management process and lifecycle, project planning, defining project outcomes and objectives, working effectively with key stakeholders, defining project scope, project phasing, time and cost, operational risk, project monitoring and control, progress reviews, quality assurance, change management, project risk assessment, and working with people and teams.

BUSS 470 Business Law II (3)
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 wanting to gain further understanding of legal issues in business.

BUSS 480 Business Administration Senior Project
Prerequisite: *All core courses and first semester senior concentration courses*
This project is a capstone course. The course will encompass the key elements of business operations which have been studied throughout the Bachelors program. Students will work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project or case study. Project proposals must be submitted to the faculty advisor of the student's choosing and approved by the

advisor and Chair before the student may register for this course. The student's final grade will be determined by faculty committee.

COMP 124 Information Technology
Prerequisite: None
This course introduces approaches for using information technology and the role of the computer in modem organizations, discussing hardware and software, computer application development, data processing and database systems, and the impact of computer information systems on society. Emphasis is placed on integrating information technologies into the organization to meet organizational needs. Upon completion, students should be able to understand the different approaches to information technology and be able to determine the correct approach to use in the organization. Manner of teaching: Lectures and class discussions.

ECON 101 Principles of Economics I
Prerequisite: None
This course introduces the student to the basic concepts of supply and demand, market demand and elasticity, cost theory and how political and cultural variables affect economic policy and pricing decisions for consumers and businesses.

ECON 102 Principles of Economics II
Prerequisite: ECON 101
This course is a continuation of ECON 101 which will introduce the student to market structures, pricing theory, consumer behavior, regulation, antitrust policy and income distribution. The course will also present the relationship of business statistics and statistical methods in how data is used to affect public policy decisions.

ECON 207 Business Economics I (Micro-economics)
Prerequisite: ECON 102
The field of economics is divided into two broad branches of micro and macroeconomics. Microeconomics concentrates on economic issues facing individuals deal with the fundamental problems of accounting for and managing scare resources as they try to maximize their utility.

ECON 208 Business Economics II (Macro-economics)
Prerequisite: ECON 207
Macroeconomics is a course where students will learn to apply an analytical approach to the study of how societies deal with the problem of scare resources studied in ECON 201. The approach is applied to everyday decisions faced by business, organizations and government as they try to maximize profits for the whole of society in its attempts to use scarce resources efficiently.

MATH 101 Pre-Calculus
Prerequisite: None
This course is intended to prepare students for the study of calculus. The course will include a review of algebra (arithmetic operations, fractions, factoring, the quadratic formula, radicals, and exponents). This will also serve an introduction to linear, polynomial, trigonometric, rational and logarithmic functions. Graphs of functions will also be covered throughout the course.

MATH 151 Calculus I (3)
Prerequisite: MATH 101
This course covers functions, limits, the derivative, maximum and minimum problems, the integral, and transcendental functions.

MATH 201 Applied Business Mathematics (3)
Prerequisite: MATH 101
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 covers the fundamentals of statistics and provides a strong mathematical foundation in both probability and statistics necessary for more advanced statistical methodologies and quantitative methods.

MATH 220 Calculus II (3)
Prerequisite: MATH 151, STAT 200
The topics that are covered include conic sections, rotation of axes, polar coordinates, exponential and logarithmic functions, inverse (trigonometric) functions, integration techniques, applications of the integral (including mass, moments, arc length, hydrostatic pressure), parametric equations, infinite series, power, and Taylor series.

MATH 250 Discrete & Combinatorial Mathematics (3)
Prerequisite: STAT 200
The course is intended to be a college level introductory Discrete Mathematics course for either undergraduates or graduate students. The course will focus on the following seven key topics: Combinatorial Problems and Techniques, Sets, Relations and Functions, Coding Theory, Graphs, Matching, Counting Techniques, and Recurrence Relations and Generating Functions.

MATH 337 Introduction to Probability and Statistics (3)
Prerequisite: MATH 151, STAT 200
The course is intended to be a college level introductory probability and statistics course for either undergraduates or graduate students. The course will focus on the following seven key topics: The Nature of Statistics, Organizing Data, Descriptive Measures, Probability Concepts, Discrete Random Variables, and The Normal Distribution.

MATH 360 Linear Algebra (3)
Prerequisite: MATH 151
This course is designed to teach the basics of the subject of linear algebra. There are no prerequisites other than ordinary algebra. The course will focus on the fundamental concepts and techniques of matrix algebra and abstract vector spaces. There is an emphasis on worked examples and on understanding theorems carefully.

MATH 371 Differential Equations (3)
Prerequisite: MATH 151, MATH 220
This course will focus on first-order and higher-order differential equations. Methods of solutions and their applications will also be introduced. Modeling with higher-order, Laplace transform, and systems of linear first-order differential equations will also be covered.

STAT 200 Introduction to Statistics (3)
Prerequisite: MATH 151
This course provides an introduction to data analysis, least-squares regression, data collection, sampling distributions and strategies, probability, confidence intervals,

and hypothesis testing.

STAT 468 Applied Statistics (3)
Prerequisite: MATH 151, STAT 200
This course focuses upon the use of statistics in business research. In addition to mastery of common statistical tools, it discusses the design and execution of typical business research projects using such methods as surveys, archival data, and direct observation.

BS in Computer Science Courses _____

H: Lecture Hour **L:** Lab Hour **C:** Credit
2 Lab Hour = 1 Lecture Hour

1 credit=15 contact hours=30 lab hours=45 Practicum /Internship

CS 110 Computer Science I (2H:2L:3C)
Prerequisites: None
This course is an introduction to field of computer science. Topics include an overview of computer system hardware and organization, algorithms, operating systems, networking and internet protocols, programming languages, software engineering, object oriented programming, database systems, artificial intelligence, and theory of computation.

CS 213 Computer Science II (2H:2L:3C)
Prerequisites: CS 110
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 215 Digital Design (3H:0L:3C)
Prerequisites: MATH 151
Boolean algebra, logic theorems, simplification techniques including Karnaugh maps and the Quine-McCluskey method, combination gates, design of combinational circuits, electrical characteristics of digital circuits, timing and timing problems, the use of digital data books, sequential circuits, simplification methods, design of sequential circuits and the algorithmic state machine. Principles of register transfer notation. Simulation design of digital circuits.

CS 223 Ethics in Computer Science (3H:0L:3C)
Prerequisite: GEC 130
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 311 Principles of Programming Languages (3H:0L:3C)
Prerequisites: CS 270

This course covers the fundamental concepts of programming language design and implementation. Topics include: language paradigms; syntax and semantics; names, binding, allocation, data structures, data types; scopes; control structures, data flow; concurrency; exception handling; subprograms; comparison of imperative, functional, logical, and object-oriented programming languages.

CS 316 Software Engineering (3H:0L:3C)
Prerequisites: CS 270 or CS 223 or Permission of the Department
This course covers the techniques in software design and development. Topics include: modern software engineering practice for long-term, large-scale programming projects; methods for requirements, specification, design, analysis, implementation, verification, and maintenance of large software systems; advanced software development techniques and large project management approaches; project planning, scheduling, resource management, accounting, configuration control, and technical documentation. Students organize, manage and develop a software engineering project.

CS 324 Computer Architecture (3H:0L:3C)
Prerequisites: CS 215 or Permission of the Department
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 (3H:0L:3C)
Prerequisites: CS 270 or Permission of the Department
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. Student completes a term project that utilizes object oriented programming.

CS 328 Programming with C/C++ (2H:2L:3C)
Prerequisite: CS 110 or Permission of the Department
This course covers the fundamental concepts of C/C++ programming language. Topics include variables, expressions and interactivity, relational and logical operators, looping, functions, arrays, pointers, classes, file operations, inheritance, polymorphism and virtual functions. Student completes a term project that utilizes C/C++.

CS 345 Operating Systems (3H:0L:3C)
Prerequisites: CS 311 or CS 324
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 (3H:0L:3C)
Prerequisites: CS 324 or Permission of the Department

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 (3H:0L:3C)
Prerequisites: CS 270 or Permission of the Department
CPT Qualified
This course introduces web development technologies. The topics include: web page design techniques, using web design editors, designing graphical user interface with image processing tools, client and server side scripting, and development of database applications. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages and have hands-on experience in designing a website.

CS 423 Database Concepts (3H:0L:3C)
Prerequisites: CS 311 or CS 316Permission of the Department
CPT Qualified
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 (3H:0L:3C)
Prerequisites: MATH 250 or MATH 220 and Permission of the Department
This course will introduce the fundamentals of computer graphics. Topics include: graphics displays and systems; two and three-dimensional transformations; curve and surface modeling; rendering pipeline, rasterization algorithms; animations; algorithms for hidden-surface removal; color models; methods for modeling illumination, shading, and reflection. Students organize, manage and develop Computer Graphics project.

CS 445 Distributed Systems (3H:0L:3C)
Prerequisites: CS 324 or Permission of the Department
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 (3H:0L:3C)
Prerequisites: MATH 337 or CS 324
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 (3H:0L:3C)

Prerequisites: CS 355
CPT Qualified
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 (3H:0L:3C)
Prerequisites: MATH 337 or Permission of the Department
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 (3H:0L:3C)
Prerequisites: MATH 250
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 (3H:0L:3C)
Prerequisites: CS 316 or CS 324 or CS 326 or Permission of the Department
This course will cover the topics of current interest selected by the faculty. Subjects as announced before each semester

CS 498 Senior Computer Design Project I (3H:0L:3C)
Capstone Course
Prerequisites:CS 324 or CS 345 or CS 423 Permission of the Department
First phase of a technical project is 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 (3H:0L:3C)
Capstone Course
Prerequisites: CS 498
Second phase of the technical project is 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.

GEC Courses _____

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.

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.

MATH 101 Pre-Calculus
Prerequisite: None
This course is intended to prepare students for the study of calculus. The course will include a review of algebra (arithmetic operations, fractions, factoring, the quadratic formula, radicals, and exponents). This will also serve an introduction to linear, polynomial, trigonometric, rational and logarithmic functions. Graphs of functions will also be covered throughout the course.

MATH 151 Calculus I (3)
Prerequisite: Math 101
This course covers functions, limits, the derivative, maximum and minimum problems, the integral, and transcendental functions.

MATH 201 Applied Business Mathematics (3)
Prerequisite: MATH 101
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 covers the fundamentals of statistics and provides a strong mathematical foundation in both probability and statistics necessary for more advanced statistical methodologies and quantitative methods.

MATH 220 Calculus II (3)
Prerequisite: MATH 151, STAT 200
The topics that are covered include conic sections, rotation of axes, polar coordinates, exponential and logarithmic functions, inverse (trigonometric) functions, integration techniques, applications of the integral (including mass, moments, arc length, hydrostatic pressure), parametric equations, infinite series, power, and Taylor series.

MATH 250 Discrete & Combinatorial Mathematics (3)
Prerequisite: STAT 200
The course is intended to be a college level introductory Discrete Mathematics course for either undergraduates or graduate students. The course will focus on the following seven key topics: Combinatorial Problems and Techniques, Sets, Relations and Functions, Coding Theory, Graphs, Matching, Counting Techniques, and Recurrence Relations and Generating Functions.

MATH 337 Introduction to Probability and Statistics (3)
Prerequisite: MATH 151, STAT 200
The course is intended to be a college level introductory probability and statistics course for either undergraduates or graduate students. The course will focus on the following seven key topics: The Nature of Statistics, Organizing Data, Descriptive Measures, Probability Concepts, Discrete Random Variables, and The Normal Distribution.

MATH 360 Linear Algebra (3)
Prerequisite: MATH 151
This course is designed to teach the basics of the subject of linear algebra. There are no prerequisites other than ordinary algebra. The course will focus on the fundamental concepts and techniques of matrix algebra and abstract vector spaces. There is an emphasis on worked examples and on understanding theorems carefully.

MATH 371 Differential Equations (3)
Prerequisite: MATH 151, MATH 220
This course will focus on first-order and higher-order differential equations. Methods of solutions and their applications will also be introduced. Modeling with higher-order, Laplace transform, and systems of linear first-order differential equations will also be covered.

STAT 200 Introduction to Statistics (3)
Prerequisite: MATH 151
This course provides an introduction to data analysis, least-squares regression, data collection, sampling distributions and strategies, probability, confidence intervals, and hypothesis testing.

STAT 468 Applied Statistics (3)
Prerequisite: MATH 151, STAT 200
This course focuses upon the use of statistics in business research. In addition to mastery of common statistical tools, it discusses the design and execution of typical business research projects using such methods as surveys, archival data, and direct observation.

Business Diploma Programs Courses _____

BUSS 106 Office Communication Skills (3)
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

BUSS 154 Introduction to Import/Export Management (3)
Prerequisite: None
For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies of import/export management as well as the processes.

BUSS 216 Human Resources Management (3)
Prerequisite: None
This course examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

BUSS 340 International Business (3)
Prerequisite: ECON 101, ACCT 201, BUSS 303
This course focuses on the international environment and the ways in which businesses adapt to differences in culture, economic systems, and political systems. It is the first course in the International Business major, but may be used by other business students as an elective.

BUSS 444 International Finance (3)
Prerequisite: BUSS 303, ECON 201, 202
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.

MATH 201 Applied Business Mathematics (3)
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 covers the fundamentals of statistics and provides a strong mathematical foundation in both probability and statistics necessary for more advanced statistical methodologies and quantitative methods.

BUSS 442 International Marketing (3)
Prerequisite: BUSS 202
This course focuses on the marketing of goods and services in international and global markets. It examines the ways in which firms globalize and localize their offerings to balance the demands of needs of scale economies with consumer needs.

ACCT 201 Principles of Financial Accounting (3)
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.

BUSS 312 Organizational Theory & Development (3)
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 307 Business Law I (3)
Prerequisite: BUSS 216
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 303 Principles of Finance (3)
Prerequisite: ACCT 201, ECON 101, 102
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 216 Human Resources Management (3)
Prerequisite: None
This course examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

BUSS 302 Principles of Marketing (3)
Prerequisite: None
This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

ECON 101 Principles of Economics I
Prerequisite: None
This course introduces the student to the basic concepts of supply and demand, market demand and elasticity, cost theory and how political and cultural variables affect economic policy and pricing decisions for consumers and businesses.

BUSS 165 Small Business Management (3)
Prerequisite: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. The management application of the computer in a small business situation is highlighted. Upon completion, students should be able to develop a small business plan.

BUSS 240 Advertising & Promotions (3)
Prerequisite: None
The course will include a variety of disciplines and specialties. Such things are research, media buying, print and broadcast production, sales promotion, product publicity, budgeting, scheduling and even business presentations will be covered. This course will emphasize 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.

Computer Diploma Programs Courses _____

Please refer Bachelor of Science in Computer Science course descriptions.

ESL Courses _____

ESL 162: Elementary Speaking and Listening: Elementary Speaking and Listening is the first of a four-part Listening and Speaking core course series built upon the framework of concepts that helps students become proficient in spoken and aural English. It provides hands-on listening and speaking activities to help students refine their listening, speaking, and pronunciation skills while gaining confidence communicating in English. The course offers a variety of speaking activities such as role plays, skits, debates, and presentations, providing opportunities for students to use vocabulary and language functions in practical exercises. Reading and writing are integrated into the course curriculum though a variety of content-based activities that are designed to increase students' overall fluency. The course provides students with interesting facts and quotes that jumpstart classroom discussions. As well, it provides engaging listening and viewing selections to provide practice in listening to and discussing authentic news broadcasts, interviews, conversations, debates, and stories. Finally, critical thinking skills, such as synthesizing information or reacting to different viewpoints in two reading or listening sections, provide students with hands-on language development and TOEFL preparation practice.

ESL 182: Elementary Reading and Writing: Elementary Reading and Writing is the first course in a four-part core Reading and Writing program built upon the framework of integrated language skills. The course introduces students to key, contextualized vocabulary to help them comprehend listening and reading activities. Students also learn idioms,

collocations, and word forms to help them explore, review, play with, and expand their spoken and written expression. Each thematic unit of the course integrates the study of grammar with related vocabulary and cultural information. The grammatical structures are drawn from listening or reading activities and offer students the chance to develop accuracy in speaking or writing about a topic. Reading activities help students learn how to comprehend contrasting viewpoints and to predict and identify main ideas and details in a textual passage. Challenging and imaginative writing, research, and speaking activities allow students to apply language, grammar, style, and content they learn throughout the course. Theme-based pronunciation practice reinforces vocabulary and content. As well, critical thinking skills, such as synthesizing information or reacting to different viewpoints in two reading or listening sections, provide students with hands-on language development and TOEFL preparation practice.

ESL 102: Elementary Grammar: Elementary Grammar provides a solid core of basic English grammar skills for high beginner and low-intermediate ESL students. The course is geared to students who need to review or learn basic grammatical structures and who need to complement their language development with attention to grammatical accuracy. It prepares students to understand and use basic English grammar correctly in both written and spoken communication. The course provides ample opportunities for students to practice basic grammar skills through extensive and varied writing and speaking exercises leading to communicative activities. Although the course focuses on English grammar, it also promotes the development of all language skills. It emphasizes regular use of reinforcement exercises that enable students to practice using basic grammar skills in applied and genuine contexts. The course also emphasizes interactive activities such as group work and pair work. Finally, grammar development activities throughout the course will provide students with needed hands-on language development and preparatory practice for the TOEFL.

ESL 122: Elementary Pronunciation: Elementary Pronunciation is the first of a three-part Pronunciation core course series built upon the framework of improving student's English speaking clarity and accuracy. The course covers all aspects of pronunciation including stress, sounds, rhythm, and intonation. Lessons are organized in four parts: vowels, consonants, stress in words, and rhythm and intonation. The course provides engaging classroom practice activities designed to ensure student involvement through games, interactive tasks, and listening/speaking activities dealing with high-interest topics. Students will work first on controlled activities allowing them to develop skill and proficiency on particular points. Then, they will then practice in freer, communicative activities that encourage them to keep global features of speaking in mind. These features include speaking slowly, speaking loudly enough, paying attention to the ends of words, and using the voice to speak expressively. Finally, pronunciation activities throughout the course will provide students with needed hands-on language development and preparatory practice for the speaking component of the TOEFL.

ESL 262: Intermediate Speaking and Listening: Intermediate Speaking and Listening is the second of a four-part Listening and Speaking core course series built upon the framework of concepts that helps students become proficient in spoken and aural English. It provides hands-on listening and speaking activities to help students refine their listening, speaking, and pronunciation skills while gaining confidence communicating in English. The course offers a variety of speaking activities such as role plays, skits, debates, and presentations, providing opportunities for students to use vocabulary and language functions in practical exercises. Reading and writing are integrated into the course curriculum though a variety of content-based activities that are designed to increase students' overall fluency. The

course provides students with interesting facts and quotes that jumpstart classroom discussions. As well, it provides engaging listening and viewing selections to provide practice in listening to and discussing authentic news broadcasts, interviews, conversations, debates, and stories. Finally, critical thinking skills, such as synthesizing information or reacting to different viewpoints in two reading or listening sections, provide students with hands-on language development and TOEFL preparation practice.

ESL 282: Intermediate Reading and Writing: Intermediate Reading and Writing is the second course in a four-part core Reading and Writing program built upon the framework of integrated language skills. The course introduces students to key, contextualized vocabulary to help them comprehend listening and reading activities. Students also learn idioms, collocations, and word forms to help them explore, review, play with, and expand their spoken and written expression. Each thematic unit of the course integrates the study of grammar with related vocabulary and cultural information. The grammatical structures are drawn from listening or reading activities and offer students the chance to develop accuracy in speaking or writing about a topic. Reading activities help students learn how to comprehend contrasting viewpoints and to predict and identify main ideas and details in a textual passage. Challenging and imaginative writing, research, and speaking activities allow students to apply language, grammar, style, and content they learn throughout the course. Theme-based pronunciation practice reinforces vocabulary and content. As well, critical thinking skills, such as synthesizing information or reacting to different viewpoints in two reading or listening sections, provide students with hands-on language development and TOEFL preparation practice.

ESL 202: Intermediate Grammar: Intermediate Grammar builds upon basic and low intermediate English grammar skills for high-intermediate ESL students. The course is geared to students who need to review or learn basic grammatical structures and who wish to increase their basic language skills to a higher level. The course prepares students to understand and use intermediate English grammar correctly in both written and spoken communication. It provides ample opportunities for students to practice intermediate grammar skills through extensive and varied writing and speaking exercises leading to communicative activities. Although the course focuses on English grammar, it also promotes the development of all language skills. It emphasizes regular use of reinforcement exercises that enable students to practice using basic grammar skills in applied and genuine contexts. The course also emphasizes interactive activities such as group work and pair work. Finally, grammar development activities throughout the course will provide students with needed hands-on language development and preparatory practice for the TOEFL.

ESL 222: Intermediate Pronunciation: Intermediate Pronunciation is the second of a three-part Pronunciation core course series built upon the framework of improving student's English speaking clarity and accuracy. The course covers all aspects of pronunciation including stress, sounds, rhythm, and intonation. Lessons are organized in four parts: vowels, consonants, stress in words, and rhythm and intonation. The course provides engaging classroom practice activities designed to ensure student involvement through games, interactive tasks, and listening/speaking activities dealing with high-interest topics. Students will work first on controlled activities allowing them to develop skill and proficiency on particular points. Then, they will then practice in freer, communicative activities that encourage them to keep global features of speaking in mind. These features include speaking slowly, speaking loudly enough, paying attention to the ends of words, and using the voice to speak expressively. Finally, pronunciation activities throughout the course will provide students with needed hands-on language development and preparatory practice for the speaking component of the TOEFL.

ESL 362: Advanced Speaking and Listening: Advanced Speaking and Listening is the third of a four-part Listening and Speaking core course series built upon the framework of concepts that helps students become proficient in spoken and aural English. It provides hands-on listening and speaking activities to help students refine their listening, speaking, and pronunciation skills while gaining confidence communicating in English. The course offers a variety of speaking activities such as role plays, skits, debates, and presentations, providing opportunities for students to use vocabulary and language functions in practical exercises. Reading and writing are integrated into the course curriculum though a variety of content-based activities that are designed to increase students' overall fluency. The course provides students with interesting facts and quotes that jumpstart classroom discussions. As well, it provides engaging listening and viewing selections to provide practice in listening to and discussing authentic news broadcasts, interviews, conversations, debates, and stories. Finally, critical thinking skills, such as synthesizing information or reacting to different viewpoints in two reading or listening sections, provide students with hands-on language development and TOEFL preparation practice.

ESL 382: Advanced Reading and Writing: Advanced Reading and Writing is the third course in a four-part core Reading and Writing program built upon the framework of integrated language skills. The course introduces students to key, contextualized vocabulary to help them comprehend listening and reading activities. Students also learn idioms, collocations, and word forms to help them explore, review, play with, and expand their spoken and written expression. Each thematic unit of the course integrates the study of grammar with related vocabulary and cultural information. The grammatical structures are drawn from listening or reading activities and offer students the chance to develop accuracy in speaking or writing about a topic. Reading activities help students learn how to comprehend contrasting viewpoints and to predict and identify main ideas and details in a textual passage. Challenging and imaginative writing, research, and speaking activities allow students to apply language, grammar, style, and content they learn throughout the course. Theme-based pronunciation practice reinforces vocabulary and content. As well, critical thinking skills, such as synthesizing information or reacting to different viewpoints in two reading or listening sections, provide students with hands-on language development and TOEFL preparation practice.

ESL 302: Advanced Grammar: Advanced Grammar builds upon Intermediate English grammar skills for advanced ESL students. The course is geared to students who need to review intermediate grammatical structures and who wish to improve their language development with attention to grammatical accuracy and ease of use. The course prepares students to understand and use advanced English correctly in both written and spoken communication. The course provides ample opportunities for students to practice advanced grammar skills through extensive and varied writing and speaking exercises leading to communicative activities. Although the course focuses on English grammar, it also promotes the development of all language skills. It emphasizes regular use of reinforcement exercises that enable students to practice using advanced grammar skills in applied and genuine contexts. The course also emphasizes interactive activities such as group work and pair work. Finally, grammar development activities throughout the course will provide students with needed hands-on language development and preparatory practice for the TOEFL.

ESL 322: Advanced Pronunciation: Advanced Pronunciation is the second of a three-part Pronunciation core course series built upon the framework of improving student's English speaking clarity and accuracy. The course covers all aspects of pronunciation including stress, sounds, rhythm, and intonation. Lessons are organized in four parts: vowels,

consonants, stress in words, and rhythm and intonation. The course provides engaging classroom practice activities designed to ensure student involvement through games, interactive tasks, and listening/speaking activities dealing with high-interest topics. Students will work first on controlled activities allowing them to develop skill and proficiency on particular points. Then, they will then practice in freer, communicative activities that encourage them to keep global features of speaking in mind. These features include speaking slowly, speaking loudly enough, paying attention to the ends of words, and using the voice to speak expressively. Finally, pronunciation activities throughout the course will provide students with needed hands-on language development and preparatory practice for the speaking component of the TOEFL.

ESL 462: College Prep Speaking and Listening: College Prep Speaking and Listening is the fourth of a four-part Listening and Speaking core course series built upon the framework of concepts that helps students become proficient in spoken and aural English. It provides hands-on listening and speaking activities to help students refine their listening, speaking, and pronunciation skills while gaining confidence communicating in English. The course offers a variety of speaking activities such as role plays, skits, debates, and presentations, providing opportunities for students to use vocabulary and language functions in practical exercises. Reading and writing are integrated into the course curriculum though a variety of content-based activities that are designed to increase students' overall fluency. The course provides students with interesting facts and quotes that jumpstart classroom discussions. As well, it provides engaging listening and viewing selections to provide practice in listening to and discussing authentic news broadcasts, interviews, conversations, debates, and stories. Finally, critical thinking skills, such as synthesizing information or reacting to different viewpoints in two reading or listening sections, provide students with hands-on language development and TOEFL preparation practice.

ESL 482: College Prep Reading and Writing: College Prep Reading and Writing is the fourth course in a four-part core Reading and Writing program built upon the framework of integrated language skills. The course introduces students to key, contextualized vocabulary to help them comprehend listening and reading activities. Students also learn idioms, collocations, and word forms to help them explore, review, play with, and expand their spoken and written expression. Each thematic unit of the course integrates the study of grammar with related vocabulary and cultural information. The grammatical structures are drawn from listening or reading activities and offer students the chance to develop accuracy in speaking or writing about a topic. Reading activities help students learn how to comprehend contrasting viewpoints and to predict and identify main ideas and details in a textual passage. Challenging and imaginative writing, research, and speaking activities allow students to apply language, grammar, style, and content they learn throughout the course. Theme-based pronunciation practice reinforces vocabulary and content. As well, critical thinking skills, such as synthesizing information or reacting to different viewpoints in two reading or listening sections, provide students with hands-on language development and TOEFL preparation practice.

ESL 401: College Prep Skills: College Prep Skills provides an intensive preparation for the student who will soon be attending college classes or who is already in an undergraduate college or graduate school. The basic philosophy underlying the course is that to prepare for college work, students should practice with college material. A key assumption of the course is that ESL students are accustomed to having more guidance than American college students in how to complete assignments. This puts them at a disadvantage when college instructors give them assignments or assume students will work independently and figure out problems for themselves. Therefore, in this course, there are few language skill exercises in

the traditional senses. Rather, the focus of the course is on understanding, manipulating, and discussing the keys to succeeding in college. An additional purpose of the course is to aid students in understanding and adapting to United States social and educational systems. Finally, this course will provide students with needed hands-on preparatory practice for the TOEFL.

ESL 402: TOEFL Prep: TOEFL Prep is a college prep-level ESL class that prepares students to succeed on the TOEFL iBT test. Course activities closely mirror the actual test, helping students to master both the skills necessary to achieve the best possible score on the TOEFL iBT test and to succeed in an academic environment. Students will learn effective test-taking strategies and practice extensively with all of the exercise types found on the TOEFL iBT. They will also learn techniques for achieving a high score on the essay writing section of the test and address some of the most common errors students make on the TOEFL iBT test. As well, students will gain practical guidance about testing times, dates, and fees and gain a thorough familiarity of the www.toefl.org website. Finally, students will identify areas for additional work and develop the confidence they will need to succeed on the TOEFL iBT test.

ESL 195: Vocabulary Development I: Vocabulary Development I is the first of two Vocabulary Development electives and is designed for students at the elementary and low-intermediate levels. The course's overarching goal is to increase the learner's fluency through a largely visual learning approach. It teaches students to learn and apply vocabulary by associating words with colorful and engaging visual images. This approach encourages students to associate words with meanings rather than reverting to their native language for a definition. Vocabulary Development I uses a variety of engaging hands-on activities to increase vocabulary that include many different types of problem-solving exercises. Students will solve puzzles, play games, write in journals, work in pairs and groups, and participate in listening exercises. New vocabulary is also integrated with other language development skills through a variety of content-based activities. Students will read, write, speak, and listen to improve their vocabularies in this course.

ESL 197: Life Skills: Life Skills is an elective designed for elementary and low-intermediate ESL students. This course teaches students the necessary life skills competencies that they will need in order to function successfully in an English-speaking society. Students will learn essential vocabulary and strategies to effectively communicate at home, at work, in school, and in their communities.

ESL 215: Business English I: Business English is an elective designed for ESL students who are at the elementary and intermediate levels of instruction. Students will focus on improving their listening and speaking skills in the key areas of business communication: taking part in meetings, telephoning, negotiating, and socializing. Activities will range from controlled, though realistic, tasks to more open-ended tasks which will allow students to build up their fluency and confidence in English. The overarching goal of the course is to provide students with language skill learning and practice opportunities while engaging them in the basic communication modes of the modern American business world.

ESL 216: Conversation Strategies: Conversation Strategies is an elective designed for elementary and intermediate ESL students. This course offers students the opportunity to improve their English by teaching them strategies for communicating effectively in conversations and group discussions on a variety of everyday topics. Students will learn the subtle language cues that native speakers of English employ in order to understand a person's intentions as well as achieve desired outcomes. Pair-work, group-work, games, and

role-plays will all be used in order to give the students a variety of ways and chances to practice their newly learned skills. Activities will move from controlled and structured language to those that are more open-ended so that students will be able to practice each strategy in a comfortable and fun atmosphere.

ESL 295: Drama in English: Drama in English is an elective designed for ESL students who are at the intermediate level and above. The course offers students the opportunity to improve their English through activities built around various forms of dramatic entertainment. Through the study of short dramatic works, students will improve their skills in vocabulary, conversation, writing, listening, and reading. Students will rehearse and perform scenes and monologues from short dramatic works and in so doing practice their pronunciation and speaking skills. Through the study of and performance of drama, students will gain confidence in using English, in working collaboratively with others, and in public speaking. They will participate in regular discussions about the dramatic works studied and practice telling others the plot of the drama, as well as their opinion of the material. Students will also learn to critique drama both in speaking and in writing and become more critical consumers of television, film, and live dramatic productions. Finally, the course will culminate with a project in which students will write and perform original monologues or short dramatic scenes.

ESL 310: The American Short Story The American Short Story is and elective designed for ESL students who are at the intermediate level and above. During the course, students will read approximately 14 short stories by American authors of diverse backgrounds who represent many facets of the American experience. Through the study of short stories, students will improve their skills in vocabulary, conversation, writing, listening, and reading. Students will make presentations to the class and in so doing will practice and improve their pronunciation and public speaking skills. They will participate in regular discussions about the works studied and practice telling others the plot of the stories, as well as their opinion of the material.   Students will learn about the various elements of short fiction such as plot, character, and setting, etc.   Students will also learn to critique short stories both in speaking and writing. Furthermore, the stories will expose students to various aspects of American culture over the last 100+ years.

ESL 311: Creative Writing This is an elective course designed for students at the advanced and College Prep levels of instruction. In this course students are introduced to the elements and techniques in two major types of creative writing, poetry and the short story. Students will be exposed to a variety of authentic works and will work on exploring their own voice while paying special attention to the clear and accurate usage of the English language.

ESL 314: Business English II Business English II is an elective designed for ESL students who are at the advanced and College Prep level of instruction. The course draws upon extensive media selections and offers content about critical business issues of our times. Topics include globalization, leadership, innovation, and change. Students learn about business and communication through a case study approach that reflects global change. Business English II is first and foremost a language development course. It emphasizes the students' development of skill in writing, vocabulary, pronunciation, speaking, listening, grammar, and reading. The course uses many types of learning activities and provides opportunities for students to work alone, in pairs, and in groups. It familiarizes students with basic forms of business writing that include memos, reports, invitations, curricula vitae,

letters, and agendas. The overarching goal of the course is to provide students with language skill learning and practice opportunities while engaging them in the basic communication modes of the modern American business world.

ESL 315: Current Events: Current Events is an elective designed for ESL students at the intermediate level and above. The course is designed to engage readers, stimulate critical thinking, and provoke conversation while supporting reading skills development. Several controversial subjects are explored in course readings that have more than one side to them. Thus, they encourage students to debate and to form opinions. Course readings are designed to be increasingly more challenging to help students improve their reading skills. Students are encouraged to explore open-ended questions in their study of current events and to voice their opinions, defend their viewpoints, and share observations through discussion and writing. Students will increase fluency through a number of guided language skills development exercises and will work individually, in pairs, and in small groups.

ESL 316: Introduction to American Culture: Introduction to American Culture increases students' awareness and understanding of the cultural values of the United States, their own country, and other countries. The course explores traditional basic American values, where Americans came from, and how these values affect various institutions and aspects of life in the United States. It introduces students to American religions, business, government, race relations, education, recreation, and the family. The overarching goals of the course are to orient students to American culture, to foster cross-cultural communication, and to promote reading, writing, discussion, and conversation. As well, this course provides a conceptual framework that can accompany future cultural studies focusing on literature, the media, and current events.

ESL 395: Vocabulary Development II: Vocabulary Development II is the second of two Vocabulary Development electives and is designed for students at the advanced and College Prep levels of instruction. Students will focus on mastering vocabulary contained in the Academic Word List, which will then help them to read and comprehend college-level texts across a variety of academic disciplines.   Through contextualized readings and controlled practice, students will gain confidence in their ability to understand and actively use their new vocabulary skills. Students will also develop the tools they need to successfully understand unknown words through the use of prefixes, roots, and suffixes. Finally, students will be exposed to a variety of strategies for learning vocabulary on their own.

ESL 396: Introduction to Journalism: Introduction to Journalism provides students with an introduction to the basic principles of journalism. It will guide students through the study of the ethics of journalism and the many ways to tell stories. Using a *who, what, why, where, when,* and *how* approach to writing, students will gain journalistic experience evaluating story sources and determining the best way to write articles for particular readers. Students will also learn how to prepare for and conduct effective interviews, how to take and use notes of interviews, and how to weave quotes into texts. Finally, the goal of this course is to produce a high quality student publication that can be added to the school's website.

Academic Catalog for 2007-2008 **Academic Year**

BACK COVER INSIDE

PUT HERE A DISCLAIMER

Life of this catalog:
Content is subjected to change:
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Faculty, staff and student must tread and understand the policies. And discus with their program chair, or supervisors if in case misunderstandings.

BACK COVER

THIS IS A DRAFT VERSION, AND IS SUBJECT TO FINAL CONTENT REVIEW AND LANGUAGE EDITING.

Effective on 9/4/2007